



P.O. Box 2000, Benton, Louisiana 71006-2000 / Telephone (318) 549-5000 / FAX (318) 549-5044 / [www.bossierschools.org](http://www.bossierschools.org)

**TO:** All Employees  
**FROM:** Superintendent Mitch Downey  
**SUBJECT:** Requiring Employees to Report Arrests

In November 2011, a law went into effect which required school bus drivers to report their arrest for driving while intoxicated and imposing strict penalties for those who failed to do so and upon those who failed to submit to a breathalyzer test. ACT 267 of 2011 enacted a law which became effective January 1, 2012. Pursuant to this law "all" school employees are required to report their arrests for certain offenses.

Specifically, there are approximately 100 crimes listed in the statute which must be reported to the school board. Generally, these crimes involve violence, drugs and sexual offenses as well as child abuse and neglect. Should you be arrested, you should consult with an attorney or otherwise review this Act immediately in order to determine if your arrest involves one of the crimes implicated by this Act. If it does, the law requires you to report such arrest to the school board within 24 hours of the arrest, provided that if the arrest occurs on a Saturday, Sunday or legally declared school holiday, such report shall be made prior to the employee next reporting for his or her work assignment at school. It is irrelevant whether the arrest had anything to do with your position with the school board. Finally, the law also requires the employee to report the disposition of any legal proceedings related to such arrest in the same manner.

Any employee violating the provisions of the law is subject to being suspended with or without pay, and termination proceedings are to be instituted against such employee. For purposes of the law, the term "school employee" means "any" employee of the school system including those classified as full-time, temporary, part-time or permanent employees. The employee must report the arrest by contacting the principal, supervisor or director of the school/center in which they are employed or home-based. The principal, supervisor or director will immediately complete the required form and email to Pam Hill at [pam.hill@bossierschools.org](mailto:pam.hill@bossierschools.org).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
School/Location

BOSSIER PARISH SCHOOL SYSTEM - "An Equal Opportunity Educational Agency"

**Mitch Downey, Superintendent**

**Billie Jo Brotherton** - 662 Fairview Point Road, Elm Grove, LA 71051 - **District 1**  
**Kent L. Bockhaus** - 113 Woodcrest Drive, Haughton, LA 71037 - **District 2**  
**Tammy A. Smith** - 183 Willow Bend Road, Benton, LA 71006 - **District 3**  
**Duane Deen** - 1403 Hwy 160, Benton, LA 71006 - **District 4**  
**Adam Bass** - 324 Paris Place, Bossier City, LA 71111 - **District 5**  
**Glenwood L. "Glen" Bullard** - 1501 Lexington Drive, Bossier City, LA 71111 - **District 6**

**J. W. Slack** - 2424 Douglas Drive, Bossier City, LA 71111- **District 7**  
**Kenneth M. Wiggins** - 3209 Parkland Drive, Bossier City, LA 71111 - **District 8**  
**Eric Newman** - 321 Chancellorsville Court, Bossier City, LA 71112 - **District 9**  
**Sandra "Samm" Darby** - 1212 Gibson Circle, Bossier City, LA 71112 - **District 10**  
**Robert Bertrand** - 4909 General Sterling Price Place, Bossier City, LA 71112 - **District 11**  
**Dennis Bamberg, Jr.** - 206 Eagle Ridge Drive, Haughton, LA 71037 - **District 12**