


<p><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Arrests and Convictions
	Policy Reference No:	8-1
	Release Date:	25-March-2021
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 79-1 (C)
	Revision History:	1
	No. of Pages:	1
	Applicability:	All Employees & Volunteers

Arrests and/or convictions of crimes are not automatic bars to employment or continued employment. However, in order to prevent a disruption of Township business associated with your absence as a result of any arrest or conviction, or associated with you being in a position of trust with the Township, we do require all employees to immediately notify their supervisor of any arrest and/or conviction who shall immediately report such information to the Township Manager.

Employees are required to disclose the details of the arrest/conviction and cooperate with any request for documentation of same. The Township reserves the right to conduct our own investigation into the matter. Each situation will be evaluated based on the facts surrounding the arrest/conviction. No two situations may be identical and therefore, may not be treated the same. If an employment action is warranted, it will be taken with consideration of all applicable state and federal regulations.

Failure to report any arrest, charge or conviction in accordance with this policy may result in disciplinary action, up to and including termination of employment.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	25-March-2021	Modified Authority, Release Date, Revision History & Applicability in header	MAC