



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

☆
JEMAL J. BEALE
Brigadier General
The Adjutant General

TAG POLICY LETTER 20-05

20 February 2020

DUTY TO ADVISE OF ARRESTS AND CONVICTIONS

1. **PURPOSE.** The purpose of this policy is to require all New Jersey Department of Military and Veterans Affairs (DMAVA) employees to promptly notify the Department if they are arrested for, charged with, or convicted of a crime or offense.

2. **APPLICABILITY.** This policy applies to all State employees of DMAVA regardless of the number of hours worked. The term "employee" includes State-contracted individuals and regular, provisional, temporary, conditional and unclassified appointees as well as temporary service employees and hourly employees of the Department.

3. **OBJECTIVE.** DMAVA requires all employees to notify the Department promptly if the employee is arrested for, charged with or convicted of a crime or offense.

4. **PROCEDURES.**

a. All DMAVA employees must notify the Department of any and all arrests, charges or convictions as soon as they occur, but no later than within 48 hours of the occurrence.

1) This notification requirement includes, but is not limited to, charges, arrests and/or convictions for violations that involve driving while intoxicated and all related offenses, as well as any and all drug related offenses, that occur in any jurisdiction.

2) If an employee is incarcerated and/or cannot notify the Department within the time frame prescribed by this policy, then the employee must notify their immediate supervisor and request they contact the Office of Employee Relations on behalf of the employee directly.

b. Employees are responsible for verbally notifying the DMAVA's Office of Employee Relations within the time period specified in 4(a) above. The Office of Employee Relations can be reached at (609) 530-6820. After normal working hours, call (609) 530-6749 and leave a detailed voice message regarding your situation.

c. Employees are also responsible to follow up immediately with written and/or email notification to the Office of Employee Relations. The written/email notification must contain the nature and circumstances of the incident, date and location of the offense, law enforcement agency involved, date of court appearance, and court's decision, if any.

d. Written notification can be sent to the Office of Employee Relations at 101 Eggerts Crossing Road, Lawrenceville, NJ 08648.

e. Email notification can be sent directly to the Administrator, Office of Employee Relations at susan.sweeney@dmava.nj.gov.

f. Employees are responsible to immediately provide a copy of a summons, police report, conviction or certificate of disposition upon receipt to the Office of Employee Relations.

g. Any information provided will be maintained on file at the Office of Employee Relations until the matter is adjudicated, at which time the information will be disposed of in an appropriate manner.

h. 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.

i. The Office of Employee Relations reserves the right to take corrective or disciplinary action as a result of the information provided, up to and including termination of employment.

j. The Office of Employee Relations reserves the right to take disciplinary action, up to any including termination of employment, as a result of an employee's inability to report to work as scheduled without permission for five (5) consecutive days regardless of the disposition of any charges filed against the employee.

The proponent of this Policy is the Office of Employee Relations.
Users shall submit comments and/or suggested improvements directly to:
NJDMAVA, ATTN: OER, P.O. Box 340, Trenton, NJ 98625-0340.



JEMAL J. BEALE
Brigadier General, NJARNG
The Adjutant General

DISTRIBUTION: A, D, E, F