

Parent Notification of Employee Criminal Charges
(Sample Notice)

TO: Parents
FROM: [Executive Director/Designee]
DATE: [Date]
REGARDING: Parent notification of employee criminal charges

NOTE: State law requires the BOCES to provide this notice to parents "in the same manner" by which the BOCES notifies parents of important business, which may include "email notification or other electronic communication sent directly to parents or by first-class mail." C.R.S. 22-1-130(4)(d).

This [letter/email] is to notify you that the following [BOCES employee/former BOCES employee] has been charged with a criminal offense.

[*Optional language:* In accordance with C.R.S. 22-1-130, this notice must be provided regardless of whether the actions giving rise to the criminal charge occurred while the person was acting within the scope of his or her BOCES employment.]

Person's name: _____

Position: _____

Employment status: This person [is/is not] currently employed by the BOCES.

[*Optional language if the person is a current employee and if applicable:* This person has been [suspended/placed on administrative leave] pending an investigation.]

Length of BOCES employment: From [date] to [date].

NOTE: The "alleged criminal offense" and corresponding statute or code that must be included in the next paragraph will be one of the following:

- a. felony child abuse, as specified in C.R.S. 18-6-401;
- b. a crime of violence, as defined in C.R.S. 18-1.3-406(2), except second degree assault, unless the victim is a child;
- c. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
- d. felony domestic violence, as defined in C.R.S. 18-6-800.3;
- e. felony indecent exposure, as described in C.R.S. 18-7-302; or
- f. a level 1 or level 2 felony drug offense, as described in C.R.S. 18-18-401 et seq.

Alleged criminal offense that this person has been charged with, including the violation of statute or code: _____

UNDER STATE AND FEDERAL LAW, A PERSON CHARGED WITH A CRIME IS PRESUMED INNOCENT UNTIL PROVEN GUILTY.

NOTE: The BOCES is not legally required to provide additional information, but may wish to include information such as, "The alleged criminal offense does not involve a current or former student/did not occur on BOCES property/did not occur during school hours," etc. State law specifically prohibits the BOCES from disclosing the identity of the alleged victim. C.R.S. 22-1-130(5)(b).

Additional information regarding the underlying facts or circumstances relating to the charge: _____

_____.

If you or your child have any information to report concerning this [employee/former employee] or have any additional questions or concerns, please contact me at [phone number] or [email address.]

Issued: March 14, 2019