Arrest Policy

The City of Vicksburg is implementing the following policy regarding employees who are arrested and/or have criminal charges pending.   The employee shall notify the Human Resources Department as soon as possible, after the arrest. *(Example: Weekday – the following day; Weekend – the Monday immediately following)*

Upon notice that an employee has been arrested, the Human Resources Director shall notify the Mayor and Board of Aldermen for approval to *suspend pending termination*, after which the employee shall be presented for termination at the very next scheduled Board meeting. The Human Resources Director, in conjunction with the employee's Division Head, shall issue a recommendation to the Board of the type of action that should be taken against the employee. The action may include suspension without pay, suspension without pay pending termination, or termination. The recommendation of the action may depend on a number of factors including but not limited to the following: the employee's position with the city; the nature and severity of the offense; and/or whether the offense is a misdemeanor or a felony.

Employees arrested for misdemeanor crimes of moral turpitude or violence will be suspended pending termination without pay, upon approval by the Board of Mayor and Aldermen.

No suspension under this policy shall last more than sixty (60) days, regardless of, but not limited to: indictment, plea or trial, after which the employee shall be presented for termination. During any suspension, the employee shall not accrue personal leave or sick leave for that month
Employees with felonious offenses involving the following, but not limited to, will be considered for termination:

> Drugs
> Sex Offenses
> Kidnapping
> Violence, including but not limited to domestic
> Driving While License Suspended
> Driving Under the Influence II / Driving While Intoxicated II

The above list is not all inclusive.

Effective the _____ day of _____ 2018

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Mayor George Flaggs, Jr.

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Alderman Michael A. Mayfield, Sr.

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Alderman Alex J. Monsour, Jr.