



December 14, 2015

**TO:** Certificated Personnel Administrators  
Credential Analysts and Technicians  
Los Angeles County School Districts (K-12)

**FROM:** Carolina Rangel, Credentials Coordinator  
District Personnel Information Services  
Division of School Financial Services

**SUBJECT:** Clarification Regarding Certificated Employee Arrests

This bulletin serves to clarify when LACOE should be notified by a district regarding certificated employee arrests.

In most instances, the district's Human Resource department is aware of an arrest prior to LACOE. It is incumbent upon the district to notify LACOE of such arrests. However, districts **should** only notify LACOE if any of its certificated employee has been arrested for the following offenses:

1. Any controlled substance offense enumerated in the Health and Safety Code, Section 11590, or Section 11364, insofar as that section relates to paragraph (12) of subdivision (d) of Section 11054, or
2. Any of the offenses enumerated in Penal Code Section 290, Penal Code Section 261, subdivision (a) or Education Code Section 44010.

LACOE **need not** be notified if the arrest **does not** fall under the abovementioned sections of the Codes.

Districts are advised to check with its legal counsel should they be unsure whether violations fall under this notification requirement.

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District may notify LACOE's Certification Section using the following process:

1. Contact Carolina Rangel at (562) 922-6504 or via e-mail at [Rangel\\_Carolina@lacoedu](mailto:Rangel_Carolina@lacoedu) and send a copy of the e-mail to Marshall Grayson at [Grayson\\_Marshall@lacoedu](mailto:Grayson_Marshall@lacoedu) and to Arlette Allen at [Allen\\_Arlette@lacoedu](mailto:Allen_Arlette@lacoedu).
2. Include the following:
  - District name
  - Full name of certificated employee arrested
  - SEID or EID number
  - Job title
  - Date of arrest
  - Charges — number of counts and penal code section(s)
  - Action taken by district

Should questions arise regarding this bulletin, please contact Marshall Grayson or me at (562) 922-6504.

Approved:

Donald Dobrow, Assistant Director  
School Financial Services

CR:rh

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