

DeSoto Independent School District

Office of Human Resources

Board Policy DH (Regulation) Criminal Record Checks Employee Reporting Form

To: Dr. Kevin Phillips, Director of Human Resources

From: _____

Date: _____

Work Location: _____

Position: _____

Date of incident	
Location (city, county, state)	
Type of charge	
Name of charge	
Final result of case	
Brief description of the incident	

NOTE: All charges, arrests, and findings of guilt/no contest must be reported. (Minor traffic violations such as speeding do not have to be reported. DUI/DWI must be reported.)