

33.99.14.E1 Criminal History Record Information – Employees and Applicants

Approved September 11, 2008
Revised August 23, 2012
Revised January 22, 2016
Next Scheduled Review: January 22, 2021

Supplements System Regulation 33.99.14

Rule Statement

The Texas A&M Engineering Experiment Station (TEES) shall perform criminal background checks of current employees and applicants for employment as provided in System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants, and by this rule.

Reason for Rule

This rule is required by System Regulation 33.99.14.

Procedures and Responsibilities

1. GENERAL

1.1 System Regulation 33.99.14 provides specific guidance for members of the Texas A&M University System in obtaining criminal history record information and utilizing that information for employment decisions. To supplement these mandates, this rule has been developed to provide specific guidance not otherwise provided in System Regulation 33.99.14 for TEES.

1.2 All TEES positions are considered “security sensitive” due to the likelihood that each position consists of duties that include cash handling, access to the TEES network and/or Portal, access to the building, and/or working in an area that has been designated as security sensitive.

2. CRIMINAL HISTORY BACKGROUND CHECKS

2.1 Individuals selected for hire into TEES positions as well as current employees applying for new positions, or promoted to a new position, are subject to criminal history background checks.

2.2 TEES employees are subject to periodic criminal history background checks when such checks are determined by the Agency Director or Director of Engineering Human Resources to be in the best interest of TEES.

2.3 In situations where criminal history record information is found on an applicant or a current employee, an analysis should be initiated, in accordance with

System Regulation 33.99.14, Section 6 prior to finding an applicant ineligible for employment or prior to disciplining or dismissing an existing employee.

3. SOURCES OF CRIMINAL HISTORY RECORD INFORMATION

TEES will access, as permitted by law, the following sources to obtain criminal history record information: (a) the Texas Department of Public Safety's Crime Records Service-Public Site or any other publicly available local, state or federal source; (b) the Texas Department of Public Safety's Crime Records Service-Secure Site. TEES will also utilize the services of a third party vendor(s) to obtain criminal history record information as deemed necessary.

Related Statutes, Policies, or Requirements

[Texas Government Code Chapter 559](#)

[Regulation 33.99.14, Criminal History Record Information – Employees and Applicants](#)

Definitions

Unless otherwise stated, all terms used in this rule shall have the meaning assigned by System Regulation 33.99.14.

Contact Office

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