



33.99.14.E1 Criminal History Record Information – Employees and Candidates for Employment

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Revised August 23, 2012
Revised January 22, 2016
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Revised November 30, 2022
Next Scheduled Review: November 30, 2027

Supplements System Regulation 33.99.14

Rule Summary

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

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 systems, access to the building, and/or working in an area that has been designated as security sensitive.

2. CRIMINAL HISTORY BACKGROUND CHECKS

- 2.1 Candidates 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. A candidate for employment’s failure to consent to a criminal background check is grounds for the rejection of that candidate. Except as required or otherwise provided by law, a member will not request the



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disclosure of criminal history record information regarding an applicant before the member extends a conditional offer of employment to the applicant.

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

2.3 In situations where criminal history record information is found for a candidate for employment or a current employee, an analysis must be initiated, in accordance with System Regulation 33.99.14, Section 6 prior to finding a candidate 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 Candidates for Employment](#)

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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