

AGENCY RULE

33.99.14.F1 Criminal History Record Information – Employees and Applicants

Approved August 13, 2008

Revised August 1, 2016

Reviewed September 5, 2018

Next Scheduled Review September 2023

RULE STATEMENT

Texas A&M Forest Service (TFS) will adhere to all requirements in The Texas A&M University System (System) Regulation 33.99.14, *Criminal History Record Information – Employees and Applicants*.

REASON FOR RULE

This rule is required by System Regulation 33.99.14, *Criminal History Record Information – Employees and Applicants*.

PROCEDURES AND RESPONSIBILITIES

1. GENERAL

TFS is committed to providing a safe working environment for its employees and the customers they serve. Therefore, it is imperative that individuals selected to fill positions within TFS are carefully screened. TFS may obtain, at any time, criminal history record information on any applicant for employment or any existing employee. Criminal history information may be used to make employment decisions affecting the applicant or current employee.

2. PROCEDURES FOR CRIMINAL HISTORY INFORMATION

The detailed criminal history information procedures to be followed by TFS are contained in Administrative Procedure 10.08, *Criminal History Information*.

3. ADMINISTRATION OF PROCEDURES

It is the responsibility of the Texas A&M Agrilife Human Resources Manager or designee to administer and interpret the criminal history information procedure for TFS.

RELATED STATUES, POLICIES AND REQUIREMENTS

[TFS Administrative Procedure 10.08, *Criminal History Information*](#).
[System Regulation 33.99.14, *Criminal History Record Information – Employees and Applicants*](#)

CONTACT OFFICE

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