

AGENCY RULE

33.99.14.F1 Criminal History Record Information – Employees and Candidates for Employment

Approved August 13, 2008

Revised August 1, 2016

Revised September 5, 2018

Revised June 16, 2022

Next Scheduled Review June 16, 2027

RULE STATEMENT

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

REASON FOR RULE

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

PROCEDURES AND RESPONSIBILITIES

1. GENERAL

Texas A&M Forest Service 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 the agency are carefully screened. Criminal history record information on any candidate for employment or any existing employee may be obtained at any time. Criminal history information may be used to make employment decisions affecting the candidate for employment or current employee.

2. PROCEDURES FOR CRIMINAL HISTORY INFORMATION

The detailed criminal history information procedures to be followed by the agency is 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 the Texas A&M Forest Service.

RELATED STATUTES, POLICIES AND REQUIREMENTS

Administrative Procedure 10.08, *Criminal History Information*.
System Regulation 33.99.14, *Criminal History Record Information – Employees and Candidates
for Employment*

CONTACT OFFICE

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