

Rule 33.99.14.T1 (Effective November 1, 2008)

Criminal History Record Information

(Supplements System Regulation 33.99.14)

Tarleton State University is committed to providing a safe environment for students, employees and visitors. In an effort to attain a safe environment, the University shall conduct criminal history record information (background) checks on applicants hired or employees transferred into positions designated as security sensitive in accordance with System Regulations 33.99.01 and 33.99.14 and Tarleton University Rule 33.99.01.T1.

CONTACT OFFICE: Human Resources

Procedure 33.99.14.T1.01 (Effective November 1, 2008)

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(Supplements System Regulation 33.99.14)

PROCEDURE

1. General

1.1 All Tarleton positions, including temporary and student positions, are deemed security sensitive and are subject to criminal record background checks in accordance with System Regulation 33.99.14.

2. Pre-employment Criminal History Background Checks

2.1 All finalists for positions shall be subject to an acceptable criminal history background check. This includes any applicant as defined by System Regulation 33.99.14. Any applicant declining to consent to a criminal history background check will be removed from further consideration for the position.

2.2 Any offers or hiring action that may occur prior to the completion of the criminal history background check shall be conditional and contingent on an acceptable criminal background check.

2.3 When performed by Tarleton Human Resources, criminal history background checks on applicants for employment with Tarleton State University shall be run from; a) the Department of Public Safety (DPS) Crime Records-Secure Site, or b) Tarleton State University Procedure 33.99.14.T1.01 Criminal History Record Information 2 the DPS Crime Records-Public Site, or any other publicly available local, state, or federal source.

3. Post-employment Criminal Background Checks

3.1 Current employees being considered as a candidate for promotion, transfer or reclassification shall be subject to a criminal history background check.

3.2 Any employee declining to consent to a criminal history background check during a promotional or transfer process will be removed from further consideration for the position. If an employee's position is being reclassified and the employee declines to consent to the background check, the employee may be terminated.

3.3 Any offers or hiring action that may occur prior to the completion of the criminal background check shall be conditional and contingent on an acceptable criminal background check.

3.4 Criminal history background checks on current Tarleton employees shall be run from the DPS Crime Records-Public Site or any other publicly available local, state, or federal source if the check is performed by a third-party vendor.

4. Process for Obtaining and Evaluating Criminal History Record Information

4.1 The Department of Human Resources is responsible for obtaining criminal history

records. Records will be analyzed by a Human Resources representative and a University Police Department representative, and, when necessary, the department head in accordance with System Regulation 33.99.14.

4.2 If the criminal history check produces a criminal record, the Human Resources Department may contact a University Police Department representative to further investigate and verify the record and obtain any necessary additional information needed for analyzing the record.

4.3 The record analysis will follow the guidelines as outlined in System Regulation 33.99.14 and a final disposition of the analysis will be documented and retained in the personnel file. The criminal record will be destroyed in accordance with System Regulation 33.99.14.

4.4 If an analysis determines the applicant or employee should not be employed into the position, the Human Resources representative will immediately notify the department head, and the department head will notify the applicant or employee of the final decision.

4.5 Human Resources will consult with the University Police Department representative and the Department Head when it is found that an applicant or employee have falsified or failed to disclose criminal history. The record analysis will follow the same guidelines as outlined in System Regulation 33.99.14 for record analysis.

Tarleton State University Procedure 33.99.14.T1.01 Criminal History Record Information 3

4.6 The CEO delegates his authority to authorize hire actions and/or approve written reports as allowed by System Regulation 33.99.14 to the appropriate vice president.

4.7 Every applicant and employee will have, as permitted by law, the opportunity to request, receive, review and correct information about that individual collected by, or on behalf of Tarleton using authorization given as a part of the employment application.

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