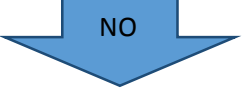


FISD Criminal Records Check Guide

Did employee comply with DH (Local) by reporting to the campus/dept supervisor regarding the arrest/criminal charges brought against the employee?
 -OR-
 Did applicant disclose the arrest/offense on the application? (May need to request complete record from DPS or from applicant If disposition of case is pending.)



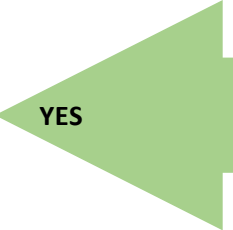
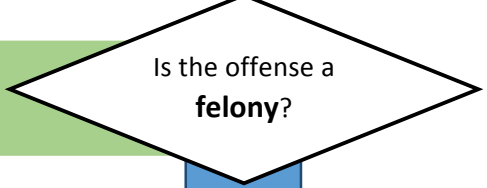
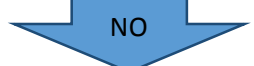
*Employee may be subject to disciplinary action for failure to comply with Board Policy DBAA (Local)
 *Applicant/Volunteer cannot be considered for employment with FISD

*Ineligible for initial or continued employment or volunteer status
 *Consult with Executive Director of HR and Legal Counsel
 *Take appropriate action

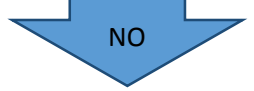


Was the offense a non-reviewable offense?

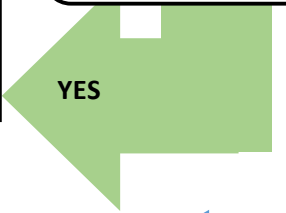
YES Including:
 Criminal homicide, capital murder, murder,
 rape, sexual assault, arson,
 robbery, injury to a child, indecency with a child,
 abandoning/endangering a child, obscenity, prohibited sexual conduct,
 sale or purchase of a child, public lewdness,
 aggravated sexual assault, kidnapping & false imprisonment,



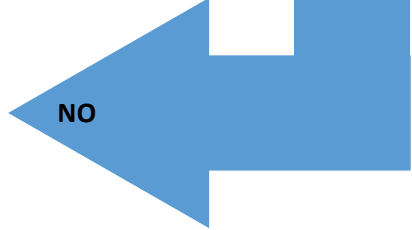
Did the felony occur 10 or more years ago?



The offense is a **misdemeanor**.
 (Go to Next Page)



*Employee may continue employment
 *Applicant/Volunteer can be considered for employment



*Ineligible for initial or continued employment or approved volunteer status
 *Consult with Executive Director of HR & Legal Counsel
 *Take appropriate action

Class A Misdemeanor**

Did the Class A Misdemeanor occur more than 7 years ago?

NO

YES

*Ineligible for initial employment/volunteering

*Consult with Executive Director of HR & Legal Counsel

*Take appropriate action

*Employee may continue employment

*Applicant/Volunteer can be considered for employment or volunteering unless the position sought/held is incompatible with the offense(s)

*Persons required to drive district vehicles cannot have alcohol-related offenses within ten years

*Persons required to handle district funds cannot have theft-related offenses within ten years

*Consult with HR Director & Legal Counsel

*Take appropriate action

Class B or C Misdemeanor

Did the class B or C misdemeanor involve the following moral turpitude offenses: dishonesty, fraud, deceit, misrepresentation? *

YES

Did the Class B or C misdemeanor occur 3 or more years ago?

NO

YES

*Ineligible for initial employment/volunteering

*Consult with Executive Director of HR & Legal Counsel

*Take appropriate action

*Employee may continue employment

*Applicant/Volunteer can be considered for employment

Did the Class B or C misdemeanor occur 7 or more years ago?

NO

YES

*Ineligible for initial employment/volunteering

*Consult with Executive Director of HR & Legal Counsel

*Take appropriate action

*Employee may continue employment

*Applicant/Volunteer can be considered for employment

Did the Class B or C misdemeanor involve the following moral turpitude offenses:

- Acts constituting public intoxication
- Operating a motor vehicle while under the influence of alcohol
- Disorderly conduct
- Acts constituting abuse under the Texas Family Code

NO

Did the Class B or C misdemeanor involve the following moral turpitude offenses:

- Deliberate violence, base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession, transfer, sale or distribution or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Ch. 481 of the Health & Safety Code
- Prostitution

NO

Did the Class B or C misdemeanor occur 20 or more years ago?

YES

YES

NO

*Employee may continue employment

*Applicant/Volunteer can be considered for employment

*Ineligible for initial employment/volunteering
*Consult with Executive Director of HR & Legal
Counsel
*Take appropriate action

Special Notes:

- *Offenses occurring more than three years ago may be reviewed by the Executive Director of Human Resources and the following criteria may be considered:
 - Job Responsibilities
 - Critical shortage teaching field
 - References
- **Offenses occurring more than seven years ago may be reviewed by the Executive Director of Human Resources and the following criteria may be considered:
 - Job Responsibilities
 - Critical shortage teaching field
 - Circumstances of offense
 - References