

# Hurst-Eules-Bedford Independent School District

## Office of Human Resources

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### Board Policy DH (Regulation) Criminal Record Checks Employee Reporting Form

To: Cicely Tuttle, Assistant Superintendent of Human Resources

From: \_\_\_\_\_

Date: \_\_\_\_\_

Work Location: \_\_\_\_\_

Position: \_\_\_\_\_

Date of incident	
Location (city, county, state)	
Type of charge	
Name of charge	
Final result of case	
Brief description of the incident	

**NOTE:** All charges, arrests, and findings of guilt/no contest must be reported. (Minor traffic violations such as speeding do not have to be reported. DUI/DWI must be reported.)