

Executive Board

02/24/26

Administration Support Committee

02/23/26

Item of Recommendation to amend policy 822 Background Investigation

Highest Authority Executive Board

For this item:

Originating Source: General Counsel and Executive Leadership

Background: Prior to last Executive Board meeting, the BGCT had not updated its background investigations policy since 2006. While the changes adopted in September of 2025 were an important and crucial step in modernizing this policy, there are additional changes needed. In consultation with members of the Executive Board who have legal training and background, there are additional proposed changes.

The proposed changes would address the difference between an individual’s driving record and citations for which the BGCT may be aware but are dismissed by alternative means. The ability to reassign an employee with multiple citations, regardless of the disposition, to duties that do not involve driving, promotes a culture of safety and care and reduces liability for the BGCT.

Background Attachments: A redline version of Policy 822 is included below.

Recommendation: We recommend amending the BGCT’s background investigation policy to more comprehensively address controlled substance possession and driving while intoxicated.

822 BACKGROUND INVESTIGATIONS

The Baptist General Convention of Texas desires to provide a safe environment for all employees and clients at each of our locations. To help us achieve this goal and comply with state and federal laws, the policy requires that BGCT conduct a background investigation on all candidates eligible for an offer of employment and as deemed necessary for current employees during their employment with the Baptist General Convention of Texas. All candidates for employment and new hires (prior to conducting the investigation and beginning employment) must complete and sign the Criminal Conviction and Motor Vehicle Background Investigation Acknowledgment.

It is BGCT policy **not** to hire or continue to offer employment to persons who have ~~never~~ pled guilty to, been convicted of, or received probation, deferred adjudication or pretrial diversion for any criminal offense (other than minor traffic citations including), but not limited to criminal homicide; kidnapping and false imprisonment; indecency with a child; prostitution; sexual assault; aggravated assault; abandoning and endangering a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; injury to a person; fraud; theft; or other action

which violates state guidelines for employment with BGCT or any participating employer with BGCT. Employees or applicants guilty of other convictions which the BGCT believes to be a risk to our employees, clients, consumer safety or their welfare will **also** be considered unemployable.

Persons convicted of a felony or class A misdemeanor possession of an illegal or controlled substance will be considered unemployable and persons convicted of a Class B or C misdemeanor possession of an illegal or controlled substance within the last ten (10) years will be considered unemployable. Persons convicted of driving while intoxicated (DWI) or driving under the influence (DUI) within the past five (5) years will be considered unemployable based on Baptist principles. Persons with motor vehicle ~~records-citations~~ that indicate three (3) or more moving violations within the past three (3) years are not considered employable if their job requires them to transport clients or others on behalf of the BGCT or drive a BGCT owned or operated vehicle. **Traffic citations also include those citations that are disposed of by differed adjudication, pretrial diversion, or by any other means and shall have the same effect as a final conviction resulting from any motor vehicle citation.** Job holders required to drive on behalf of the BGCT must be at least age 21.

Criminal and motor vehicle records ~~may~~**will** be investigated on employees **at least** every twelve months as required by automobile insurance regulations and at other times as necessary. Any time the BGCT learns that an employee is no longer in compliance with this policy, an investigation may occur immediately.

In the event the investigation confirms that the employee is not in compliance with policy or state and federal regulatory guidelines and laws, that employee's employment may be terminated immediately.

All employees are required to notify their supervisor immediately, should any of the above stated events occur regarding themselves or another employee of the BGCT. The BGCT reserves the right to conduct an investigation at any time for reasonable cause.

Employees are prohibited from requesting a criminal history check on anyone who is not an employee or an applicant for employment. Only employees authorized by BGCT management may conduct a criminal history check.

IV. Confidentiality

Information obtained as a result of a background investigation will remain confidential and will be kept in a secured file drawer separate from other employment records. Human Resources is responsible for obtaining information, communication, and record management necessary to comply with this policy.

~~9/23/25~~**02/24/26**