



**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
EMS COMPLIANCE AND QUALITY ASSURANCE GROUP
CRIMINAL HISTORY DOCUMENTATION GUIDE**

EXPLANATION/STATEMENT

A signed and dated detailed (who, what, when, where, why, how) personal account of the criminal offense(s)

In addition, IF THE CHARGE(S) RESULTED IN A CONVICTION, DEFERRED ADJUDICATION COMMUNITY SUPERVISION and/or DEFERRED DISPOSITION PLEASE INCLUDE THE FOLLOWING IN YOUR EXPLANATION LETTER:

- What are you doing to avoid the same situation(s) again?
- How should the passage of time since your conviction(s) and/or deferred adjudication community supervision and/or deferred disposition be considered in determining your mental and emotional stability?
- What type of support system do you have in place to deal with stress in your life?
- Do you believe you have been rehabilitated? Why?
- How does your criminal history relate to the duties and responsibilities of EMS?

OFFENSE/INCIDENT REPORT

Please obtain a copy of the initial offense/incident report from the law enforcement agency (ex. police department, sheriff's office, etc...) responsible for investigating the criminal offense. If a report is not available, please provide a copy of the probable cause affidavit and/or arrest warrant affidavit, if applicable.

CRIMINAL HISTORY FORM

Please complete the enclosed form (front and back) and return ensuring you sign and date the form in the appropriate section.

COMMUNITY SUPERVISION FORM/LETTER

If you are currently serving a court-ordered community supervision/probation and/or parole, submit the enclosed Community Supervision Request Letter to your Community Supervision Officer (CSO), and/or parole officer or provide the Department with a letter from your current CSO, and/or parole officer addressing your current compliance and status while under supervision.

COURT DOCUMENTS (MUST BE CERTIFIED COPIES)

Please provide the following court documentation bulleted below that is applicable to your situation. If the charge(s) resulted in a dismissal/no bill and/or prosecutorial rejection, please provide a copy from the court.

- Charging Instrument: Complaint/information and/or indictment
- Presentence Investigation Report (if available)
- Judgment/order of deferred adjudication/deferred disposition which is the court document that lists the specific charge and the punishment that was assessed
- Pretrial agreement which may be obtained from the District Attorney's office
- Conditions of community supervision/probation/parole supervision
- Motion to revoke your community supervision/probation/parole supervision
- Revocation order
- Amended community supervision/probation/parole supervision
- Probation/Parole transfer
- Discharge/dismissal from community supervision/probation/parole supervision

Class A and B misdemeanor court records may be obtained from the County Clerk's office or inferior court in the county where the offense occurred. Felony criminal case information can be obtained from the District Clerk's office or superior court and Class C Misdemeanor documentation may be obtained from the Municipal Court or Justice of the Peace. If court documents are no longer available, a written statement on the Clerk's letterhead must be provided.

If the charge(s) are still pending, please provide a copy of the disposition within 30 days of the final outcome.

WORK HISTORY FORM

Please complete the enclosed form and return. You must sign and date the form in the appropriate section. Include your current employer and any EMS providers/First Responder organizations you are affiliated with on the form as a paid or volunteer employee. Use additional sheets if necessary ensuring they are also signed and dated.

SUPPORT/CHARACTER REFERENCE LETTERS

Please provide a minimum of four (4) letters from the individuals listed below. **The letters must be signed and dated and have a contact phone number for verification purposes.** One of the four (4) letters must be from your present or past employer. Each letter must acknowledge your criminal history and attest to your behavior modification and/or emotional and mental status for EMS certification/licensure. Letters from law enforcement, public officials and/or EMS employers must be on official letterhead. Individuals that may submit a letter on your behalf include the following:

- Prosecutors(s), law enforcement officer(s), correctional officer(s), or community supervision officer(s) that prosecuted, arrested or had custodial or other responsibility for you
- Sheriff or chief of police in the community you currently reside
- EMS Instructor/EMS Coordinator
- Any other individual that knows you (ex. family member, coworker etc...)

PROOF OF REHABILITATION

Provide copies of accomplishments/achievements (certificates, awards, community recognition, etc...) occurring after your deferred adjudication community supervision/disposition/conviction. Include copies of any certificates of completion for class(es)/program(s)/seminar(s), (ex. Drug and/or alcohol inpatient or outpatient treatment, anger management classes, parent or marriage classes). You may also provide letters or court documents showing proof of payment for child support and/or evidence that you have been and are currently supporting your dependents.

FINGERPRINT BASED BACKGROUND CHECK

Use the enclosed Texas Fingerprint Service Code Form in order to schedule an appointment with MorphoTrust USA for a fingerprint based background check. The enclosed Texas Fingerprint Service Code Form includes directions and information regarding scheduling. You are required to bring the Texas Fingerprint Service Code Form along with a valid Texas driver's license or state ID with you to your appointment.

CRIMINAL HISTORY REPORT FORM

Please complete the enclosed form and return. Be sure to sign and date the form in the appropriate section.