

Policy 3301: Criminal Background Checks

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USU Policy 3301: Criminal Background Checks**Category:** Human Resources**Subcategory:** Employment**Covered Individuals:** Employees and Volunteers**Responsible Executive:** Vice President and Chief of Staff**Policy Custodian:** Sr. Associate Vice President of Human Resources

For each section below, summarize the highlights of the new policy using the suggested questions as guidelines.

BACKGROUND:

We are centralizing background checks. We have an obligation to protect our campus community and students by ensuring those on campus have successfully completed a criminal background check.

Reviewed policy with Legal.

KEY PROVISIONS OF THE NEW/REVISED POLICY:

Centralizing background check with HR to ensure compliance with applicable laws.

Legal, HR, Office of the President were consulted. All feedback is part of redline.

IMPLEMENTATION PLAN:

Procedures will follow applicable laws and processes, particularly the Fair Credit Reporting Act (FCRA). They are currently in development and will be released shortly.

Publication of the revised Policy 3301 will adhere to the structured policy lifecycle defined in USU Policy 1001 and its associated procedures to promote consistency, transparency, and principles of shared governance. Upon final approval, Policy 3301 will be published in the USU Policy Library to ensure accessibility to all University stakeholders. The Policy Office will disseminate announcements through official University channels, including an email listserv and the MyUSU portal. The Office of Human Resources will utilize current channels of communication (e.g. the Memo, training, website).

As outlined in USU Policy 1001, this policy will be reviewed on a 3-year cycle to continue to ensure USU remains in compliance. Additionally, feedback on Policy 3301 may be submitted on the USU Policy Office website at any time, regardless of the review cycle.

University Policy 3301: Criminal Background Checks

Category: Human Resources

Subcategory: Employment

Covered Individuals: Employees and Volunteers

Responsible Executive: Vice President and Chief of Staff

Policy Custodian: Office of Human Resources, Sr. Associate Vice President of Human Resources

Last Revised: 2026/MM/DD

Previous USU Policy Number: 386

3301.1 PURPOSE AND SCOPE

This policy establishes a consistent, centralized process for conducting [Criminal Background Checks](#) at Utah State University (USU or University). It ensures compliance with state and federal laws while promoting a safe and secure environment across all university programs, positions, and functions. This policy provides specific requirements for conducting Criminal Background Checks (hereinafter referred to as 'background checks') of certain prospective and existing Employees and [Volunteers](#) of Utah State University.

3301.2 POLICY

All background checks for faculty, staff, student employees, and Volunteers at USU must be initiated by Business Services and administered exclusively through the centralized Human Resources (HR) process. All required background checks must be completed and settled prior to the start of employment or Voluntary service, as applicable. Employment offers and Volunteer appointments are contingent upon successful completion of a background check, when required.

2.1 Individuals Subject to a Background Check:

The following individuals must be subject to completion of a Background Check:

- All benefit-eligible employees and applicants with a conditional offer of employment.
- All non-benefit-eligible employees, applicants with a conditional offer of employment, and Volunteers who serve in a [Security-Sensitive Position](#) or a position with contact with [Minors](#), including those in staff roles and research, instructional, or teaching roles, including but not limited to, adjunct, temporary, and concurrent enrollment faculty (see section 3301.2.6), professors, instructors, lecturers, graduate teachers, graduate research, or traineeship assistants.

2.2 Self-Disclosure Requirement

For positions that do not require a background check, individuals must self-disclose to Human Resources any felony and misdemeanor convictions (other than minor traffic infractions, unless the position requires driving for USU) within the past seven years. Self-disclosures are requested after a conditional offer of employment has been accepted. They are completed during the onboarding process or requested through Business Services and are kept confidential in accordance with HR procedures. Failure to disclose such information may result in disciplinary actions, up to and including termination of

employment or withdrawal of Volunteer service ([USU Policy 3017: Volunteer Services](#)).

2.3 Timing and Circumstances Requiring a Background Check

A background check will be conducted under the following circumstances:

- **Security-Sensitive Position**

When it is anticipated that an employee, an applicant with a conditional offer of employment, or a Volunteer will serve in a Security-Sensitive Position (as defined in section 3301.6).

- **Contact with Minors**

When it is anticipated that an employee, an applicant with a conditional offer of employment, or a Volunteer will serve in a position with contact with Minors, such as when there is a reasonable expectation that during the normal and routine responsibilities of the position, the employee or Volunteer and a Minor would interact on a one-on-one basis either in person or virtually.

- **Upon Reasonable Cause**

Reasonable Cause may exist with respect to a position or an individual.

For a position, reasonable cause exists when a periodic background check is warranted based on the position being classified as a Security-Sensitive Position.

For an individual, reasonable cause exists when known facts or circumstances are sufficient to warrant by a person of reasonable prudence that the employee or Volunteer poses an unreasonable risk to persons or property and/or that a history or report of crime will be found.

Supervisors wishing to request a background check for reasonable cause must coordinate with the Office of Human Resources.

- **Self-Disclosure**

When a self-disclosure indicates a felony conviction or misdemeanor conviction other than a minor traffic violation (unless the position requires regular driving for USU).

2.4 Adverse Action and Individual Review

Having a criminal history does not automatically preclude employment at USU. The following steps are taken when background check information may lead to an adverse employment action:

- **Pre-Adverse Action Written Notice**

Applicants with a conditional offer of employment, employees, or Volunteers will receive a written pre-adverse action notice indicating that information obtained through a background check may negatively impact their employment or Volunteer status. The notice will include information required by applicable law, including access to the background check report and a summary of rights.

- **Opportunity to Respond**

Individuals will be provided five business days from the date of the pre-adverse action notice to review the information and respond. This may include submitting additional information, clarification, evidence of rehabilitation, or documentation of inaccuracies.

- **Individualized Risk Assessment**

At the discretion of the Sr. Associate Vice President of HR, a Background Review Committee (“Committee”) will be formed to conduct an individualized risk assessment based on the information obtained through the background check, additional information provided by the individual, and the position’s duties and responsibilities.

- **Final Decision and Notice**

Final employment or Volunteer decisions will be made in accordance with applicable state and federal laws and university procedures. Individuals will receive written notice of the reasons for the final decision.

2.5 External Standards: Utah Childcare Licensing Requirements

In alignment with state requirements, individuals whose roles necessitate clearance through the [Utah Childcare Licensing](#) Program will complete the background check process mandated by that program. Clearance through the Utah Childcare Licensing Program fulfills the University’s background check requirements. Background checks conducted under this provision must be coordinated with the Office of Human Resources to ensure that documentation and compliance are maintained within the centralized system.

2.6 Concurrent Enrollment Faculty

USU employees and applicants with a conditional offer of employment, whether in faculty positions or other academic positions, who serve or will serve as concurrent enrollment instructors with unsupervised access to K-12 students must complete a Criminal Background Check consistent with [Utah Code §53G-11-402](#). USU will determine the need for the Criminal Background Check consistent with the law to satisfy this requirement and will maintain appropriate documentation.

3301.3 RESPONSIBILITIES

3.1 Human Resources

Oversee and administer the background check screening process, including self-disclosures, for all applicants with a conditional offer of employment, employees, and Volunteers. Ensure compliance with state and federal laws, policies, and confidentiality requirements. Review initial background check results and refer cases to the Sr. Associate Vice President of HR, who will determine if a Committee review is necessary. Communicate final outcomes to the hiring department. Ensure required notices and opportunities to respond are provided for final adverse employment actions. Bill departments for background checks, as applicable.

3.2 Background Review Committee

Upon direction from the Sr. Associate Vice President of HR, the Committee will convene to review cases that require additional consideration. The Committee will make recommendations based on individualized risk assessments to promote a fair process.

3.3 Hiring Departments

Submit requests for background checks, as applicable.

3301.4 REFERENCES

- [Utah Code 53H-3-402](#)
- [Utah Code § 34-52-101, et. seq.](#)
- Utah Board of Higher Education [Policy R165, Concurrent Enrollment](#)
- [Utah Code § 53G-11-402 – 403](#)
- [Fair Credit Reporting Act \(FCRA\)](#)

- [Equal Employment Opportunity Commission \(EEOC\) guidelines](#)

3301.5 RELATED USU POLICIES

- [Policy 3017: Volunteer Services](#)

3301.6 DEFINITIONS

- **Criminal Background Check.** A commercial or governmental process of searching public records to determine whether an individual has been convicted of criminal conduct within a minimum of the last seven years.
- **Minor.** For the purpose of this policy, [Utah Code §53H-3-402\(b\)](#) defines a minor as a person younger than 21 years of age.
- **Security-Sensitive Position.** Positions whose duties require, provide for, or encompass the potential to incur human, financial, or property loss or harm to the University and its constituents. A security-sensitive position includes at least one (1) of the following elements:
 - Access to Minors, including childcare in a childcare center or to diminished capacity adults (individuals who lack decision-making capacity).
 - Relationships with students where exceptional trust and responsibility are involved, such as instructors, counselors, healthcare providers, coaches, and residence hall personnel.
 - Responsibility for providing direct medical care, treatment, or counseling and/or access to pharmaceuticals, toxins, hazardous, or controlled substances.
 - Direct access to laboratory materials and other property which have the potential of being diverted from their proper use either for financial gain or for harmful, dangerous, or illegal purposes.
 - Decision-making authority for committing university funds or financial resources through contracts and commitments and/or direct access to or responsibility for handling cash, checks, credit/debit cards, or cash equivalents, university property, disbursements, or receipts.
 - Access to building and residence hall master control and key systems.
 - Access to confidential information or sensitive personal information such as employment, health, donor, financial, and other records, including data that could facilitate identity theft.
 - Access to and responsibility for the maintenance, upgrading, and repair of the University's computer networks and/or information technology systems.
 - Responsibility for police, security guards, and other health or safety issues.
- **Volunteer.** An individual providing volunteer service to USU as defined in USU Policy 3017: Volunteer Services.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Contacts

- Doug Bullock
[Senior Associate Vice President of Human Resources](#)

POLICY HISTORY

Original issue date: 2008/10/17

Last revision date: 2026/MM/DD

Next scheduled review date: 2029/03/01

Previous revision dates: 2008/10/17, 2009/05/01, 2019/09/27, 2020/01/10, 2022/06/24, 2025/11/03



University Policy 3301: Criminal Background Checks

Category: Human Resources

Sub-Category: Employment

Covered Individuals: ~~All~~ ~~USU~~ Employees and Volunteers

Responsible Executive: Vice President ~~for Finance and Administrative Services~~ and Chief of Staff

Policy Custodian: Office of Human Resources, Sr. Associate Vice President of Human Resources

Last Revised: ~~2025/11/03~~ 2026/MM/DD

Previous USU Policy Number: 386

3301.1 PURPOSE AND SCOPE

This policy establishes a consistent, centralized process for conducting Criminal Background Checks at Utah State University (USU or University). It ensures compliance with state and federal laws while promoting a safe and secure environment across all university programs, positions, and functions. This policy by providing specific requirements for conducting Criminal Background Checks (hereinafter referred to as 'background checks') of certain prospective and existing Employees and Volunteers of Utah State University.

3301.2 POLICY

All background checks for faculty, staff, student employees, and Volunteers at USU must be initiated by Business Services and administered exclusively through the centralized Human Resources (HR) process. All required background checks must be completed and settled prior to the start of employment or Voluntary service, as applicable. Employment offers and Volunteer appointments are contingent upon successful completion of a background check, when required.

2.1 ~~Criminal~~ Individuals Subject to a Background Checks will be performed:

The following individuals must be subject to completion of a Background Check:

~~2.1.1 After an offer of employment has been accepted;~~

~~2.1.2 When a current employee/volunteer moves into a Security Sensitive Position or a position with significant contact with;~~

~~2.1.3 For Reasonable Cause.~~

~~Section 2. applies to the following groups or individuals:~~

- ~~2.2.1 All benefit-eligible employees; and applicants with a conditional offer of employment.;~~
- ~~2.2.2 All persons employed by USU non-benefit-eligible employees, applicants with a conditional offer of employment, and Volunteers who serve in a Security-Sensitive Position or a position with contact with Minors, including those in staff roles and research, instructional, or in a teaching capacity including, but not limited to, research, or staff roles, such as including but not limited to, adjunct, temporary, and and concurrent enrollment faculty (see section 3301.2.6); ; professors, instructors, and lecturers, graduate teachers, graduate research, or traineeship assistants.;~~

~~2.2.3 Graduate students acting as teaching, laboratory, and/or research assistants;~~

~~2.2.4 Any employees/volunteers with significant contact with minors; and~~

~~2.2.5 Any employees/volunteers in security sensitive positions. Any employee/volunteer in a security-sensitive position with financial responsibility over funds of the University may also be required to submit to a financial/credit check.~~

2.2 Self-Disclosure Requirement

For positions that do not require a background check, individuals must self-disclose to Human Resources any felony and misdemeanor convictions (other than minor traffic infractions, unless the position requires driving for USU) within the past seven years. Self-disclosures are requested after a conditional offer of employment has been accepted. They are completed during the onboarding process or requested through Business Services and are kept confidential in accordance with HR procedures. Failure to disclose such information may result in disciplinary actions, up to and including termination of employment or withdrawal of Volunteer service (USU Policy 3017: Volunteer Services).

2.3 Timing and Circumstances Requiring a Background Check

A background check will be conducted under the following circumstances:

- **Security-Sensitive Position**

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- **Contact with Minors**

When it is anticipated that an employee, an applicant with a conditional offer of employment, or a Volunteer will serve in a position with contact with Minors, such as when there is a reasonable expectation that during the normal and routine responsibilities of the position, the employee or Volunteer and a Minor would interact on a one-on-one basis either in person or virtually.

- **Upon Reasonable Cause**

Reasonable Cause may exist with respect to a position or an individual.

For a position, reasonable cause exists when a periodic background check is warranted based on the position being classified as a Security-Sensitive Position.

For an individual, reasonable cause exists when known facts or circumstances are sufficient to warrant by a person of reasonable prudence that the employee or Volunteer poses an unreasonable risk to persons or property and/or that a history or report of crime will be found.

Supervisors wishing to request a background check for reasonable cause must coordinate with the Office of Human Resources.

- **Self-Disclosure**

When a self-disclosure indicates a felony conviction or misdemeanor conviction other than a minor traffic violation (unless the position requires regular driving for USU).

2.4 Adverse Action and Individual Review

Having a criminal history does not automatically preclude employment at USU. The following steps are taken when background check information may lead to an adverse employment action:

- **Pre-Adverse Action Written Notice**

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- **Opportunity to Respond**

Individuals will be provided five business days from the date of the pre-adverse action notice to review the information and respond. This may include submitting additional information, clarification, evidence of rehabilitation, or documentation of inaccuracies.

- **Individualized Risk Assessment**

At the discretion of the Sr. Associate Vice President of HR, a Background Review Committee (“Committee”) will be formed to conduct an individualized risk assessment based on the information obtained through the background check, additional information provided by the individual, and the position’s duties and responsibilities.

- **Final Decision and Notice**

Final employment or Volunteer decisions will be made in accordance with applicable state and federal laws and university procedures. Individuals will receive written notice of the reasons for the final decision.

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In alignment with state requirements, individuals whose roles necessitate clearance through the Utah Childcare Licensing Program will complete the background check process mandated by that program. Clearance through the Utah Childcare Licensing Program fulfills the University’s background check requirements. Background checks conducted under this provision must be coordinated with the Office of Human Resources to ensure that documentation and compliance are maintained within the centralized system.

2.6 Concurrent Enrollment Faculty

USU employees and applicants with a conditional offer of employment, whether in faculty positions or other academic positions, who serve or will serve as concurrent enrollment instructors with unsupervised access to K-12 students must complete a Criminal Background Check consistent with Utah Code §53G-11-402. USU will determine the need for the Criminal Background Check consistent with the law to satisfy this requirement and will maintain appropriate documentation.

3301.3 RESPONSIBILITIES

3.1 Human Resources

~~Manages~~ Oversee and administer the background check screening process, including self-disclosures, for all applicants with a conditional offer of employment, employees, and Volunteers. Ensure compliance with state and federal laws, policies, and confidentiality requirements. Review initial background check results and refer cases to the Sr. Associate Vice President of HR, who will determine if a Committee review is necessary. Communicate final outcomes to the hiring department. Ensure required notices and opportunities to respond are provided for final adverse employment actions. Bill departments for background checks, as applicable.

3.2 Background Review Committee

3.3 Hiring Departments

Submit requests for background checks, as applicable.

3301.4 REFERENCES

- Utah Code 53H-3-402
- Utah Code § 34-52-101, et. seq.
- Utah Board of Higher Education Policy R165, Concurrent Enrollment
- Utah Code § 53G-11-402 – 403
- Fair Credit Reporting Act (FCRA)
- Equal Employment Opportunity Commission (EEOC) guidelines
- ~~Utah Board of Higher Education Policy R165, Concurrent Enrollment~~
- ~~Utah Code 53H-3-402 Higher Education Criminal Background Checks~~

3301.5 RELATED USU POLICIES

- Policy 3017: Volunteer Services

3301.6 DEFINITIONS

~~6.1 Background Review Committee~~

~~This committee consists of representation from General Counsel, Human Resources, and Public Safety. The committee reviews the results of criminal background checks where prior convictions exist, assesses the risk to the University, and determines whether an individual should be considered eligible to obtain or retain a position.~~

~~The Background Review Committee may delegate initial review, where appropriate.~~

- ~~6.2 Criminal Background Check.~~ A commercial or governmental process of searching public records to determine whether an individual has been convicted of criminal conduct within a minimum of the last seven ~~(7)~~ years.

~~6.3 Diminished Capacity Adult~~

- ~~A person who lacks decision-making capacity, which requires: (1) possession of a set of values and goals; (2) the ability to communicate and to understand information; and (3) the ability to reason and to deliberate about one's choices.~~

~~6.4 Employee~~

~~An individual who has received and accepted a legitimate offer of employment from an appropriate hiring authority.~~

- ~~6.5 Minor.~~ For the purposes of this policy, Utah Code §53H-3-402(b) (1) defines a minor as a person younger than 21 years of age.

~~6.6 Positions with Significant Contact with Minors~~

- ~~Any position which involves working with a Covered Program as defined in USU Policy 2403: Protection of Minors.~~

~~6.7 Reasonable Cause~~

- ~~May exist with respect to a position or with respect to an individual. As to a position, reasonable cause exists such that a periodic criminal background check for any employee holding a security sensitive position is warranted. As to an individual, reasonable cause exists where the known facts or circumstances about a particular employee are sufficient to warrant, by a person of reasonable prudence, that the employee poses an unreasonable risk to persons or property and/or that a history or report of crime will be found.~~

- **Security Sensitive Positions.** Positions whose duties require, provide for, or encompass the -

potential to incur human, financial, or property loss or harm to the University and its constituents. A security-sensitive position includes at least one (1) of the following elements:

- Access to ~~M~~inors, including child-care in a child-care center or to ~~D~~iminished ~~C~~apacity ~~A~~adults (individuals who lack decision-making capacity).
- Relationships with students where exceptional trust and responsibility are involved, such as instructors, counselors, health-care providers, coaches, and residence hall personnel;
- Responsibility for providing direct medical care, treatment, or counseling and/or access to pharmaceuticals, toxins, hazardous, or controlled substances;
- Direct access to laboratory materials and other property ~~that~~ which have the potential of being diverted from their proper use either for financial gain or for harmful, dangerous, or illegal purposes;
- Decision-making authority for committing ~~U~~niversity funds or financial resources through contracts and commitments and/or direct access to or responsibility for handling cash, checks, credit/debit cards, or cash equivalents, ~~U~~niversity property, disbursements, or receipts;
- Access to building and residence hall master control and key systems;
- Access to confidential information or sensitive personal information such as employment, health, donor, financial, and other records, including data that could facilitate identity theft;
- Access to and responsibility for the maintenance, upgrading, and repair of the University's computer networks and/or information technology systems; ~~and~~
- Responsibility for police, security guards, and other ~~significant~~ health or safety issues.
- **Volunteer.** An individual providing volunteer service to USU as defined in [USU Policy 3017: Volunteer Services](#).

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RESOURCES

Contacts

- [Senior Associate Vice President of Human Resources](#)

POLICY HISTORY

Original issue date: 2008/10/17

Last revision date: ~~2025/11/03~~ [2026/MM/DD](#)

Next scheduled review date: [2029/03/01](#) ~~2026/02/01~~

Previous revision dates: 2008/10/17, 2009/05/01, 2019/09/27, 2020/01/10, 2022/06/24, [2025/11/03](#)

University Policy 3301: Criminal Background Checks

Category: Human Resources

Sub Category: Employment

Covered Individuals: All USU Employees and Volunteers

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Human Resources

Last Revised: 2025/11/03

Previous USU Policy Number: 386

3301.1 PURPOSE AND SCOPE

This policy promotes a safe environment by providing specific requirements for conducting [Criminal Background Checks](#) of certain prospective and existing [Employees](#) and [Volunteers](#) of Utah State University.

3301.2 POLICY

2.1 Criminal Background Checks will be performed:

- 2.1.1 After an offer of employment has been accepted;
- 2.1.2 When a current employee/volunteer moves into a [Security Sensitive Position](#) or a position with significant contact with [Minors](#);
- 2.1.3 For [Reasonable Cause](#).

2.2 Section 2.1 applies to the following groups or individuals:

- 2.2.1 All benefit eligible employees;
- 2.2.2 All persons employed by USU in a teaching capacity including, but not limited to, adjunct, temporary, and concurrent enrollment faculty, professors, instructors, and lecturers;
- 2.2.3 Graduate students acting as teaching, laboratory, and/or research assistants;
- 2.2.4 Any employees/volunteers with significant contact with minors; and
- 2.2.5 Any employees/volunteers in security sensitive positions. Any employee/volunteer in a security sensitive position with financial responsibility over funds of the University may also be required to submit to a financial/credit check.

3301.3 RESPONSIBILITIES

3.1 Human Resources

Manages the background check process for all employees/volunteers.

3.2 [Background Review Committee](#)

Reviews background checks with questionable results.

3301.4 REFERENCES

- [Utah Board of Higher Education Policy R165. Concurrent Enrollment](#)
- [Utah Code 53H-3-402 Higher Education Criminal Background Checks](#)

3301.5 RELATED USU POLICIES

- [Policy 2403: Protection of Minors](#)
- [Policy 3017: Volunteer Services](#)

3301.6 DEFINITIONS

6.1 Background Review Committee

This committee consists of representation from General Counsel, Human Resources, and Public Safety. The committee reviews the results of criminal background checks where prior convictions exist, assesses the risk to the University, and determines whether an individual should be considered eligible to obtain or retain a position.

The Background Review Committee may delegate initial review, where appropriate.

6.2 Criminal Background Check

A commercial or governmental process of searching public records to determine whether an individual has been convicted of criminal conduct within a minimum of the last seven years.

6.3 Diminished Capacity Adult

A person who lacks decision-making capacity, which requires: (1) possession of a set of values and goals; (2) the ability to communicate and to understand information; and (3) the ability to reason and to deliberate about one's choices.

6.4 Employee

An individual who has received and accepted a legitimate offer of employment from an appropriate hiring authority.

6.5 Minor

For the purposes of this policy, Utah Code §53H-3-402 (1) defines a minor as a person younger than 21 years of age.

6.6 Positions with Significant Contact with Minors

Any position which involves working with a Covered Program as defined in USU Policy 2403: Protection of Minors.

6.7 Reasonable Cause

May exist with respect to a position or with respect to an individual. As to a position, reasonable cause exists such that a periodic criminal background check for any employee holding a security sensitive position is warranted. As to an individual, reasonable cause exists where the known facts or circumstances about a particular employee are sufficient to warrant, by a person of reasonable prudence, that the employee poses an unreasonable risk to persons or property and/or that a history or

report of crime will be found.

6.8 Security Sensitive Positions

Positions whose duties require, provide for, or encompass the potential to incur human, financial, or property loss or harm to the University and its constituents. A security sensitive position includes at least one of the following elements:

- i. Access to minors, including child care in a child care center or to [Diminished Capacity Adults](#).
- ii. Relationships with students where exceptional trust and responsibility are involved, such as instructors, counselors, health care providers, coaches, and residence hall personnel;
- iii. Responsibility for providing direct medical care, treatment, or counseling and/or access to pharmaceuticals, toxins, hazardous, or controlled substances;
- iv. Direct access to laboratory materials and other property that have the potential of being diverted from their proper use either for financial gain or for harmful, dangerous, or illegal purposes;
- v. Decision-making authority for committing University funds or financial resources through contracts and commitments and/or direct access to or responsibility for handling cash, checks, credit/debit cards, or cash equivalents, University property, disbursements, or receipts;
- vi. Access to building and residence hall master control and key systems;
- vii. Access to confidential information or sensitive personal information such as employment, health, donor, financial, and other records, including data that could facilitate identity theft;
- viii. Access to and responsibility for the maintenance, upgrading, and repair of the University's computer networks and/or information technology systems; and
- ix. Responsibility for police, security guards, and other significant health or safety issues.

6.9 Volunteer

An individual providing volunteer service to USU as defined in USU Policy 3017: Volunteer Services.

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RESOURCES

Contacts

- [Senior Associate Vice President of Human Resources](#)

POLICY HISTORY

Original issue date: 2008/10/17

Last revision date: 2025/11/03

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Previous revision dates: 2008/10/17, 2009/05/01, 2019/09/27, 2020/01/10, 2022/06/24