Security Sensitive Duty Assessment
For Volunteers And Interns

If you answer “yes” to questions 1 – 4, a criminal background check is required. If you have questions or concerns, please contact the Employment Unit at 650-3774.

1. Unsupervised direct contact with or access to minors (age 15 and under)?
   (Examples: assisting with summer camp or department programs for children; access to residence halls housing children participating in camps)
   ☐ Yes ☐ No

2. Unsupervised direct contact with vulnerable adults?
   (Example: volunteers assisting with patients in the Speech-Language-Hearing Clinic)
   ☐ Yes ☐ No

3. Unsupervised direct access to cash?
   ☐ Yes ☐ No

4. Will be given IT permissions where sensitive data is available (e.g. employee/student addresses, student grades)
   ☐ Yes ☐ No

5. Unsupervised direct access to hard copy confidential, critical and/or secured data or information?
   ☐ Yes ☐ No

If you answer “yes” to any of the following questions, a criminal background check is recommended.

1. Unsupervised close proximity to hard copy confidential, critical and/or secured data or information?
   ☐ Yes ☐ No

2. Will have a long term working relationship with the department (regular scheduled hours with no perceived end date)?
   ☐ Yes ☐ No

Departments may request a criminal background check for any volunteer.