

## The Criminal History Check Crosswalk of Security-Sensitive Access

Subject Individual Categories per OSU STANDARD 576-055-0020	OSU Internal Guidance Regarding Positions That Generally Fall Within OSU STANDARD Defined Categories
<p>(a) Has direct access to <b>persons under 18</b> years of age or to student residence facilities because the person’s work duties require the person to be present in the residence facility.</p>	<p>Performs functions or duties that require interaction with persons under 18 years of age in a private setting.</p> <p>Performs functions or duties that require unsupervised interaction with populations that are comprised of a majority of individuals under the age of 18 or otherwise vulnerable individuals due to compromised physical or mental capacity. Unsupervised means that no supervisor is physically present with the employee or volunteer while he/she is with this population.</p> <p>Performs functions or duties that require unsupervised entry into living facilities used or frequented by minors, or spaces used by minors for sleeping purposes (such as residence halls, dormitory rooms, cabins, cottages, motel rooms, barracks, tents, gymnasiums).</p> <p>Performs maintenance or repair in student housing facilities in residence areas or areas where interaction with persons under 18 years of age in a private setting is likely to occur.</p> <p>Performs functions or duties that require possession of master keys to housing and dining facilities.</p>

<p>(b) Is providing <b>information technology</b> services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems.</p>	<p>Performs functions or duties that provide access to system security; resets user passwords; grants or revokes system access.</p> <p>Creates or modifies user accounts; maintains electronic mail access; enables local area network connection.</p> <p>Maintains database security and user access accounts or records; serves as or performs the functions of a system administrator for all types of computerized or digital systems, including desktops, laptops, main frames, etc.</p> <p>Performs functions or duties that provide access to restricted or secured data system tables or programs as determined by University central Human Resources Administration.</p>
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<p>(c) Has access to <b>information</b>, the disclosure of which is prohibited by state or federal laws, rules or regulations or information that is defined as confidential under state or federal laws, rules or regulations.</p>	<p>Responsibilities for duties such as:</p> <ul style="list-style-type: none"> <li>a. Investigates discrimination and other employee complaints; prepares a variety of reports related to equal employment opportunity, affirmative action and the Americans with Disabilities Act.</li> <li>b. Accesses the Law Enforcement Data System (LEDS) or has access to criminal history and motor vehicle background check information.</li> <li>c. Maintains university or department personnel files.</li> <li>d. Has access to medical records, medical billing information or medical treatment plans.</li> <li>e. Operates and maintains computerized or conventional printing equipment to produce employee pay statements and W-2 forms.</li> <li>f. Collects and transports confidential materials for confidential disposal or destruction.</li> <li>g. Receives or accesses confidential employee, faculty, staff, or student data in the functional areas of Admissions, Registrar, Financial Aid, Human Resources, Business Affairs, or Legal Affairs.</li> <li>h. Performs functions or duties that allow access to or ability to distribute confidential information about minors who are participating in Youth Programs.</li> </ul>
<p>(d) Has access to property where <b>hazardous materials</b> and other items controlled by state or federal laws or regulations are located.</p>	<p>Performs functions or duties that involve procurement, storage, issuance, maintenance, inventory control, mixing, dispensing or use of hazardous materials or drugs controlled by State or Federal laws.</p> <p>Packages, labels, or ships chemicals, hazardous materials or other items controlled by State or Federal laws.</p>

<p>(e) Has access to <b>laboratories</b>, nuclear facilities or utility plants to which access is restricted in order to protect the health or safety of the public.</p>	<p>Has access to or performs duties in a restricted access facility that houses activities and projects involving diseases or substances that could compromise the health and safety of the campus or public. This includes laboratories or campus facilities that are not considered open to the general public and are generally frequented only by individuals assigned to work in that location.</p> <p>Starts up, operates, shuts down, and conducts maintenance and surveillance checks on nuclear reactor, utility facilities, or power generating facilities.</p>
<p>(f) Has <b>fiscal</b>, financial aid, payroll or purchasing responsibilities as one of the person's primary responsibilities.</p>	<p>Responsibilities for the following duties:</p> <p>a. Performs duties as the final authority for fiscal, financial aid, payroll or purchasing signature/approval decisions.</p> <p>b. Compiles payroll data such as writs and garnishments, accrued leave, payroll deductions; processes payroll; has the ability to take actions that directly impact a person's pay or financial aid.</p> <p>c. Reviews credit applications or establishes lines of credit.</p> <p>d. Reviews or processes financial aid applications or information.</p> <p>e. Receives money or processes credit card purchases; operates a cash register or maintains a cash box.</p>

<p>(g) Has access to <b>personal information</b> about employees or members of the public including Social Security numbers, dates of birth, driver license numbers, medical information, personal financial information or criminal background information.</p>	<p>Responsibilities for duties such as:</p> <ul style="list-style-type: none"> <li>a. Investigates discrimination and other employee complaints; prepares a variety of reports related to equal employment opportunity, affirmative action and the Americans with Disabilities Act.</li> <li>b. Accesses the Law Enforcement Data System (LEDS) or has access to criminal history and motor vehicle background check information.</li> <li>c. Maintains university or department personnel files.</li> <li>d. Has access to medical records, medical billing information or medical treatment plans.</li> <li>e. Operates and maintains computerized or conventional printing equipment to produce employee pay statements and W-2 forms.</li> <li>f. Collects and transports confidential materials for confidential disposal or destruction.</li> <li>g. Receives or accesses confidential employee, faculty, staff, or student data in the functional areas of Admissions, Registrar, Financial Aid, Human Resources, Business Affairs, or Legal Affairs.</li> <li>h. Performs functions or duties that allow access to or ability to distribute confidential information about minors who are participating in Youth Programs.</li> </ul>
<p><b>Subject Individual Categories per OSU STANDARD 576-055-0020</b></p>	

<p>(h) Has access to or responsibility for the care, safety and security of <b>animals</b>.</p>	<p>Unsupervised, responsibilities for duties such as:</p> <p>a. Provides care (food, water, bedding, housing) for a variety of OSU owned laboratory research animals (e.g., rodents, rabbits, pigs, sheep, cats, dogs, poultry).</p> <p>b. Performs technical procedures under specific conditions as required for research on a variety of research animals (e.g., rodents, rabbits, pigs, sheep, cats, dogs, poultry).</p> <p>c. Provide care and handling of animals in the custody of OSU: large animals (horses, cattle, sheep) and/or small animals (cats and dogs) in a University facility or at a University sponsored function or event, such as veterinary teaching hospital, University farm, youth clubs, or teaching events.</p> <p>d. Feeds, cares for, observes, transports, animals in the custody of OSU housed at an isolation facility that accommodates research, teaching, and diagnostic projects working with infectious and noninfectious animal diseases.</p>
<p><b>Subject Individuals per OSU STANDARD 576-056-0000</b></p>	<p>Operates a State-owned or State-provided motor vehicle in performance of an essential function of work or service duties.</p> <p>Operates a privately owned vehicle in performance of an essential function of work or service duties.</p>