Volunteer Background Check Worksheet
Office of Human Resources

Name: ________________________________ Date: __________________________

Department: ________________________________ __________________________

Person completing this Form: ____________________________________________

Who Must Undergo Background Checks

The CSU is required to conduct a background check on volunteers only if being considered for a position in which a background check is required by law. These volunteers will be required to have background checks if they have not had checks within the past 12 months on the same campus.

Section I - Will the Volunteer:

YES NO

☐ Be in a Sworn CSU Police Personnel Position
(California Government Code §1029 and 1031)

☐ Be in a Police Officer Cadet Position
(California Government Code §1029 and 1031)

☐ Be in a Police Dispatcher Position
(Commission Regulation 1959)

☐ Be in a position with direct contact with minor children at a camp operated by the CSU
(Education Code §10911.5)

☐ Be in a position with access to stored criminal offender record information
(11 CCR §703 and 11 CCR § 707)

☐ Be in a Position with access to patients, drugs or medication
(California Labor Code §432.7)

If any questions were checked “yes” in Section I, a LiveScan (finger printing) check is required.

Section II – Will the Volunteer have access to Level 1 Data
(Protected, private or sensitive information)

☐ If question was checked “yes” in Section II, a background check is required.

HR Employment Services Office Use Only:

☐ Has this volunteer completed a background check through Sacramento State in the last 12 months? If yes, please provide date:___________________________

☐ Has this volunteer completed a LiveScan (finger printing) through Sacramento State in the last 12 months? If yes, please provide date:___________________________

Thank you for completing the above information and supporting the Employment Services Office ability to fulfill the CSU Background Check requirements. Together everyone contributes to “MAKING” Sacramento State a Safe and Secure Campus!