

Agency Name
Criminal Background Check Procedure
Original Date Created
Date Updated

Criminal Background Check Steps:

1. Individual is hired
2. **FBI** Background check is performed by **Staff Member Title**
3. **ICHAT** Background check is performed by **Staff Member Title**
4. **Michigan DHS** Background checks is only performed on those individuals who have direct unsupervised contact with youth. These checks are performed by **Staff Member Title** and placed on file.
5. If no information is found then, we make a copy of the background checks and place inside personnel and/or volunteer file. **Staff Member Title** keeps all personnel files; **Staff Member Title** will keep all volunteer files.
6. If information is found then we will meet to discuss and make a decision based upon severity of offenses:
 - a. **Minor Offenses** such as, Driving Under the Influence, minor drug possessions, unpaid traffic tickets, personal litigation, etc.) will not preclude person from being able to work on youth projects. A notation will be placed in file and a discussion held with potential candidate to make sure that he or she understands that we are aware of their previous offenses and that we expect professional and appropriate behavior for everyone associated with our organization
 - b. **Major Offenses** such as, criminal sexual conduct, crimes involving guns, crimes involving large amounts of drugs/narcotics, etc. will not be able to participate with our youth programs. Information will be notated in person's file and the information will be shared with the person.
7. All background check information will be held for seven years.

Background check resources can be accessed at the following locations:

- The FBI provides a free federal & state sex offender registry checks at: <http://www.fbi.gov/hq/cid/cac/registry.htm>
- ICHAT provides a Michigan criminal history check at <http://apps.michigan.gov/ichat/home.aspx>. (It may be possible that non-profits can get this service free of charge if they call the State Police)
- Michigan's Central Registry is managed by the Department of Human Services. Michigan's Central Registry is mandated by the Child Protection Law and is a list of perpetrators of child abuse and neglect. This information is confidential and can only be requested by the individual. Please visit the following link for more information: http://www.michigan.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html