



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

RICK SNYDER  
GOVERNOR

COL. KRISTE KIBBEY ETUE  
DIRECTOR

November 15, 2013

Dear School Administrator:

The Michigan State Police (MSP) is responsible for ensuring that the use of Criminal History Record Information (CHRI) to make employment and licensing determinations is handled according to state and federal legislation, regulations, and policies. As such, the MSP has been working to ensure that agencies receiving CHRI for this purpose are in compliance.

Schools that contract with a private entity to receive CHRI and make employment determinations on your agency's behalf will be affected. This includes contractors that provide services to place teachers, substitute teachers, food services workers, janitorial staff, transportation workers, etc. assigned to regularly and continuously work in a school.

Pursuant to guidelines provided by the Federal Bureau of Investigation, contractor personnel are not authorized to receive CHRI. As such, the MSP will no longer be able to supply responses to federal background checks directly to contractor agencies. Contractors will receive notice that MSP will no longer provide CHRI to them directly **effective January 1, 2014**, and provide direction to return the CHRI to the authorized agency (a copy of that letter is attached for your reference).

We acknowledge that some agencies have entered into outsourcing agreements with contractors based on our recommendations. Please note that we have found these agreements, as it relates to accessing CHRI, are not in compliance with FBI guidelines. Therefore, your agency should work to ensure that processes are in place to begin directly receiving CHRI and for making employment determinations that may have formerly been made by the contractor.

We are aware that this information may generate numerous phone calls to our office. Therefore, we have updated our Web site [www.michigan.gov/cjicats](http://www.michigan.gov/cjicats) to include frequently asked questions as a result of this change. However, if you wish to contact our office directly you can contact me at [bowerk@michigan.gov](mailto:bowerk@michigan.gov) or Narcisa Morris at [morrison@michigan.gov](mailto:morrisn@michigan.gov).

Sincerely,

A handwritten signature in cursive script that reads "Katie Bower".

Katie Bower, Michigan Compact Officer  
Assistant Division Director  
Criminal Justice Information Center

Enclosure