



## Region 6 Citizen Corps Criminal Record Check Policy

### Policy

The Region 6 Citizen Corps programs will complete a criminal record check on all applicants to the Volunteer Reception Center (VRC). Record check information is confidential.

### Purpose

To comply with the Region 6 Citizen Corps recommendation for criminal record checks on volunteers and to define guidelines that constitute denial of membership. Record checks protect the citizens in the community as well as VRC's integrity.

### Procedure

1. All potential volunteers shall be provided with a criminal background check request form for completion as part of the application process.
2. The services of a potential volunteer shall be evaluated on a case-by-case basis for violations that may show on a criminal record check.
3. The following violations constitute grounds for denial of membership of applicants to the team. The services of an applicant **shall not** be accepted if the criminal record check shows :
  - a. Registration as a sex offender
  - b. Conviction of a felony
  - c. High level misdemeanor
  - d. Current Personal Protection Order (PPO) or Domestic Violence Order (DVO) in place
4. The following violations will be reviewed on a case-by-case basis as outlined below in #5. The services of an applicant **may not** be accepted if the criminal record check shows:
  - a. Conviction of a misdemeanor in the past 5 years
  - b. Conviction of a criminal violation in the past 2 years
  - c. Conviction of Driving Under the Influence (DUI) in the past 5 years
5. **Case-by-Case Review:** Evaluation will determine if past conduct is compatible with working as a volunteer. Consultation may include Volunteer Reception Center Manager, Emergency Management Director and the county attorney. The volunteer shall be given the opportunity to provide evidence of mitigating circumstances prior to a decision being made concerning qualifications to serve.

### Valid Operator's License

Individuals operating a vehicle as a volunteer shall be required to show proof of valid operator's license prior to deployment. The license of the volunteer shall be checked at the Emergency Operation Center (EOC) prior to assignment. Volunteers are not operating as a team member until officially registered with VRC.

### Disqualification from Volunteer Participation:

The decision to exclude or limit an individual's participation as a volunteer is solely with the discretion of Volunteer Reception Center Manager. Factors to be considered include, but are not limited to, the nature and severity of the crime, and the length of time since the criminal conduct occurred.

### Confidentiality:

The Council will maintain the confidentiality of all criminal background information, including information regarding disqualification decisions.

### Websites:

ICHAT:

DHS Central Registry:

MI Sex Offender Registry:

OTIS:

<http://apps.michigan.gov/ICHAT/Home>

<http://www.michigan.gov/dhs>

<http://www.mipsor.state.mi.us/>

<http://www.state.mi.us/mdoc/asp/otis>