



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, Michigan 48909

Office of Dispute Resolution  
517-373-4839

### MEMORANDUM

**DATE:** September 21, 2009  
**TO:** CDRP Center Directors  
**FROM:** Doug Van Epps, Director, Office of Dispute Resolution  
**SUBJECT:** CDRP Criminal History Background Check Policy

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In response to centers' input regarding SCAO's adoption of a policy regarding criminal history background checks (CHBC's), several amendments have been made to the earlier circulated draft policy. These include:

1. The requirement of conducting CHBC's is limited to staff, mediators, and interns working on any activity involving children, defined as persons under the age of 19. A number of centers responded that some mediators will never work on matters involving children, thus should be exempt from CHBC requirements. While SCAO staff believe a better practice is to conduct both CHBC's for all mediators, the decision whether to extend the policy to persons who will not work on cases involving children is left to local boards of directors.

Note: all staff, mediators, and interns working on cases supported in whole or in part by Access and Visitation Grant funding must undergo both ICHAT and Central Registry background checks.

2. The date by which centers must have adopted a policy regarding CHBC's is extended to May 1, 2010.
3. The date by which CHBC's must be conducted pursuant to the center's CHBC plan is extended to June 1, 2010.

The attached materials include:

1. Amendment to Section 6.8 of the CDRP Policies and Procedures Manual. The policy reflects the above considerations and is effective immediately. Please include this in your current Policies and Procedures Manual.

2. Questions and Answers. In the course of responding to the draft CHBC documents, a number of centers submitted questions. If you do not see your question listed here, or if you would like additional explanation for an answer, please contact us.
3. Model CHBC policy. The policy has been amended to reflect the optional narrowing of the scope of the policy to affect only staff, mediators, and interns working on activities involving children.
4. Instructions for Conducting ICHAT and Central Registry Background Checks.
5. Center Assurances. This document will be appended to the CDRP grant application and is currently due from centers that have applied for Access and Visitation funding.
6. Consent to Background Check. This is a template form centers may tailor to reflect the center's CHBC plan.

If you have any questions regarding these documents, or any aspect of the new CHBC requirement, please do not hesitate to contact us.

DAV/cah

Attachments