
VOLUNTEER/CHAPERONE BACKGROUND CHECK GUIDELINES

When to ICHAT

The work of the volunteer/chaperone:

- Is conducted in a setting that is accessible to staff or other adults at any time. (i.e. classroom, hallway, media center)

May:

- Provide direct supervision of multiple students in isolation on a limited basis. Cannot be regular and continuous.
- Include overnight trips if the individual's supervision responsibilities are accessible to staff or other adults at all times.

May not:

- Be done regularly and continuously. (i.e. weekly tutors, classroom volunteers)
- Be responsible for supervision of individual students in isolation.
- Have responsibilities during overnight trips requiring entrance into student sleeping quarters.
- Have access to confidential student information. (i.e. student records)

When to Fingerprint

The work of the volunteer/chaperone:

- Is conducted regularly and continuously. (i.e. regular classroom volunteers, athletic coaches); or
- Is conducted in isolation out of view of staff or other adults; or
- Requires the transportation of students. (Must also complete "Volunteer Driver Form"); or
- May have access to confidential information on a limited basis. (i.e. student records)

ICCHAT: The Internet Criminal History Access Tool (ICCHAT) allows the search of public criminal history record information maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the State repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

Suppressed records and warrant information are not available through ICHAT. Also not included are federal records, tribal records, traffic records, juvenile records, local misdemeanors, cases closed without convictions, and criminal history from other states.

Because ICHAT only provides information up to the time of the request, ICHATs should be processed as close to the date and/or time of the event as possible. Use reasonable judgement to determine if the time period since the last ICHAT was processed is sufficient. ***ICHATS are required to be run annually at a minimum.***

FINGERPRINT (Live Scan): Fingerprints are processed through the National Registry which is a part of the Department of Justice. This process will provide results on a national level, whereas an ICHAT will only provide results of crimes conducted in Michigan.

Once a person has been fingerprinted, the records associated with those prints are only valid for that school year. ***If the individual wishes to continue volunteering in future school years, an ICHAT should be processed each school year.***