Memorandum of Understanding Addendum
Criminal Background Check Process—Spring 2015

Background

The mission of the Center for Service Learning & Civic Engagement (“Center”) is to provide engaged, issues and service-focused, community-based, mutually beneficial, and integrated learning opportunities, building and enhancing commitment to academics, personal and professional development, and civic responsibility.

In support of that mission, the University runs a criminal background check on all MSU students who receive an academic community engaged learning placement with a community partner.

Criminal Background Check Process

A. Criminal background checks done pursuant to this process are conducted by the MSU Human Resources Department. The following tools are used to conduct the criminal background checks:

- Michigan State Police: Internet Criminal History Access Tool (ICHAT)
- Michigan Department of Corrections: Offender Tracking Information System (OTIS)
- U.S. Department of Justice: National Sex Offender Public Web Site (NSOPW)

B. The following types of convictions will normally render an individual ineligible for a service placement through the Center unless a determination is made, after an assessment of the criminal history, that placement would be acceptable:

1. Drug distribution activity or felony drug possession
2. Sexual offenses
3. Crimes of violence involving physical injury to another person
4. Child abuse, molestation or other crimes involving child endangerment
5. Murder
6. Kidnapping
7. Theft or embezzlement
8. Any other felony or crime involving moral turpitude

C. The assessment of an individual’s criminal history will take into account:

1. The nature and gravity of any criminal offense(s);
2. The individual’s age at the time of the offense(s);
3. The number and type of offense (felony, misdemeanor, traffic violations, etc.);
4. The sentence or sanction for the offense and compliance with the sanction(s);
5. The amount of time that has passed since the offense and/or completion of the sentence(s);
6. Whether there is a pattern of offenses;
7. Whether the offense arose in connection with the individual’s prior employment or volunteer activities;
8. Information supplied by the individual about the offense(s);
9. Work record and references after the offense(s);
10. Subsequent criminal activity; and
11. Truthfulness of the individual in disclosing the offense(s).

As part of the criminal background check process, individuals who do not have satisfactory criminal background check results will be provided with an opportunity to explain the results and give clarifying information to the Human Resources Department before a final decision regarding eligibility is made.

The results of criminal background checks will be kept confidential to the maximum extent permissible by law and will not be shared with community partners. Community partners will receive a list of students that are eligible for placement at their agency. Eligibility is based on a combination of background check results, successful completion of orientation(s), and submission of other materials requested by the University or the community partner.