

**POLICY**

Residential juvenile justice facilities must make use of only volunteers who meet rigorous screening requirements. Facilities must not offer volunteer opportunities to any individual convicted of a felony, certain other offenses specified in this policy, an individual who has a criminal case pending, a substantiated child abuse or neglect complaint, or an individual who appears on the Michigan or national sex offender registry.

**PURPOSE**

To ensure facility volunteers are role models for adjudicated youth and avoid exposing youth to actual or potentially negative influences.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

The facility director or designee and staff involved in volunteer recruiting, screening and programming.

**SCREENING  
PROCEDURES**

Each facility must develop and implement a written procedure for conducting pre-screening checks of the central registry for potential volunteers. The procedure must also cover checks of volunteers using the Law Enforcement Information Network (LEIN) or Internet Criminal History Access Tool (ICHAT) as well as the Michigan and national sex offender registries. Procedures must contain the following requirements:

**Central Registry  
Screening**

All prospective volunteers must complete checks of the central registry as follows:

- The facility director or designee must contact the local child protective services (CPS) office to verify that a prospective volunteer is not listed as a perpetrator on the central registry.

- The prospective volunteer must submit a written Request for Central Registry Clearance, DHS-194, which is available online. CPS must provide a completed DHS-1910 which documents that there is no central registry record of the individual or that a record exists and lists the county that entered the record.

**Criminal History  
Checks**

The facility must complete criminal history checks using LEIN or ICHAT for all prospective volunteers. See JJ2 280, LEIN Checks, for more information regarding controls and limitations for LEIN access.

**Sex Offender  
Registry Checks**

The facility must complete checks of the Michigan Public Sex Offender Registry and the Dru Sjodin National Sex Offender Public Website for all prospective volunteers.

**Additional  
Institutional  
Screening**

The facility must make a best effort to contact previous institutions where the prospective volunteer served for information on substantiated allegations of sexual abuse.

The facility must ask all volunteer applicants about previous misconduct as part of the initial screening process.

**CONDITIONS  
PROHIBITING  
VOLUNTEER  
CONTACT WITH  
YOUTH**

An individual may not serve as a volunteer if the individual has a substantiated child abuse or neglect complaint or an adjudication or conviction for the following:

- A felony or pending felony charge.
- Child abuse or neglect.

- Any offense listed as Tier I, II or III in the Michigan Sex Offenders Registration Act.

**Note:** The above requirement applies whether the offender is required to register or not.

- Any other misdemeanor involving harm or threatened harm to an individual within the immediate 10 years preceding the date of offering to volunteer.

### ACTIONS FOR INELIGIBLE CANDIDATES

The facility director or designee must notify the prospective volunteer if they are determined to be ineligible to volunteer. Upon the prospective volunteer's written request, the facility director or designee must allow the candidate to review the relevant portion of their records with the exception of LEIN results; see JJ2 280, LEIN Checks, for additional information.

### ANNUAL CHECKS

The facility director or designee must ensure annual criminal LEIN/ICHAT, central registry, and sex offender registry checks are conducted and documented for all volunteers.

### SUPERVISION OF VOLUNTEERS

The facility director or designee must ensure that volunteers receive appropriate facility orientation and training for the duties they will perform.

Facility staff must supervise volunteers at all times when volunteers are in contact with youths. Volunteers must not be left alone with youths and may not be counted in determination of staff to youth ratios.

### AUTHORITY

Child Care Organizations Act, 1973 PA 116, as amended, MCL 722.119.

AHP-629-7, Children's Program Central Registry Screening.

Prison Rape Elimination Act, 42 USC 15601 et seq.