

APPLICANT SCREENING OUTLINE
DOUGLAS COUNTY CITIZEN REVIEW BOARD (CRB)

1. Prospective volunteer submits to CRB:
 - a. Written application.
 - b. Signed release of information forms.
 - c. Signed ADA Requirements form.

2. Citizen Review Board provides initial reading material for training to applicant for Child in Need of Care board.

3. Citizen Review Board completes:
 - a. Reference checks.
 - b. Child Abuse Registry check.
 - c. Kansas Bureau of Investigation (KBI) national criminal record check.*

4. Prospective volunteer, with CRB staff assistance as needed, completes:
 - a. Oath(s) of confidentiality.
 - b. Interview.
 - c. Fingerprints to accompany KBI check*
 - d. Observation of CRB meetings (involving at least two cases).
 - e. Observation of two Juvenile Court cases.
 - f. Approximately 15 hours of initial training.

5. Judge appoints volunteer to Citizen Review Board.

*In order to protect children and provide the court with qualified volunteers, fingerprint-based national criminal history record investigation will be conducted on every applicant. The Office of Judicial Administration will submit your fingerprints and receive the report on your criminal history investigation. Applicants determined ineligible to serve as volunteers based on their criminal history background investigation will have the opportunity to verify their identity with the Office of Judicial Administration and to appeal this determination with the Chief Judge of the Judicial District of his or her designee. Applicants who do not provide fingerprints for criminal history background checks will not be approved to serve as CRB volunteers.