



Citizen Review Board (CRB)
7th Judicial District - Douglas County
111 E. 11th St. Lawrence, KS 66044
785.832.5215/785.838.2455 (fax)
crb@douglascountyks.org

Douglas County Citizen Review Board Application Packet

Thank you for your interest in becoming a volunteer for Douglas County District Court Citizen Review Board (CRB) volunteer program.

Please complete this application in full, and note the following:

- You must provide contact information for three (3) non relative references
- You must sign and date the Screening Notice

If your application is accepted for initial review, then:

- You will be contacted by CRB staff for a personal interview,
- You must pass five comprehensive background checks, and we will also request to make a copy of your social security card and driver's license
- You must complete volunteer curriculum as mandated by the KS Supreme Court;

The above steps must be completed before being certified as a Citizen Review Board volunteer and assigned as a regular member of one of our five boards. CRB training allows time for a mutual selection process prior to certification.

The process can take anywhere from 6 weeks to 4 months, depending on training schedules and the speed we received background check results.

Thank you for considering Citizen Review Board for a volunteer opportunity in Douglas County!

Citizen Review Board (CRB) 7th Judicial
District - Douglas Volunteer Application



Volunteer Application

Personal Information:

Name: _____ Other names used: _____
(i.e., maiden, nickname)

Address: _____ County: _____

Email: _____ Home phone # _____ Cell phone # _____

Date of Birth: _____ Marital Status: Single Married Divorced Widowed

Social Security Number: _____ Driver's License Number: _____

Are you a citizen of the United States? _____ Are you a Lawful Permanent Resident? _____

Spouse or partner (if applicable): Name

Birthdate

Emergency Contact:

Name

Phone number

Relationship

Child (ren):

Name

Birthdate

Other members of household not listed above :

Birthdate

Relationship

Technology and Communication:

Do you have any of the following: Home computer Yes No Laptop Yes No
Tablet Yes No Smart Cell phone Yes No

Are you comfortable with Microsoft Office suite of programs? Yes No

Do you have any experience using on-line storage and document retrieval *? Yes No

If CRB staff needs to reach you within 1 business day, what is the best way to reach you?

- Call my home
- Call my work
- Call my cell
- Email – personal
- Email – work
- Text my cell
- Facebook message

How often do you check e-mail? Hourly Daily Weekly Other (explain)

(Please rank order if more than 1 option)

Educational Experience:

High School diploma: Yes No GED: Yes No

Postsecondary education: _____

Degree(s) earned: _____

Presently enrolled in school? Yes No If Yes, where? _____

List any languages you speak in addition to English: _____

Demographics: as required by Kansas Statutes Annotated 38-2207 (b)

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaskan Native Asian Black or African American

Native Hawaiian or Other Pacific Islander White or Caucasian Other _____

Socioeconomic Status

Highest level of education completed:

High School graduate Some college Associate's degree Bachelor's degree Master's degree

Annual income range:

< \$25,000.00 \$25,000-33,000 \$33,000-60,000

\$60,000-100,000 \$100,000-150,000 > \$150,000

Employment History:

Present Employer: _____ Job Title: _____

Address: _____ Length of employment: _____

Supervisor's Name: _____ May we contact supervisor: _____

Work Email: _____ Work Phone: _____

Previous Employer: _____ Job Title: _____

Address: _____ Length of employment: _____

Supervisor's Name: _____ May we contact supervisor: _____

Work Email: _____ Work Phone: _____

Community Involvement:

List current community activities and memberships in clubs, church, and other organizations:

List volunteer or paid work you have done with children and youth:

In the work described above, what were the most rewarding aspects for you?

Least rewarding?

Do you have training or work experience in any of the following areas?

- | | | | |
|---------------------|-------------------|-----------------|-------------------|
| Child Care | Child Development | Education | Health Care |
| Social work | Psychology | Human Resources | Counseling |
| Addiction treatment | Law Enforcement | Criminology | Public assistance |
| Public Speaking | News Media | Writing | Arts / graphics |
| Mental Health | Microsoft Word | Microsoft Excel | Cloud storage |

CRB Program Interests:

How did you become aware of Citizen Review Board?

Do you have any concerns about volunteering

What strengths can you bring to this position?

What experiences have you had (past or present) regarding child abuse or neglect?

Legal History:

Have you had any prior contact with the Criminal Justice Ssystem or Juvenile Justice System? (e.g. arrested, convicted, diversion, expunged) Yes No

If Yes, please explain:

Have you ever been the subject of a child abuse/neglect investigation? Or involved in a juvenile court case as an adult, child, or interested party? _____ Yes _____ No

If Yes, please explain:

Personal References:

Please provide the names e-mail address, and telephone number of three people who have known you for at least two years, who know you well, and who can address themselves to how you relate to children or people in general, and how you could fulfill the responsibilities of CRB. Please do not include relatives. The CRB program staff will contact the references you list. The information gathered will be kept confidential.

Name: _____ Relationship: _____

Email Address: _____

Phone # _____ How long have you known this person? _____

Name: _____ Relationship: _____

Email Address: _____

Phone # _____ How long have you known this person? _____

Name: _____ Relationship: _____

Email Address: _____

Phone # _____ How long have you known this person? _____

I am interested in serving on (check one): Indicate your preference for monthly meeting day.

- 1st Wednesday 1:45-5:45 p.m.
- 2nd Wednesday 1:45-5:45 p.m.
- 3rd Wednesday 1:45-5:45 p.m.
- 4th Wednesday 1:45-5:45 p.m.
- 5th Wednesday 1:45-5:45 p.m. (only meets 4 times a year)
- Not applicable - all work equally well

NOTICE OF SCREENING PROCEDURES

To protect children and provide the court with qualified volunteers, at least the following background checks will be completed on every applicant*:

- A fingerprint based national criminal history record investigation
- Department for Children and Families (DCF) Child Abuse and Neglect Central Registry screening or the equivalent in any state the applicant has lived or worked in the last 7 years
- Social Security verification -Submission of a copy of your SS card & Government issued ID
- Criminal history inquiry anywhere the applicant has lived and worked in the last 7 years
- National sex offender registry screening

*additional screening may be requested. Applicants who fail to complete the necessary paperwork to complete any requested background check will not be approved to serve as a CRB volunteer. Applicants whose criminal history may pose a potential risk to children or the credibility of the program or who falsify information in this application may be denied certification. The program coordinator may determine that the applicant cannot be certified. Any applicant must immediately notify the CRB Director if they receive any citations, or criminal charges. Failure to notify the Director may lead to decertification.

The Office of Judicial Administration will submit the applicant’s fingerprints to Kansas Bureau of Investigation (KBI) for a Criminal History Record Inquiry. The KBI will provide a report on the applicant’s criminal record investigation to the Office of Judicial Administration. Applicants found to have been convicted of, or charges pending for, a felony or misdemeanor involving sex offense, child abuse or neglect, or related acts that would pose risks to children or the CRB program’s credibility will not be approved for service. Applicants who do not provide fingerprints for criminal history background checks will not be approved to serve as a CRB volunteer.

The applicant’s local CRB program will make inquires to the Department for Children and Families (DCF) Child Abuse and Neglect Central Registry and registries of other states where the applicant has lived or worked in the past seven years. If it is found that DCF or a similar agency in another state lists the applicant as the perpetrator of an act of child abuse or neglect the CRB applicant will not be certified.

All information will be held in strict confidence. Criteria used in the selection of a volunteer will be such as to ensure that the individual is able to meet the responsibilities of a CRB. **NO INDIVIDUAL WILL BE REJECTED BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEXUAL ORIENTATION, NATIONAL ORIGIN, ANCESTORY, GENDER, GENDER EXPRESSION, GENDER IDENTITY, AGE, DISABILITY, OR MARITAL STATUS.**

This program is compliant with the Americans with Disabilities Act.

AFFIRM AND RELEASE

I, _____, hereby affirm that, all the answers on the CRB volunteer application and notice of screening procedures are true to the best of my knowledge. I understand any omission of facts or misrepresentation will be considered grounds for immediate dismissal from this program.

In applying to be a Citizen Review Board volunteer, I also understand that background investigation of me will be completed. This will include, but will not be limited to, reference checks and criminal justice checks through the National Crime Information Center, a fingerprint check with the Kansas Bureau of Investigation, Kansas Child Abuse Registry, and any other law enforcement agencies that may be deemed necessary. My signature on this application acknowledges this and consents to the same,

Signature: _____

Date: _____