

IN THE SUPREME COURT OF THE STATE OF KANSAS

ADMINISTRATIVE ORDER NO. 255

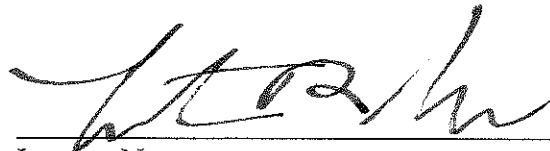
Re: Citizen Review Board Standards

As per K.S.A. 38-2207 and 38-2208, and pursuant to 38-1808, establishing certain responsibilities of the Judicial Administrator as administrator of the permanent families account of the family and child investment fund, the attached revised Standards for Kansas Citizen Review Boards (CRBs) are hereby adopted effective this date.

The revised Standards and Guidelines supersede those adopted by Administrative Order No. 131, adopted June 30, 1998, which is hereby rescinded.

CRB programs currently certified under the previous Standards for Kansas Citizen Review Boards are hereby granted continued certification until the next annual certification, at which time existing programs will be required to comply with these revised standards. New CRB programs shall be subject to certification by the Judicial Administrator under the revised Standards adopted by this order.

BY ORDER OF THE COURT this 4 day of October, 2011.



Lawton Nuss  
Chief Justice

Attachment

**STANDARDS  
FOR  
KANSAS  
CITIZEN REVIEW BOARDS (CRBs)**

Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue  
Topeka, KS 66612-1507  
785-368-8245

Revised  
October 1991  
September 2011

Adopted 1987

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**\*Appendices may be updated by the Office of Judicial Administration (OJA).**

## STANDARDS FOR KANSAS CITIZEN REVIEW BOARDS

### I. CERTIFICATION OF CRB VOLUNTEERS

- A. Each program shall certify its volunteers. Certification shall include the following:
1. Screening procedures appropriate to each program,
  2. an oath of confidentiality for each board member, and
  3. training requirements.
- B. At a minimum, the program shall conduct the following screening procedures and give appropriate consideration to the information obtained.
1. The written application completed by volunteer applicant containing, at a minimum, information pertaining to:
    - a. Educational background,
    - b. employment history,
    - c. personal experience with child abuse and neglect,
    - d. prior contact with the criminal justice or juvenile justice system, and
    - e. reasonable accommodations (to be filed separately from application). (Appendix II)
  2. Three written references from persons unrelated to the applicant. (Appendix III)
  3. Personal interview. (Appendix IV)
  4. Child abuse registry check and Kansas Bureau of Investigation (KBI) National Criminal History Record Information (CHRI). (Appendices V and VI)

- C. The prospective volunteer shall be informed, in writing, of the screening procedures which will be used, and must sign a release of information for the purpose of the child abuse registry checks. The prospective volunteer must also complete both the consent for security clearance for the KBI National Criminal History Record Information (CHRI) and a fingerprint screen. Applicants who refuse to complete the release of information, the consent form and the fingerprint screening shall not be certified as CRB volunteers. (Appendices V and VI)
- D. The Office of Judicial Administration (OJA) shall facilitate the Kansas Bureau of Investigation (KBI) screening.
1. The program shall establish local procedures to obtain fingerprint cards from the Office of Judicial Administration.
  2. The program shall maintain custody of the fingerprint cards from the local law enforcement agency. The applicant must not have custody of the fingerprint card.
  3. The program shall submit revised volunteer application, written notice of screening procedure letter, and policies for collecting and obtaining fingerprint cards to the Office of Judicial Administration.
  4. The program shall have each applicant complete the Kansas Bureau of Investigation (KBI) Background Check Application and a Fingerprint Identification Records System (FIRS) card.
  5. A person trained to take fingerprints must roll the applicant's fingerprints onto the FIRS card. After the fingerprinting is complete, the CRB program staff or law enforcement personnel should remain in control of the fingerprint card at all times. The program shall mail both the background check application and fingerprint card to:

Office of Judicial Administration  
301 SW 10<sup>th</sup> Avenue, Rm. B2  
Topeka, KS 66612

It is recommended that the fingerprints be taken on the first day of training or soon thereafter.

6. The Office of Judicial Administration will review all submitted background check applications and fingerprint cards. Incomplete applications will be returned to the program. OJA will submit background check applications and fingerprint cards to the KBI.
  7. After the background check has been returned, OJA will evaluate the report and contact the program regarding the applicant's eligibility. An applicant found to be ineligible has 30 days from the date the CRB director receives the report on the applicant's status to contact OJA to verify his or her identity from the information gathered by FIRS. Once the applicant's identity has been confirmed, he or she may seek a letter of exception from the chief judge. The request for a letter of exception must be submitted to OJA and must be accompanied by a copy of all application materials. When the letter and application materials have been received, all documents, including a copy of the KBI and FIRS criminal history reports, will be submitted to the chief judge or the chief judge's designee, who will determine if the applicant is eligible to serve as a volunteer. The chief judge's designee must be a district or district magistrate judge responsible for appointing CRB volunteers.
  8. Each record obtained through the KBI and FIRS will be destroyed by OJA 30 days following the date the program was notified of the applicant's eligibility unless the applicant has appealed the decision. Records on appeal will be destroyed after the chief judge or the chief judge's designee has rendered his or her opinion on the applicant's eligibility.
  9. A copy of the background check application and eligibility notification must be kept in the applicant or volunteer's file pursuant to Kansas Supreme Court Standards.
- E. Anyone who is found to have any criminal charges pending shall not be certified until the case has been concluded and the chief judge or his or her designee has reviewed the outcome and made a determination as to

the appropriateness of service on the board. The program will be notified in writing that a decision on clearance is suspended pending the outcome of the applicant's court case. The CRB programs shall ensure that the applicant is screened through the SRS Child Abuse Registry. If the prospective volunteer has lived in another state in the last five years, the CRB program will make inquiries of the registries of those states.

1. If the registry of another state refuses to give information within 60 days of the request, the CRB program may proceed with certification of the applicant.
2. If disqualifying information documentation is received from another state after certification is granted, decertification of the volunteer shall be undertaken by the CRB program unless the chief judge of the district or his or her designee documents in writing the justification for granting an exception.

F. Program Responsibilities for Volunteer Certification

1. Nothing in the required formal screening process outlined above shall preclude a CRB program from continuing to conduct internal screening of an applicant throughout the training process. If a CRB program determines it would be inappropriate for an applicant to become a certified volunteer despite having completed training and the formal screening processes, the reasons for choosing not to certify an applicant shall be documented in the applicant or prospective volunteer's written records or files.
2. CRB programs shall, upon conclusion of screening and training, have an approved volunteer complete an oath of office or confidentiality and shall request that the chief judge of the district or his or her designee sign an order appointing the volunteer to CRB. (Appendix VII)
3. CRB programs will send OJA a list of newly certified volunteers within 30 days after the completion of training and screening procedures using the Certified CRB Volunteer form. (Appendix VIII) As volunteers resign or are terminated, the program shall promptly notify OJA.



- G. Written records on each applicant or prospective volunteer will be maintained by the CRB program for three (3) years.
- H. Written records on each certified volunteer shall be maintained by the CRB program for five (5) years after the volunteer has been decertified.
  - a. Written records of certified volunteers shall consist of (but are not limited to):
    - i. The written application;
    - ii. three references;
    - iii. personal interview form;
    - iv. SRS child abuse registry check;
    - v. KBI permission form and notification from OJA of clearance or non-clearance;
    - vi. Initial oath of office, confidentiality, and order of appointment;
    - vii. annual order of appointment; and
    - viii. annual volunteer evaluation.

## II. TRAINING OF CRB VOLUNTEERS

- A. All volunteers must participate in a minimum of twelve (12) hours of training prior to being appointed to serve as a board member. Credit may not be given for training obtained by a volunteer prior to application to the CRB except for those CRB volunteers who have previously been a certified CASA or CRB volunteer in Kansas. Former certified CASA or CRB volunteers may count up to nine hours of their previous CASA or CRB training toward the 12 hour minimum requirement for CRB training. The program shall have discretion in whether or not to grant a volunteer the full nine (9) hours allowed.
- B. The CRB program training curriculum may include segments provided by other agencies, CASA programs, or other CRB programs, where volunteers travel to other sites or agencies to participate with other trainees or professionals. However, at least three (3) hours of training must be specifically designed for presentation to the local CRB volunteers.

- C. At a minimum, preservice training must cover the following topics:
1. Roles & responsibilities of CRB volunteers (purpose and guidelines),
  2. confidentiality,
  3. cultural awareness (understanding cultural differences that exist within the community),
  4. child abuse and neglect (family and child dynamics and bonding or attachment issues),
  5. permanency planning (child welfare system, community resources, and reasonable efforts),
  6. reviewing case files and interviewing techniques,
  7. communication with children and families,
  8. juvenile court process (Kansas laws and operation of local court system) as it pertains to children in need of care,
  9. juvenile intake procedures and dispositional options; and
  10. alcohol and drug evaluations or family dynamics related to substance abuse.
- D. If juvenile offender cases are assigned, specialized training must also cover the following topic:
1. juvenile court process (Kansas laws and operation of local court system) as it pertains to juvenile offenders,
  2. juvenile intake procedures, and
  3. sentencing options for juvenile offenders.

- E. The training shall include an opportunity for volunteers to observe the court or a CRB while it is in session. CRB volunteers in training shall sign an observation oath of confidentiality before sitting in on CRB or court. (Appendix XI)
- F. Trainees must be given a training manual which includes, as a minimum, the following:
  - 1. Pertinent Kansas laws pertaining to CRBs (K.S.A. 38-2207 and 2208),
  - 2. local CRB policies,
  - 3. a volunteer job description which clearly states the minimum duties the volunteer is expected to perform after being trained, and
  - 4. written material that addresses each of the training topics.
- G. The program shall provide or assist in the provision of in-service training annually. CRB volunteers must complete twelve (12) hours of initial training and four (4) hours of in-service training annually. CRB volunteers are not required to complete in-service training during the first calendar year they are certified.

### III. PROGRAM POLICIES GOVERNING ADMINISTRATION

- A. A program shall keep complete case assignment records and up-to-date calendars. CRB case files shall consist of copies of court files, SRS records, pertinent reports, and CRB volunteer notes. The CRB case files shall remain in the control of the director or coordinator and are confidential records. The CRB case file shall be destroyed three (3) years after the child is released from the jurisdiction of the court.
- B. The CRB case files shall remain in the control of the director or coordinator and are confidential records.

- C. At the closing of a case, all CRB working materials, including volunteer, director, or coordinator notes, reports to the court, and documents concerning the case that have been sent directly to the CRB program, shall be maintained until the child reaches 18 years of age. The remaining documents and copies can be destroyed at the closing of the case.
- D. Each program shall develop a case destruction policy which establishes the procedure for tracking and destroying case files.
- E. All program policies and practices must comply with provisions of K.S.A. 38-2207 and 38-2208.
- F. Each program will submit an annual written report by February 15 of each year to OJA. OJA will compile a statewide annual report and will provide a copy to each program and to the Supreme Court Task Force on Permanency Planning.

#### IV. PROGRAM POLICIES GOVERNING CRB VOLUNTEERS

- A. The program, subject to approval by the chief judge or the chief judge's designee, shall be responsible for all decisions regarding assignment or removal of specific volunteers from specific cases.
- B. To avoid a conflict of interest or an appearance of impropriety, no volunteer shall be certified for a CINC board if the person is currently employed by a local CASA program, local district court, or the Children and Family Services Division of the Department of Social and Rehabilitation Services (SRS), or their private contractors or subcontractors. No volunteer may review a specific case if the person has a professional or personal relationship to the family. No board may hear a case on which a member of that board serves as a CASA volunteer.

To avoid a conflict of interest or an appearance of impropriety, no volunteer shall be certified for a juvenile offender (JO) board if the person is currently employed by a local CASA program, local district court, or the Juvenile Justice Authority (JJA) or their private contractors or subcontractors. No volunteer may review a specific case if the person has a professional or personal relationship to the family. No board may hear a case on which a member of that board serves as a CASA volunteer.

- C. The program shall develop policies governing the conduct of the CRB volunteers. These policies will be in writing, and shall clearly and specifically delineate the volunteers' roles, responsibilities, and standards of behaviors. The chief judge must approve these policies before they are effective. Copies of the policies shall be included in the training manual. The policies shall cover:
1. Confidentiality,
  2. inactive volunteer status,
  3. reassignment of volunteers to new boards,
  4. absences of board members,
  5. conflict of interest, and
  6. limits of the powers of the CRBs and CRB volunteers.
- D. The program shall have in effect written management personnel procedures and policies.
- E. The program shall prepare and submit to the OJA an annual written budget reflecting actual and projected income and expenses.

## V. PROGRAM FUNDING

- A. Citizen Review Board programs operate pursuant to K.S.A. 38-1808(d), subject to the availability of funds in the Permanent Families Account.
- B. All requests for funding and support for the Citizen Review Board program shall be approved by the chief judge of the judicial district.
- C. Citizen Review Boards operate under the direction and control of the court and are subject to Supreme Court rules governing judicial conduct.
- D. Citizen Review Board programs shall not solicit gifts or financial support from private individuals or entities.
- E. With the approval of the chief judge of the judicial district, Citizen Review Board programs may apply for grants from governmental, or 501(c)(3), not-for-profit entities provided the application or award of a grant does not

reflect adversely on a judge's impartiality or interfere with the performance of a judge's duties.

## VI. CERTIFICATION OF THE PROGRAM

- A. New programs may be certified throughout the year with recertification by July 1 of the following year.
- B. The Office of Judicial Administration (OJA) shall mail certification forms to each program by January 1 of each year in order to begin the annual certification process. The completed forms must be returned to OJA by February 15 of each year.
  - 1. Before assigning cases to a review board, each program must apply to OJA and be certified.
  - 2. Materials and statistics provided to OJA shall cover the period from January to December.
- C. As part of the certification process, OJA staff must schedule a site visit to each program.
  - 1. The site visit must take place within 60 days after receipt of the completed certification forms and materials.
  - 2. OJA staff will inform the CRB program in writing if additional materials will be required before or at the time of the site visit.
  - 3. The site visit will include one or more interviews. The individuals to be interviewed will be determined in advance after consulting with the program. A list of those to be interviewed will be provided to the program in advance.
  - 4. The site visit may also include a random review of program records pertaining to CRB volunteers and their cases.
- D. OJA staff will issue the preliminary written Certification Report to the program within 30 days after the completion of the site visit. Program

representatives who disagree with the report or sections of it will have 15 days to discuss it with OJA staff before it is completed. The final Certification Report will be issued by OJA staff within five working days of the expiration of the 15 days discussion period. A copy of the final Certification Report will be sent to the chief judge and the program.

1. In the report, OJA staff will rate each component of the program, as explained in Sections I through IV of these standards. The ratings to be used are as follows:
    - a. meets standard,
    - b. meets standard with qualification, and
    - c. does not meet standard.
  2. Any components which do not meet standards or which meet standards with qualifications will be explained in a narrative section. The explanation will include the tasks to be done in order to upgrade the rating.
  3. The program will be given 45 days to correct items rated as not meeting standards on the final Certification Report. Written verification of changes must be submitted to OJA staff within the 45 days. OJA staff may schedule a second visit.
  4. Components which meet standards with qualifications must be corrected by the program before the next certification cycle begins.
- E.
1. After certification, if OJA staff determines that a program may not comply with the standards and informal corrective action failed to correct the problem, OJA staff may conduct a program review. Such review will comply with provisions of Sections V and VI.
  2. If no improvements are implemented or if the improvements are determined to be inadequate, certification shall be denied. Notification of the denial of certification shall be sent to the program director and the chief judge. This notification shall include a recommendation that an Order Rescinding the Appointment of Volunteers be issued for all current CRB cases. Upon denial of certification, the program shall cease all operations including

volunteer training and any other activity by which the program holds itself out to be a certified CRB program. The denial of certification shall not prohibit any person from appearing in court pursuant to a lawful subpoena. CRB personnel, the designated judge, and persons appointed by the designated judge may engage in activities necessary to complete the certification process. The program may reapply for certification at the next certification cycle.

## VII. APPEALS PROCEDURE

- A. If a program is not granted annual certification or the annual certification is withdrawn, it may appeal the decision to the Supreme Court.
  - 1. The request for hearing must be in writing.
  - 2. The request must be mailed to the Supreme Court within 45 days after receipt of the final Certification Report.
  
- B. Appeals will be reviewed by a panel of three (3) members appointed by the chief justice of the Supreme Court.
  - 1. At least one member will be a director of a certified CRB program.
  - 2. Panel members may not reside or be employed in the judicial district where the program being reviewed is located.
  
- C. The panel shall convene a hearing within 45 days at which a representative of the program and the OJA staff who issued the Certification Report will be present.
  - 1. The chief judge shall be invited to attend or send a designee.
  - 2. Any persons in attendance may present documentation, testimony, and/or witnesses at the hearing. In making such presentations, consideration should be given to time constraints.
  - 3. The panel shall prepare a report of its findings within two (2) weeks.



4. The findings of the panel will be advisory to the Supreme Court.
- D. If the panel upholds the denial or withdrawal of certification, it shall include in its report the conditions and timetable whereby it recommends that the program may reapply.

Citizen Review Board Volunteer Application/Agreement

\_\_\_ Judicial District

**Personal Information**

Name: \_\_\_\_\_ Other names used: \_\_\_\_\_  
(i.e., maiden name, nickname)

Address: \_\_\_\_\_

County of Residence: \_\_\_\_\_ E-mail Address (personal): \_\_\_\_\_

Telephone numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Marital status: \_\_\_\_\_

Name and birthdate of Spouse or Partner (if applicable): \_\_\_\_\_

Name and birthdate of child(ren): \_\_\_\_\_

\_\_\_\_\_

Other members of household: (include name, relationship, birthdate) \_\_\_\_\_

\_\_\_\_\_

Contact, in case of emergency: (include name and telephone number) \_\_\_\_\_

\_\_\_\_\_

Educational experience

High school diploma: Yes \_\_\_ No \_\_\_ GED: Yes \_\_\_ No \_\_\_

Postsecondary education: \_\_\_\_\_

Degree(s) earned: \_\_\_\_\_

Are you presently enrolled in school? \_\_\_\_\_ If so, where? \_\_\_\_\_

Languages spoken: \_\_\_\_\_

Employment History

Present employment, job title, and length of employment, if applicable: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business phone: \_\_\_\_\_ Business E-Mail Address: \_\_\_\_\_

May you be called or e-mailed at work? Yes \_\_\_\_\_ No \_\_\_\_\_

Supervisor's name and contact information: \_\_\_\_\_

May your supervisor be contacted? Yes \_\_\_\_\_ No \_\_\_\_\_

Prior employment experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Involvement

List current community activities and membership 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?

\_\_\_\_\_  
\_\_\_\_\_

CRB Program Interests

Why are you interested in volunteering with the Citizen Review Board? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have any concerns about volunteering? \_\_\_\_\_

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How did you become aware of the program? \_\_\_\_\_

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What strengths can you bring to this position? \_\_\_\_\_

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

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#### Legal History

Have you ever been adjudicated of a crime as an adult? Yes\_\_\_ No\_\_\_

If yes, explain. \_\_\_\_\_

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Have you ever been convicted of a crime as a juvenile? Yes\_\_\_ No\_\_\_

If yes, explain. \_\_\_\_\_

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Have you ever been involved in a juvenile court case (as an adult, child, parent, or interested party)? Yes\_\_\_ No\_\_\_

If yes, explain. \_\_\_\_\_

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Have you ever been the subject of a child abuse investigation? Yes\_\_\_ No\_\_\_

If yes, explain. \_\_\_\_\_

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#### **Personal References**

Please print the names, addresses, zip codes, and telephone numbers 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 responsibility 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 \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

### Citizen Review Board Volunteer Agreement

In volunteering for this board, I agree to:

- A. Serve a two-year term from time of appointment. The term is renewable.
- B. Participate in an initial 12 hour training program and four (4) additional hours of training annually.
- C. Review materials received on each case before attending the review.
- D. Attend reviews on assigned days and substitute when possible at the request of the CRB Coordinator or Director.
- E. Participate in a fact-finding review by questioning the child(ren) or youth, attorneys, case worker, family members, therapist, school personnel, foster or group home parents, and other interested parties to form recommendations.
- F. Participate in developing recommendations to the court.
- G. Keep confidential all information reviewed by the board, its actions, and recommendations.
- H. Participate in follow-up and/or advocacy on reviewed cases as needed.

### **Affirm and Release**

I, \_\_\_\_\_, hereby affirm that I have read the responsibilities specified in the volunteer description and agree that all the requirements, all the answers on the CRB volunteer application 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 a 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 \_\_\_\_\_



(Individual Program's Letterhead)  
**REFERENCE REQUEST FORM**

VOLUNTEER NAME: \_\_\_\_\_

REFERENCE NAME: \_\_\_\_\_

**ALL INFORMATION WILL BE HELD CONFIDENTIAL.**

In what capacity have you known the applicant and for how long? \_\_\_\_\_  
\_\_\_\_\_

Do you have knowledge of how the applicant relates to children or youth?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Can the applicant separate his or her personal life from volunteer experiences?  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Would the applicant have trouble working with any of the following (please indicate "yes" or "no" to each item):  
Cultural Differences \_\_\_\_\_ Different Sexual Orientation \_\_\_\_\_  
Different Economic Class Levels \_\_\_\_\_ Various Religious Preferences \_\_\_\_\_  
People with Mental Health Issues \_\_\_\_\_

If you answered YES to any of the above, please explain: \_\_\_\_\_  
\_\_\_\_\_

To your knowledge, has the applicant ever had a drinking or drug problem? \_\_\_\_\_

How well does the applicant finish projects and activities he or she has begun?  
Very Well \_\_\_\_ Well \_\_\_\_ Average \_\_\_\_ Fair \_\_\_\_ Poor \_\_\_\_

Describe the applicant's personality type, strengths, and weaknesses. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you be comfortable having the applicant serve on the Citizen Review Board?  
\_\_\_\_\_

Please use the back of this sheet to discuss the applicant further, if desired.  
**Thank you for your time in completing this form.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



**SAMPLE REFERENCE REQUEST LETTER\***

**\*This form is not required but provided for program guidance.**

Individual Program's Letterhead

DATE

Jane Doe  
123 Happy Lane  
Good Times, KS 66666

Re: Volunteer name

Dear Ms. Doe:

The above mentioned person has applied as a volunteer to our program and has given you as a reference. Citizen Review Boards are an extension of the courts. They review cases involving children who are under the court's jurisdiction and make recommendations to the judge. It is very important that you openly and candidly give your views about this applicant. Your information will enable us to assess the applicant's ability to serve as a member of the Citizen Review Board in the \_\_\_\_ Judicial District. A brochure is enclosed to explain the Citizen Review Boards in more detail.

All information received will be held confidential. Please return the reference form in the enclosed envelope within the next five working days. Your assistance is greatly appreciated.

Sincerely,

Director/Coordinator

Enclosure

**CITIZEN REVIEW BOARD VOLUNTEER INTERVIEW FORM**

NAME OF VOLUNTEER \_\_\_\_\_ DATE \_\_\_\_\_

INTERVIEWER \_\_\_\_\_

I. CITIZEN REVIEW BOARD

A. Explain Program

1. History
2. Goal of Program
3. Type of Hearings

B. Expectation of Volunteer

1. Two Year Commitment (Renewable)
2. Appointment by Judge
3. Oath of Confidentiality (Signed at interview)
4. Duties Include:
  - a. Review Material
  - b. Conduct Hearing
  - c. Participate in Discussion
  - d. Formulate Board Recommendations
  - e. Inform director or coordinator if unable to attend CRB hearing.

C. Screening Process - All must be completed before the volunteer can become a Citizen Review Board member.

1. Application
2. Interview
3. Records or Background Check
4. References
5. Training – Initial 12 hours minimum or ongoing four (4) hours
6. Observe Review Hearing - Date \_\_\_\_\_
7. Observe Court Hearing (optional) - Date \_\_\_\_\_

II. BACKGROUND INFORMATION

A. Personal Background

1. Describe your own childhood or upbringing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Describe your education. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Describe your adult life. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. How does your family feel about your interest in this program?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What activities is your family involved in? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Do you have any medical problems that would affect your  
volunteering in this program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Personal Profile

1. How would being a CRB volunteer fit into your employment, if employed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What are your strengths and weaknesses? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Are you aware of any biases you have pertaining to cases you will be reviewing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What kind of people do you work with best? Are there types of people you feel you would be unable to work with? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. How do you feel you can contribute to the board? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What kind of experience have you had in working with a group or board? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What knowledge do you have of juvenile or adult court? SRS or JJA?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Have you had any personal experience with juvenile or adult court? SRS? JJA? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. How do you feel about initiating questions? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. If everyone else on the board agreed on a plan for a child and you disagree, how would you handle it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Accountability of System

After reviewing the child's case, it is clear to you that someone (SRS worker, guardian ad litem, therapist, attorney, private contractor, etc.) has not done his or her job. Would you address this? If so, how? If not, why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Confidentiality

Explain your understanding of "confidentiality" as used in the juvenile court process and CRB. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Advocacy

How do you feel about advocating for the children's cases you will review?  
How do you feel about advocating for system changes? \_\_\_\_\_

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E. Thought Questions for CINC Cases (optional)

1. Under what kinds of circumstances do you think a child should not be returned home?
  
2. Kansas state statute indicates a child must be provided a "minimal" standard of living. The child's current placement provides a higher standard of living than the home they were removed from. Would the child(ren) be better off in their own home with parents or in the placement?
  
3. If a child's own family can offer a marginal level of parenting (no abuse), would it be better for the child to return home or to remain with a more nurturing placement family?
  
4. In reviewing a child's case, you determine the initial reason for removal has been rectified. However, other problems have come to light. Do you recommend the child go home or stay in foster care until these problems are resolved?
  
5. A neighbor comes over and starts talking to you about a new friend of his or her child. You just reviewed the child's case a month ago and know that you could give some helpful information that would assist the neighbor in working with the child. What do you do?

Do you have any questions? \_\_\_\_\_

Coordinator/Director Recommendation: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

F. Thought Questions for JO cases (optional)

**Confidentiality**

- 1) While running an errand, you bump into an acquaintance. During your chat, the subject gets around to what your acquaintance calls "teen criminals." She asks what you know about Johnny X, whose juvenile offender case recently was heard by the Board. How do you respond?
  
- 2) You are at a picnic. A neighbor who is in the group you are talking to brings up the subject of the "young scum" who spray painted his new car not too long ago. The Board happens to have heard the case just this month. Your neighbor doesn't know this, but is pretty angry about his car. He starts stereotyping juvenile offenders, making statements about "all the trash that lives and breeds on that side of town!" You know your neighbor's assumptions about offenders to be untrue, especially in the case of the kid who vandalized his car, but you can tell that other people standing with the two of you think your neighbor might be right. Would you correct your neighbor? If so, how could you do so without breaking confidentiality?

**Accountability of System**

After reviewing the juvenile's case, it is clear to you someone (JJA worker, probation officer, therapist, etc.) has not done his or her job. Would you address this? If so, how? If not, why not?

**Advocacy**

- 1) How do you feel about following up on a juvenile's case you reviewed? Advocating for system changes?

**Additional thoughts**

- 1) In your opinion, why do juveniles offend?
  
- 2) What kind of factors do you think might encourage a juvenile not to re-offend?

Do you have any questions?

Coordinator/Director Recommendation: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



Kansas Department of Social and Rehabilitation Services  
Child Abuse & Neglect Central Registry  
Protection Report Center Central Agency  
PO Box 2637  
Topeka, KS 66601

**Release of Information**

I, \_\_\_\_\_, give permission for the release of any  
(Please print complete first, middle, and last name)  
information concerning myself in the Child Abuse and Neglect Central Registry to:

Contact Person: Director/Coordinator Name  
Agency Name: Citizen Review Board  
Mailing Address: \_\_\_\_\_, KS \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
(xxx-xxx-xxxx)

I understand that all information released will be for the exclusive and confidential use of the above named organization or person.

**Please complete the information below by printing in ink.  
Please print legibly. Do not leave any spaces blank. All requested information is required to process this request. Incomplete information will result in the release not being processed and will be returned as insufficient.**

First, Middle, and Last Name: \_\_\_\_\_  
Maiden Name (Female Applicants Only): \_\_\_\_\_  
Married Names, Nicknames, or Other Names Used: (Use N/A if none available): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Gender: \_\_\_ Male \_\_\_ Female  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Current Address: \_\_\_\_\_

Each request must be submitted with payment prior to the request being processed. Please attach appropriate fee of \$10 per release of information. All releases and fees should be sent via postal mail to the attention of SRS, Child Abuse and Neglect Registry, P.O. Box 2637, Topeka, KS 66601.

\_\_\_\_\_ For Central Registry Use Only  
\_\_\_ FEE ATTACHED



\_\_\_\_\_  
City State Zip

**Please list previous addresses for the past five (5) years.**

Address	City	State	Zip
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

City and State of Birth: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Color of Hair: \_\_\_\_\_ Color of Eyes: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IN THE DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS**  
Proceedings under K.S.A. Chapter K.S.A. 38-2207, 2208

**OATH OF OFFICE AND CONFIDENTIALITY FOR CRB MEMBER**

\_\_\_\_\_, BEING FIRST DULY SWORN UPON OATH STATES:

I accept the duties of Citizen Review Board membership for the \_\_\_\_\_ County District Court. I understand the duties and obligations of my appointment, and I promise to faithfully perform such to the best of my ability.

I am aware of the confidential nature of all court records, law enforcement records, social service records, school records, medical records, therapists' records, and CRB proceedings as well as the procedures of those institutions and organizations. I pledge that I will hold in strictest confidence all personal and official matters that may come to my attention while performing my duties as a CRB volunteer.

\_\_\_\_\_  
Volunteer Signature

**ORDER APPOINTING CRB VOLUNTEER**

The above oath was subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, in \_\_\_\_\_ County, Kansas.

Further, I hereby appoint this person to serve as a member of the \_\_\_\_\_ County Citizen Review Board.

\_\_\_\_\_  
Judge

CERTIFIED CRB VOLUNTEERS

Pursuant to CRB Standard I.D.7, this is written notification to the Office of Judicial Administration that individuals have been screened, trained, and certified as CRB volunteers.

As of \_\_\_\_\_ (date of last notification), the individuals listed on the attached sheet have been certified as CRB volunteers. A date in each column indicates that the volunteers passed the screening criteria listed. (If a written exception has been made by an authorized judge, no date will appear in the appropriate column—KBI Criminal Record Check or Child Abuse Registry—but the column “Written Exception by Judge” will have a date.)

\_\_\_\_\_  
Judicial District

\_\_\_\_\_  
Director or Coordinator

\_\_\_\_\_  
Date



IN THE DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS  
(\_\_ Judicial District)

ORDER REAPPOINTING CRB VOLUNTEERS

I hereby designate and assign you to serve as a member of the \_\_\_\_\_  
County Citizen Review Board from January 1, \_\_\_\_\_ to December 31, \_\_\_\_\_.

TO: (include all volunteer names)

IT IS SO ORDERED THIS \_\_\_\_ DAY OF \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Judge

DECERTIFIED CRB VOLUNTEERS

Pursuant to CRB Standard I.D.7, this is written notice to the Office of Judicial Administration that the following volunteers have resigned or have been terminated:

Name

Date of Termination/Resignation

\_\_\_\_\_  
Judicial District

\_\_\_\_\_  
Signature of Director/Coordinator

\_\_\_\_\_  
Date



**OBSERVATION OATH OF CONFIDENTIALITY**

The \_\_\_\_\_ Judicial District is committed to maintaining the confidentiality of juvenile court records. I understand that any information about children and families is highly sensitive and confidential. In reviewing case files and engaging in case discussions, I understand that any report, recommendation or information I might acquire or develop is not public information and that this information is confidential. This would include discussions with family members, children, members of the public, and people from other agencies (i.e., the County Attorney's office, local attorneys, and school officials).

Accepting this responsibility as an observer, I solemnly swear not to reveal to any personal information or records shared with me concerning any juvenile involved with the \_\_\_\_\_ Judicial District Courts without prior permission from the court.

\_\_\_\_\_  
Signature

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in  
\_\_\_\_\_ County, Kansas.

\_\_\_\_\_  
Director or Coordinator of the  
Citizen Review Board