

Amended Standards for Kansas Citizen Review Board Programs

The Kansas Supreme Court is accepting public comment on amendments to its Standards for Kansas Citizen Review Board Programs. The standards establish minimum requirements for Kansas CRB Programs.

If adopted, the amendments will align with current processes, increase minimum requirements for volunteer management, and clarify procedures for program oversight.

Proposed changes are shown using strikethrough for deletion and underlining for new language.

Comment may be made by email to publiccomments@kscourts.org until 5 p.m. Sunday, July 31, 2022. The subject line must read “CRB Standards.”

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

Office of Judicial Administration
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~~Adopted 1987~~

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STANDARDS FOR KANSAS CITIZEN REVIEW BOARDS

Definitions

1. **Applicant:** a person who has applied to become a CRB volunteer, a program intern, or a CRB program employee or a person currently affiliated with the program who has been submitted for re-screening.
2. **Electronic Signature:** handwritten and scanned signature or a verified digital signature obtained with signing software.
3. **Files:** volunteer and case files may be electronic or in paper format.
4. **Program (the program):** a Citizen Review Board (CRB) program certified by the Office of Judicial Administration. Duties assigned to a CRB program in these standards must be fulfilled by the program coordinator or the CRB coordinator's designee, unless otherwise noted
5. **Volunteer:** a certified CRB volunteer.
6. **Chief Judge:** The chief judge of the judicial district.

I. CERTIFICATION OF CRB VOLUNTEERS

A. ~~Each program shall certify its volunteers.~~ Certification requirements

Applicants must be certified as volunteers prior to case assignment. (CRB) applicants are eligible for certification upon successful completion of the following:

1. screening procedures;
2. s signed oath of confidentiality;
- 3.. training requirements (see Section II of these standards);
4. written notification to the Office of Judicial Administration (OJA) as outlined in section I.M.; and
5. ~~shall~~ notification from OJA to the program when a volunteer is certified.

B. Screening conducted by the program

The program must consider at least the following information:

1. the individual's written application which must 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 information:

- a. educational background, and training;
- b. employment history;
- c. personal experience with child abuse and neglect; and

- d. ~~prior contact with the criminal justice ~~and~~ juvenile justice system, and systems;~~
 - e. ~~reasonable accommodations (to be filed separately from application). (Appendix II)~~
2. ~~Three~~three written references from persons unrelated to the applicant. (Appendix III);
 3. ~~Personal~~personal interview. (Appendix IV); and
 4. results of record checks.

C. Record checks

1. The program must obtain the applicant's fingerprints on a fingerprint card provided by OJA. The program must perform the following record checks no sooner than ninety (90) days before initial certification and then every four years starting from the date on the records =

4. ~~Child abuse registry check and~~results:
 - a. Criminal History Record Inquiry (CHRI) and Kansas Bureau of Investigation (KBI) criminal record;
 - b. criminal history records from the court jurisdiction in which the applicant lives and works;
 - c. criminal history record checks from any county, state, or country in which the applicant has lived or worked the last seven years;
 - d. Child Abuse and Neglect Central Registry or equivalent for any state or country the applicant has lived or worked in the last seven years;
 - e. National Sex Offender Registry; and
 - f. Social Security Number Verification.
2. If the applicant has not been a resident of the United States, Kansas, or current county of residence for the past seven years, the program must make inquiries of the criminal history records of all countries, states, and counties where the applicant has lived and worked in the last seven years prior to application. Certification will not be denied if another state, county, or country does not respond in a reasonable amount of time to the record check inquiry, after a minimum two attempts to obtain the information. If the program receives information that indicates a volunteer has a criminal history equivalent to section I.E.2, the volunteer must be decertified.
3. The applicant must complete the following record check authorizations:

- a. KBI Waiver Agreement and FBI Privacy Act Statement;
 - b. OJA CHRI form;
 - c. Criminal History Record/Child Abuse and Neglect Central Registry Release of Information (CHRI). (Appendices V and VI) form;
 - d. Social Security Verification form; and
 - e. any additional releases needed to complete a record check.
4. ~~The prospective volunteer shall~~ applicant must be informed, in writing;
- a. of the screening procedures which will be used, and must sign a release;
 - b. that the CRB program coordinator can determine an applicant ineligible for certification;
 - c. that refusal to authorize the records checks will prohibit certification; and
 - d. of the convictions or adjudications that prohibit certification.
5. The program must comply with the Americans with Disabilities Act. The application must include language that requires program compliance with the Americans with Disabilities Act.

D. Prior contact with juvenile justice or criminal justice systems

The program must make appropriate written inquiries to the applicant regarding any prior contact with juvenile justice or criminal justice systems. The program must furnish the information to OJA.

E. Screening conducted by OJA

OJA must conduct a KBI records check for each applicant.

- 1. The program must provide information for the KBI records check to OJA on the CHRI form provided by OJA.
- 2. for the purpose OJA must screen the applicant through the KBI criminal records check and determine the applicant's eligibility to be a volunteer. An applicant is not eligible if the applicant:
 - a. was convicted of the any felony as an adult;

- b. was convicted as an adult of any misdemeanor which is a sex offense, a crime against public morals, a crime affecting family relationships and children, crime against the public peace, crimes against persons, crime against public safety, crimes involving controlled substances, assault, battery, or an attempt or conspiracy to commit any such misdemeanor;
 - c. was adjudicated a juvenile offender because of having committed an act, which if done by an adult, would constitute the commission of a felony;
 - d. was adjudicated a juvenile offender because of having committed an act which, if done by an adult, would constitute a misdemeanor as described in subsection I.E.2.b.;
 - e. entered into a diversion agreement involving a charge of 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 or a sexual offense; or
 - f. was convicted or adjudicated of any act that would pose a risk to children or to the credibility of the program.
3. An applicant with pending criminal charges is not eligible until the charges have been dismissed or the individual is found not guilty.
 4. The applicant cannot be certified as CRB volunteers. (Appendices V and VI) if it is found that the applicant has a criminal history equivalent to section I.E.2. unless an exception is granted pursuant to section I.G.
- ~~D. The Office of Judicial Administration (OJA) shall facilitate the Kansas Bureau of Investigation (KBI) screening~~
5. OJA must give
 - ~~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 notification 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 10th 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 an 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 CRB volunteer. Only applicants who are found eligible or are granted an exception by the chief judge or their judge designee may be certified 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~~

F. Screening conducted by the Department for Children and Families (DCF)

~~The program must complete a Child Abuse and Neglect Central Registry. If the prospective volunteer has lived in another state in the last five years, the CRB program will records check through DCF and make inquiries of the equivalent registries of those other states:~~

~~1. If where the applicant has lived or worked in the last seven years. An applicant must not be certified if DCF or a similar agency in another state lists the applicant as substantiated as the perpetrator of an act of child abuse or child neglect. Certification will not be denied 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.~~

~~in a timely manner. If~~

~~**2. If disqualifying information** documentation stating that the volunteer is a perpetrator of an act of child abuse and neglect is received from another state after certification is granted, **decertification of** the CRB program must decertify the volunteer.~~

G. ~~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 Request for exception

If an applicant's criminal history is equivalent to section I.E.2., the program coordinator may seek an exception from the chief judge or the chief judge's judge designee. The program coordinator may seek an exception from the chief judge or their judge designee. If an exception is granted, the chief judge or their judge designee must state the justification in writing. The letter of exception must be placed in the applicant's file, and a copy must be provided to OJA.

H. Maintenance of volunteer certification

1. To remain a certified CRB volunteer, individuals must complete the following:

- a. record check authorizations as outlined in I.C.3. every four years;
- b. continuing education requirements as outlined in section II.E;
- c. written acknowledgment of conflict of interest every four years;
and
- d. written acknowledgment of confidentiality every four years.

2. The program must submit background checks to maintain a volunteer's certification as outlined in I.C.1.a-f. If a volunteer's background check results in section I.C.1.a-f are not received by the program every four years, the volunteer must stop all case related activities until background check results are received by the program.

I. Notification of criminal charges to program

Applicants and volunteers must immediately notify the program of any citations or criminal charges filed against them. Failure to notify the program could result in decertification.

J. Continued screening process outlined above shall preclude a CRB program from continuing to conduct internal screening of

The program must continue to assess an applicant throughout during the training process. If a CRB program until certification is granted. If during the screening or training process the program coordinator 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 cannot be certified, the applicant shall be documented in the must be notified in writing, and the notice placed in the applicant's file. The program coordinator may determine an applicant or prospective volunteer's written records or files ineligible for certification.~~

~~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~~ **K. Retention of applicant and volunteer records**

Written records pertaining to each applicant's screening results, training completed, and CRB appointment must be maintained by the program. The program must maintain records for an applicant for a minimum of three years. If certified, the program must maintain records on a volunteer for a minimum of five years after a volunteer has been decertified.

L. CRB volunteers' access to records

The program must have written policies and procedures for access, review, and response to information contained in the CRB volunteers' files. Policies and procedures must include volunteers' access to their records.

M. Request for certification and decertification to OJA

1. Within thirty (30) days of completion, the program must send a list of volunteers who have met all of the requirements to OJA and request certification.

2. If a program determines that a volunteer must be decertified, the request to decertify the volunteer must be sent to OJA within 14 days. The program must provide the reason for decertification.

3. OJA may decertify a volunteer on its own if deemed appropriate.

4. Program requests for certification and decertification must be submitted on forms provided by OJA.

5. OJA must notify the program when a volunteer is certified or decertified.

N. Acknowledgment of duty as a volunteer

All applicants must be provided with a job description which clearly outlines the expectations of the volunteer. Prior to certification, the applicant must sign an acknowledgment of the expectations and indicate their agreement to fulfill duties as outlined. The acknowledgment must address:

- a. ~~1. 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.~~

Kansas CRB Standards;

2. volunteer duties;

3. program policies and procedures; and

4. conduct expectations.

II. TRAINING OF CRB VOLUNTEERS

A. All volunteers Pre-service training requirement

The program training curriculum must participate in a minimum of twelve (12) hours of be approved by OJA. All applicants must complete training prior to being appointed to serve as a board member volunteer. Credit may not be given for prior education or 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.

~~€. At a minimum, preservice. The program may allow applicants to participate in pre-service training provided by other Kansas CRB programs.~~

B. must cover the following Required training topics:

1. ~~Roles~~ Pre-service training must include the following topics:
 - a. roles & responsibilities of CRB volunteers (purpose and guidelines);₂
 - 2b. confidentiality;₂
 3. ~~cultural awareness (understanding cultural differences that exist within the community);~~
 - 4c. diversity and disparate outcomes;
 - d. child abuse and neglect (family and child dynamics and bonding or attachment issues);₂
 - 5e. permanency planning (child welfare system, community resources, and reasonable efforts);₂
 6. ~~reviewing~~ f. organization of case files and interpreting documents;
 - g. interviewing techniques;₂
 - 7h. communication with children and families;₂
 8. ~~juvenile court process (Kansas laws and operation of local court system) as it pertains to children in need of care,~~
 9. i. relevant Child In Need of Care state and federal laws and regulations;
 - j. relevant Juvenile Offender state and federal laws and regulations;
 - k. juvenile intake procedures and dispositional options; and
 10. ~~alcohol and drug evaluations or family~~ l. Kansas court process;

- m. dynamics related to of families;
- n. child welfare system;
- o. child development;
- p. trauma, separation, and loss;
- q. substance abuse;
- r. effective recommendations; and
- s. at least 4 hours of training designed to provide information specific to the certifying program which must include:

1. local policies and

~~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;

2. local courts, and

3. community resources.

~~C.~~ 3. sentencing options for juvenile offenders.

~~E.~~ **Court observation**

The training must include observation of juvenile court proceedings. This includes observation of both a CRB hearing and a district court hearing. The CRB program must establish and follow procedures to obtain court approval prior to trainees observing court hearings, pursuant to K.S.A. 38-2247. A statement of confidentiality must be signed by the trainee prior to observing court or CRB. No more than two hours of court observation may be applied to the four-hour requirement in section II.B.1.s.

D. Training manual

Trainees must be provided a training manual and synopsis of pertinent Kansas laws.

E. Continuing education

CRB volunteers must complete twelve (12) hours of ~~initial training and four (4) continuing education~~ annually. The program must make a minimum of twelve (12) continuing education hours of in-service training annually. CRB available by providing the education directly or providing volunteers are not required to complete in with information about educational opportunities. Volunteers may be granted continuing education credit for any pre-service training during hours completed in the first calendar year they are certified. Volunteers continuing education hours may be prorated based on their certification date.

III. PROGRAM POLICIES GOVERNING ADMINISTRATION

A. Citizen Review Boards: duties and powers

All program policies and practices must comply with provisions of K.S.A. 38-2207 and 38-2208.

B. ~~A program shall keep~~ Case assignment records, calendar, and files

A CRB program must maintain the following information:

1. complete case assignment records and;

a. order appointing CRB

2. up-to-date calendars of scheduled CRB hearings;

3. list of certified volunteers and their contact information; and

4. up-to-date case files shall consist of copies of court files, SRS records, pertinent reports, and CRB, including but not limited to:

a. documents contained in the official file as defined by K.S.A. 38-2209 (1)(A);

b. documents contained in the social file as defined by K.S.A. 38-2209 (1)(B); and

c. volunteer notes. The CRB case files shall remain in the control of the director or and coordinator and are confidential records. The CRB notes.

C. Case file return

Volunteers must return all case related documents, including notes, to the program within 30 days of closure. The program must notify the court and OJA immediately if 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 workingrelated 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 have not been returned.~~

D. Case file record retention

All information not found in the court's files must be maintained until the child reaches 18 years of age. The remaining documents and copies can be destroyed at the closing of the child's case is closed.

E. Case destruction policy

The CRB program must establish a destruction policy which establishes the procedure for tracking and destroying case files.

F. Filing and distribution policy

The program policies and practices must comply with provisions of K.S.A. 38-2207 establish a policy regarding filing and 38-2208 distribution of CRB recommendations.

~~F. Each program will~~ The program must establish a policy that requires any documents reviewed by CRB during a hearing to be filed with the court.

G. Annual written report

The program must submit an annual written report by February 15 of each year to OJA— and the chief judge on a form provided by OJA will. OJA must compile a statewide annual report and will provide a copy to be distributed to each program and to the Supreme Court Task Force on Permanency Planning.

H. Files and information sharing

The program may retain files in paper or electronic format. If electronic files and records are maintained, the program must establish a policy and procedure to address the secure back-up and maintenance of files and records as well as a policy regarding the destruction of electronic files.

The program must establish policies and procedures to address the secure exchange of electronic information.

The program may utilize electronic signatures. Signatures must be verified by the applicant or volunteer at the time of signing.

Electronic file storage is subject to the court's local rules and policies and retention and destruction procedures as outlined in section III.D.-E.

I. Management and personnel policies

The program must have written management and personnel policies and procedures to govern any paid program staff. The program must develop a transition plan for the program coordinator in the event of a vacancy.

J. Conflict of interest

The program must establish a conflict of interest policy to govern the conduct of program employees. To avoid a conflict of interest or an appearance of impropriety, the program may not hire staff who are currently employed by the Department for Children and Families (DCF); DCF grantees, contractors, or subcontractors; the Department of Corrections (DOC); or community corrections. CRB staff must recuse themselves from any case where the employee has or has had a personal or professional relationship with family members or any party to case. The conflict of interest policy must:

1. identify, define, and prohibit conduct and transactions in which a conflict of interest exists or has the potential to exist and warrants disclosure;
2. prohibit program employees from having indirect or direct interest in the assets, leases, business transactions, or professional services of CRB or the individuals served by the program;
3. require that program employees disclose a conflict of interest or potential for conflict of interest upon discovery;
4. include a procedure for dismissal or other appropriate discipline upon failure to disclose the conflict of interest;
5. include a procedure for recusal from the transaction or decision by program employees with a conflict of interest or potential conflict of interest; and
6. require a conflict of interest policy to be signed by program employees and maintained in their files.

K. Screening procedures

The CRB program must ensure that program employees undergo screening procedures as outlined in section I.C.1. of the Standards. The program must repeat the required screenings every four years.

L. Reporting abuse and neglect

The CRB program coordinator or the coordinator's designee should report to DCF or law enforcement any situation in which the program employee has reason to believe that a child served by the program is in imminent danger. Documentation of any reports made must be filed in the case file.

M. Required leadership training

1. The program coordinator is required to attend OJA's annual CRB Coordinator's Training in its entirety.
2. The program coordinator must attend all quarterly meetings. If unable to attend, the program must request approval within 48 hours prior to the meeting.

N. Policy and procedure manual

The program must submit a complete copy of program policies and procedures as of the effective date of these standards. Each time a policy or procedure is amended, a complete copy of the manual must be submitted to OJA.

O. Communication with OJA

The program must maintain communication with OJA. The program must adhere to all timeframes and deadlines established by OJA.

P. Programs operating under or as an umbrella organization

Programs operate under the authority of the local court. Program operation will not be directed by a board of directors. Only CRB program employees and interns may have access to CRB case files, volunteer files, and electronic information about cases or volunteers. CRB program employees may perform any duties related to case supervision or volunteer management for the program. If the program shares administrative functions with another entity such as a CASA program, the CRB program's financial information including grant income and expenses, payroll, and program expenses must be clearly separated from other programs. Program employees may not share information across the entities without first obtaining a release or a court order. Background checks submitted by the program must only pertain to CRB volunteers, CRB program employees, or interns for the CRB program.

IV. PROGRAM POLICIES GOVERNING CRB VOLUNTEERS

A. Compliance with statutes

The program must develop policies to comply with the provisions of K.S.A. 38-2207 and 38-2208.

B. Assignment and removal from cases

1. The program must establish a policy that assigns responsibility to the program for all decisions regarding assignment or removal of specific volunteers from specific cases.

2. The volunteer must be appointed to CRB prior to hearing cases.

3. The volunteer must be reappointed to CRB annually.

C. B. To avoid a Conflict of Interest

The program must develop policies regarding volunteer conflict of interest or an appearance of impropriety, no volunteer shall be certified. Prior to assigning a board to hear a case, the coordinator must screen the board for a CINC conflicts of interest by providing a general overview of the case to be heard. No specific child's information should be shared before a determination regarding conflicts of interest is made. No volunteer may review a specific case or serve on a 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/individual has a professional or personal relationship to the family. No board may hear a case on which a member of that board or serves or has served as the child's CASA volunteer.

To avoid a conflict of interest or an appearance of impropriety, no volunteer shall be certified for a juvenile offender (JO) board as a CRB volunteer if the person is currently employed by a local CASA program; local district court, or the Juvenile Justice Authority (JJA) or their; DCF; DCF 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, or grantees; the DOC, or community corrections. The conflict of that board serves as a CASA volunteer-interest policy must:

1. identify, define, and prohibit conduct and transactions in which a conflict of interest exists or has the potential to exist and warrants disclosure;

2. prohibit volunteers and interns from having direct or indirect financial interest in the assets, leases, business transactions, or professional services of the program;

3. require that volunteers and interns disclose a conflict of interest or potential conflict of interest upon discovery;
4. include a procedure for recusal from the transaction or decision by volunteers or interns with a conflict of interest or a potential conflict of interest; and
5. include a procedure for dismissal or other appropriate discipline upon failure to disclose a conflict of interest.

D. Written policies

The program must have written procedures and policies governing volunteers approved by the chief judge or designee. The written
~~€.~~ policies must include:

~~1.~~ 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 guidelines pertaining to absences and †

- ~~1.~~ Confidentiality,
- ~~2.~~ inactive volunteer status; for volunteers;
- ~~2.~~ procedure for the ~~3.~~ reassignment of volunteers to new boards; and
- ~~4.~~ absences of board members,
- ~~5.~~ conflict of interest, and
- ~~6.~~
3. limits of the powers of the CRBs and CRB volunteers.

E. Inactive status

Volunteers who are not serving on a board are considered inactive. The program must develop policies pertaining to inactive volunteer status, including the decertification of volunteers who have been inactive for a year and required documentation and guidelines under which a volunteer would have to be retrained. The program coordinator may grant an exception to decertification of an inactive volunteer. If an exception is granted, the justification must be documented. A volunteer may not be inactive for more than two consecutive years. Inactive volunteers must complete annual continuing education as required in section II.E.

F. Screening procedures

The program must ensure volunteers undergo screening procedures as outlined in Section I.C.1 of the Standards. The program must repeat the required screenings every four years.

G. Volunteer suspension

The program must develop policies about suspension of volunteers due to pending criminal charges. A volunteer's certification must be suspended if the volunteer is arrested, charged with a crime, or convicted of a crime. If the program is made aware that a volunteer is under investigation for a crime listed in section I.E.2, the volunteer's certification must be suspended. The volunteer must remain suspended pending resolution of the case. If convicted of a crime listed in section I.E.2., the volunteer must be removed from all assigned cases and immediately decertified. If convicted of any other crime, the volunteer may be decertified.

H. Applicant's signed acknowledgement of receipt

Prior to certification, the program must provide a copy of all policies under section IV to applicants. The program must obtain a signed acknowledgement of receipt. Any revision to policies under section IV must be provided to volunteers and an acknowledgment of receipt must be obtained within sixty (60) days of the adoption of the policy revision.

I. Confidentiality

The program must require CRB volunteers to maintain confidentiality. The CRB volunteer must sign a statement of confidentiality every four years to be retained in the volunteer's file.

J. Transfer

The program must develop policies about the transfer of a volunteer to another program. A CRB volunteer who transfers to another CRB program must complete the full application and screening process, and a minimum of four hours of training as outlined in section II.B.s. A copy of the volunteer's file must be sent to the receiving program. After the receiving program completes the certification process the transferring program must decertify the volunteer.

K. Decertification

The program must establish policies and procedures for volunteer decertification. The request for decertification must be sent to

~~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.~~

OJA on a form provided by OJA within fourteen (14) days of the volunteer's resignation or termination. OJA must provide the program with notification that the volunteer has been decertified. Documentation of decertification must be retained in the volunteer's file.

V. PROGRAM FUNDING

A. Availability of funds

A program operates pursuant to K.S.A. 38-1808, subject to the availability of funds in the Permanent Families Account.

B. Funding requests

All requests for funding and support for the CRB program must be approved by the chief judge of the judicial district.

C. Supreme Court rules

CRBs operate under the direction and control of the district court and are subject to Supreme Court rules governing judicial conduct.

D. Solicitation of funds

The program may not solicit gifts or financial support from private individuals or entities.

E. Grants

With the approval of the chief judge or the chief judge's judge designee, a CRB program 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.

F. Annual budget report

The program must prepare and submit to the OJA an annual written budget reflecting actual and projected income and expense. The budget must be completed using electronic accounting software. The CRB program must re-submit the budget to OJA if it deviates 10% or more from the previously submitted budget. The revised budget must be received within 30 days of discovery.

VI. CERTIFICATION OF THE PROGRAM

~~A. New programs may be certified throughout the year with recertification by July 1 of the following year.~~ A. Certification forms and timeframes

1. _____ =

~~D.~~ 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 being appointed to a review board case, each new program must apply to OJA and be certified. Each year after initial certification, the program must:

~~2.a.~~ submit a certification application to OJA on forms provided by OJA;

~~b.~~ include all required documents with the application;

~~c.~~ submit the application to OJA within the established timeframe; and

~~d.~~ participate in an annual audit as described in Section VI.B.

~~2.~~ The certification year is from January 1 to December 31. Certification of the program in the year these standards are adopted will certify the program until December 31 of the following year.

~~3.~~ Materials and statistics provided to OJA shall in the application must cover the period from January to December prior certification year.

B. Annual Audit

~~E.~~ As part of the certification process, OJA staff must schedule a site visit annual audit to each program which may be conducted in-person or virtually, at the discretion of OJA.

~~1.~~ The site visit annual audit must take place within 60 days after receipt of the during the calendar year completed certification forms and materials were submitted. The annual audit may include observation of a CRB hearing. When a program does not have a scheduled hearing within that time frame, OJA may schedule observation of a CRB hearing on a separate date.

~~2.~~ OJA staff will If additional materials are required, OJA must inform the CRB program in writing if additional materials will be required before or at the time of the site visit.

~~3.~~

~~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.~~

In addition to program employees, OJA may ask others to participate in the audit process.

~~4. The site visit may also annual audit must include a random review of program records pertaining to CRB volunteers and their cases.~~

~~D. OJA staff will~~

C. Written certification report

~~Following the site visit, OJA must issue the a preliminary written Certification Report to the program within 30 days after the completion of the site visit. Program representatives certification report to the program coordinator and chief judge. Programs who disagree with the report or sections of any portion of the report will have 15 days to provide written objections before it will have 15 days to discuss it with OJA staff before it is completed. is finalized. The final Certification Report will certification report must be issued by OJA staff within five working days of following the expiration of the 15 days discussion objection period. A copy of the final Certification Report certification report will be sent to the chief judge and the program.~~

1.

~~1. In the report, OJA staff will must rate each component of the program standards, as explained in Sections sections I through IVVI of these standards. The ratings to be used are as follows:~~

~~a. meets standard, or~~

~~b. meets standard with qualification, and~~

~~c. _____~~

~~b. does not meet standard standards.~~

~~2. Any components items which do not meet standards or which meet standards with qualifications will must be explained in a narrative section. The explanation will must include the tasks to be done in order to upgrade the rating.~~

~~3. The program will be given 45 days. The CRB program must submit a program improvement plan (PIP) 15 days from the date of the final report. The PIP must include steps 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. that did not meet standards~~

along with a timeframe for completion. 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 must approve the PIP. =~~

~~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 schedule additional audits to review the implemented improvements.~~

~~2. 3. If no improvements are implemented, or if the improvements are determined to be inadequate, certification shall may be denied. Notification of the denial revoked. Notice of certification shall revocation must be sent to the program director chief judge 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 judge's judge designee. The program must 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 revocation must not prohibit any person from appearing in court pursuant to a lawful subpoena. CRB personnel. The program may reapply for certification following resolution of the designated judge items identified in the program improvement plan. Program employees, and persons appointed by the designated chief judge or the chief judge's judge designee may engage in activities necessary to complete the certification process. The program may reapply for certification at the next certification cycle.~~

VII. APPEALS PROCEDURE PROGRAM COMPLAINTS

A. Form

If an individual believes that a program is not meeting these standards, the individual may file a complaint with OJA on a form provided by OJA.

B. Process

If OJA receives a written complaint, the subsequent steps must be taken.

1. OJA must contact the CRB program and inform them, in writing, of the complaint within 15 days.

2. The program must respond within 30 days. The response must address the complaint and provide any information which could verify that the program is in compliance with standards.
3. If the program is not in compliance with the standard as alleged in the complaint, the response must include a plan to correct the deficiencies.
4. Within 15 days of receiving the response, OJA must inform the program in writing whether or not the response is sufficient.
5. ~~granted annual~~ If OJA determines the response is insufficient, the program must submit a program improvement plan (PIP) within 30 days addressing the areas of noncompliance. The program improvement plan must:
 - a. address areas of non-compliance;
 - b. list action steps correcting the items identified as noncompliant with Kansas CRB Standards;
 - c. provide detail as to how the plan will be implemented; and
 - d. provide a timeline for implementation.
6. If a CRB program does not respond within 30 days of the written notice of the complaint, a program evaluation must be initiated.
7. Within 15 days of receiving the PIP, OJA must either accept the plan or request revisions.
 - a. If the PIP is accepted, OJA must monitor the plan's progress until completion. OJA may revise or extend the program improvement plan.
 - b. If OJA requests revisions to the PIP, the program must submit a revised plan within 15 days of the request. If a program does not submit a revised plan as requested, a program evaluation must be initiated.
8. If the CRB program does not submit a program improvement plan, a program evaluation must be initiated.
9. If no improvements are implemented, or if OJA determines the improvements are inadequate, certification ~~or the annual~~ may be revoked. Notification of certification ~~is withdrawn, it~~ revocation must be sent to the program coordinator, and the chief judge or the chief judge's judge

designee. The program must cease all operations, including CRB volunteer training, holding hearings, and any other activity by which the program holds itself out to be a certified CRB program. The certification revocation must not prohibit any person from appearing in court pursuant to a lawful subpoena. The program may reapply for certification following the resolution of items identified in the PIP. CRB program employees, the chief judge or the chief judge's judge designee, and persons appointed by the chief judge or the chief judge's judge designee may engage in activities necessary to complete the certification process.

C. Notice of compliance

If OJA determines that the CRB program is in compliance with all standards, OJA must issue a written notice.

D. Extensions

OJA may grant extensions to timeframes listed in Section VI and VII.

E. Discretionary audit

OJA may review the program's compliance with these standards at any time.

VIII. PROGRAM EVALUATION

A. Initiation

OJA may conduct a program evaluation at any time.

B. Process; timeframes; onsite evaluation; onsite report; written determination

If OJA initiates a program evaluation, it must:

1. Notify, in writing, the chief judge or the chief judge's judge designee and the program coordinator within 15 days of initiation. Notification must include the reasons for the program evaluation.
2. Schedule the onsite review with the chief judge or chief judge's judge designee and the program coordinator. OJA will identify an onsite team to conduct the program evaluation. The onsite team members must not reside or work in the judicial district where the program under evaluation is located. The team may include:
 - a. a court administrator;
 - b. a court services officer;
 - c. a CASA program director;
 - d. a CRB coordinator; and

- e. any other representative identified by OJA as required to conduct the review.
3. The onsite evaluation must be completed within 60 days of the notice of and must include:
 - a. interviews with the chief judge, chief judge's judge designee, the program coordinator, and any additional community members with knowledge of the CRB program;
 - b. review of program records pertaining to employees, CRB program volunteers, CRB volunteers, and case files; CRB program policies and procedures; memorandums of agreement;
 - c. review of local court rules; and
 - d. review of any additional items required by these standards.
 4. The onsite team must issue a report to the judicial administrator which must include the evaluation team's findings and recommendations on the program's compliance with these standards. A copy of the report must be provided to the chief judge or chief judge's judge designee, the program coordinator, the Supreme Court Task Force on Permanency Planning, and the Kansas Supreme Court.
 5. The judicial administrator must make a written determination within 30 days of receipt of the report. The judicial administrator may determine:
 - a. no further action is required of the program, or
 - b. the program's certification is revoked.

IX. APPEALS PROCEUDRE

A. Program requirements and timeframes

1. The program may appeal the certification denial or revocation decision to the Supreme Court. The appeal must:
 - a. be in writing; and
 - b. be sent to the Supreme Court within 45 days of the final certification report or revocation of certification.
2. The program must cease operations pending the appeal unless otherwise ordered by the Supreme Court.

B. Review panel

Appeals must be reviewed by a panel of three members appointed by the chief justice of the Kansas Supreme Court. The panel must include at least one program coordinator of a certified CRB program. Panel members may not reside or work in the judicial district where the program being reviewed is located or have served as a member of the onsite review team.

C. Hearing and report timeframes; findings; final decision

1. ~~_____~~ The panel ~~shall~~must convene a hearing within 45 days ~~at which a representative of appointment. Representatives from the program and appealing the OJA staff who issued denial or revocation of the Certification Report will be present~~certification are required to attend the hearing and must include the program coordinator. Additional required attendees include a representative from the OJA, a representative from the district court and any other individuals identified by the panel.

~~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~~The panel may set time limits for such presentations; consideration should be given to time constraints.

3. The panel ~~shall~~must prepare a report of its findings within ~~two (2) weeks.~~

~~4. _____ The findings~~30 days of the panel will be advisory to the Supreme Court.

~~D. _____ hearing. 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 certification denial or Partner (if applicable): _____

Name and birthdate of child(ren): _____

Other members of household: (revocation, it must **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? _____

How did you become aware of the program? _____

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 ever been adjudicated of a crime as an adult? Yes ___ No ___
If yes, explain. _____

Have you ever been convicted of a crime as a juvenile? Yes ___ No ___
If yes, explain. _____

Have you ever been involved in a juvenile court case (as an adult, child, parent, or interested party)? Yes ___ No ___
If yes, explain. _____

Have you ever been the subject of a child abuse investigation? Yes ___ No ___
If yes, explain. _____

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 regarding any conditions to be satisfied before the program may apply for certification.~~
- ~~_____ G. _____ Keep confidential all information reviewed by 4. _____ The findings of 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 panel are true and advisory to the best of my knowledge. I understand any omission of facts or misrepresentation will be considered grounds for immediate dismissal from this program. Kansas Supreme Court.~~

~~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

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 _____

H. 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.~~
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? _____

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?~~

The Kansas Supreme Court may issue the final decision on the appeal.

6. OJA must provide a copy of the Kansas Supreme Court's final decision to the chief judge and the program coordinator.

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

(NAME OF CRB Program)
CONSENT FOR SECURITY CLEARANCE/KBI RELEASE OF INFORMATION

As a condition of appointment as a Citizen Review Board (CRB) member according to Kansas Supreme Court Certification Standards for Kansas CRB Programs, and as a condition of assignment as a volunteer, I, _____, hereby authorize inquiries to be made concerning my suitability as a volunteer of the _____ County CRB and the District Courts of the State of Kansas. I further authorize all law enforcement agencies to release any information regarding traffic violations, arrests, notices to appear, and convictions. Additionally, I authorize that a photostatic copy of this authorization will be the same as the original.

In order to protect children and provide the court with qualified volunteers, a 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 or his or her designee. Applicants who do not provide fingerprints for criminal history background checks will not be approved to serve as CRB volunteers.

I understand that all such information so released will be for the exclusive and confidential use of the _____ (insert name of CRB program), the Office of Judicial Administration, the district court of the State of Kansas, _____ (insert #) Judicial District, and the State Department of Social and Rehabilitation Services.

Signature of Applicant _____ Date _____

PLEASE PRINT:

Full Name: _____

First _____ Middle _____ Last _____

Maiden Name: _____

Any Other Name(s) Used: _____

(PRINT ONLY)

Current Address: _____

Street Address

_____ 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