

KITSAP COUNTY CRITERIA FOR VOLUNTEER ACCEPTANCE

A volunteer accepted into the Juvenile Department:

- Shall have no criminal record involving child abuse, sexual assault or any record that would leave ability to deal with children/youth in question. Volunteer must be able to pass a criminal background check.
- Shall have no pending criminal charge. No criminal history for which they are currently participating in any Court ordered services or supervision.
- Shall be aware that any criminal history may exclude acceptance into the volunteer program.
- Shall have no record with DSHS that involves substantial or repeated charges of child abuse/neglect. No personal involvement in any currently pending dependency case that might compromise objectivity of the volunteer.
- Must have, when applicable, positive recommendations from two of the three personal references given.
- Must have proof of automobile liability insurance.
- Must have absence of extreme answers on questionnaire or during interview including any statement that might indicate prejudice against any race or religion.
- Must display no obvious animosity toward any agency involved in the system (i.e. the Superior Court, Juvenile Court, CPS/CWS, foster care, etc.)
- Must demonstrate skills to include:
 - empathy/caring
 - objectivity/open mind
 - control in crisis situations
 - diplomacy/tact
 - assertiveness
 - good listener
 - observant
 - good communicator
 - patience/ability to tolerate frustration
 - responsibility
 - common sense
 - concern for children/youth
 - dependability
 - honesty, integrity & stability.

Foster Care _____

Other agencies offering services to children/youth: _____

Page 1 of 2

Have you ever been charged, convicted or arrested for any crime or do you have any charges pending? _____

If yes, list each separately; noting the Court(s), charge(s), place(s), date(s), and disposition(s), and if and when all Court requirements were met: _____

Do you have any history of alcohol or drug problems? _____ If yes, please explain exactly what problems, over what period of time, and length of sobriety: _____

Have you ever undergone any psychiatric/psychotherapeutic counseling? _____ If yes, how long ago, please explain: _____

Are there any reasons why you would not be able to perform the essential functions of a Juvenile Department Volunteer? _____

If yes, please explain: _____

Please list any skills/qualifications you possess which may be of value to your work as a Juvenile Department volunteer? _____

Please list **three non-relative references** that have known you at least two years and can vouch for your character and ability to work with children/youth. **Complete E-Mail address (preferred) or Street/PO BOX address and phone are required.**

PERSON'S NAME	STREET ADDRESS, CITY, STATE, ZIP CODE	PHONE	YEARS KNOWN	RELATIONSHIP
1.	_____			
2.	_____			
3.	_____			

The existence of a criminal record or an emotional or substance abuse problem does not necessarily disqualify you from volunteering.

BE SURE YOU HAVE ANSWERED EVERY QUESTION THOROUGHLY.

ALL ANSWERS AND STATEMENTS ARE TRUE AND COMPLETE. I UNDERSTAND THAT UNTRUTHFUL, MISLEADING, OR OMISSION OF ANSWERS ARE CAUSE FOR REJECTION OF MY APPLICATION OR MY DISMISSAL FROM THE PROGRAM.

Volunteer's Signature

Date

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

Kitsap County Juvenile Department
Volunteer Program
1338 SW Old Clifton Road
Port Orchard, WA 98366

I, _____, do hereby consent to and authorize the release of all information in the hands of any agency or person regarding any current or past criminal history and other legal information including probation and/or parole status.

I authorize the Department of Licensing, State of Washington, to release my driving record, to include all department actions, employment and non-employment accidents and violations, suspensions, revocations, reinstatements, and driver improvement actions which have occurred within the last 5 years.

I consent to and authorize the Department of Social and Health Services to release all information contained in their records or in the Central Registry of Child Abuse and Neglect.

The purpose of this release is to facilitate determination of my fitness for the volunteer position I am seeking with the Kitsap County Juvenile Department and may not be used for any other purpose without my written consent.

In addition, I give permission for the Kitsap County Juvenile Department to complete a character reference check. This may be by phone or in writing and may include past/present employers, volunteer organizations and/or personal references.

This consent expires upon my written notification to the Kitsap County Juvenile Department Volunteer Program.

Print Full Name

Signature

Date

**KITSAP COUNTY
JUVENILE DEPARTMENT**

**REQUEST FOR CRIMINAL HISTORY
RECORD INFORMATION
WASIS/NCIC III CHECK**

Routine Urgent

Date of Request: _____

- Type of Request:
- | | | | |
|---|--|--|---|
| <input type="checkbox"/> CDFS | <input type="checkbox"/> Inmate | <input type="checkbox"/> PPI | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Discharge | <input type="checkbox"/> Inmate Visitor | <input type="checkbox"/> PSI | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> ESR / RMI | <input type="checkbox"/> Intake | <input type="checkbox"/> Special | <input type="checkbox"/> Contract Employee |
| <input type="checkbox"/> FDRCR | <input type="checkbox"/> OOS Investigation | <input type="checkbox"/> Termination | <input type="checkbox"/> Prospective Employee |
| <input type="checkbox"/> Furlough Sponsor | <input type="checkbox"/> Parole Sponsor | <input type="checkbox"/> Update Central File | |
| <input type="checkbox"/> Other | | | |

REQUIRED DATA			
DOC NUMBER	SID NUMBER	FBI NUMBER	DATE OF BIRTH
FULL LEGAL NAME (LAST, FIRST, MIDDLE INITIAL)		SEX	RACE

OTHER DATA		
MAIDEN NAME / ALIAS		
MAIDEN NAME / ALIAS		
MAIDEN NAME / ALIAS	HAIR	EYES
SSN	HEIGHT	WEIGHT

ADDRESS: _____

Current Washington State Driver's License Yes No License Number: _____

PERSON MAKING REQUEST		
NAME (PRINT)	TITLE	DATE
SIGNATURE		

FOR RECORDS USE

Received: _____ Processed: _____ Returned: _____ Initials: _____

Clear WASIS/NCIC III Yes No Query Record (QR)

Clear Criminal History Yes No Query History (QH)

CRIMINAL HISTORY REPORTING REQUIREMENTS

R.C.W 13.34.100 requires each guardian ad litem program maintain a background information record for each guardian ad litem in the program. The background file shall include, but is not limited to, the following information: (a) level of formal education; (b) training related to the guardians duties; (c) number of years experience as a guardian ad litem; (d) number of appointments as a guardian ad litem and the county or counties of appointment; and (e) criminal history as defined in RCW 9.94A.30 which states:

“Criminal history” means the list of a defendant’s prior convictions and juvenile adjudications, whether in this state, in federal court, or elsewhere. The history shall include, where known, for each conviction (a) whether the defendant has been placed on probation and the length and terms thereof; and (b) whether the defendant has been incarcerated and the length of incarceration.

The background information report shall be updated annually. As a condition of appointment, the guardian ad litem’s background information shall be made available to the court. Further, the guardian ad litem program shall provide the parties or their attorneys with a statement containing any training related to the duties as guardian ad litem and criminal history defined in RCW 9.94A.030 for the period covering ten years prior to the appointment.

For volunteer guardian ad litem, the court may allow the use of maiden names or pseudonyms as necessary for their safety.

Volunteer Signature

Date

**APPLICATION FOR VOLUNTEER PLACEMENT
KITSAP COUNTY JUVENILE DEPARTMENT**

Name _____

Are you a licensed driver? _____ Car license number _____

Driver's License Number _____

Can you provide proof of automobile liability insurance at the time of interview? _____

Do you have regularly available transportation? _____

Name of Agent/Company _____

List any driving restrictions _____

List date(s) and reason(s) for all traffic citations that have occurred in the last five (5) years

BE SURE YOU HAVE ANSWERED EVERY QUESTION THOROUGHLY.

All answers and statements are true and complete. I understand that untruthful, misleading, or omission of answers are cause for rejection of my application or my dismissal from the program.

Volunteer Signature

Date

APPLICATION FOR VOLUNTEER PLACEMENT KITSAP COUNTY JUVENILE DEPARTMENT

Please print or type clearly

Name _____ Date _____

How did you find out about the Kitsap County Juvenile Department Volunteer Program? _____

Is there a specific area of the department you would be interested in providing your services? YES ___ NO ___

If yes, where? _____

Is this volunteer placement for work experience? YES ___ NO ___

Is this volunteer placement for school credit? YES ___ NO ___

Is this a school requirement? YES ___ NO ___

How many hours do you need to complete? _____
Between ___/___/_____ and ___/___/_____

Would you be willing to give a minimum commitment of:
6 months ___ 12 months ___ Duration of case assignment (CASA only) _____

Please check the possible times you are available to volunteer:

Time Available	Morning	Afternoon	Evening	State any further explanation of the availability or restrictions on your time.
MONDAY	()	()	()	_____
TUESDAY	()	()	()	_____
WEDNESDAY	()	()	()	_____
THURSDAY	()	()	()	_____
FRIDAY	()	()	()	_____
SATURDAY	()	()	()	_____
SUNDAY	()	()	()	_____

Public Disclosure Statement

Pursuant to the requirements of RCW 43.43.830 - .840 (1994 Washington Laws, Chapter 486), we must ask you to complete the following disclosure statement. This information will be kept confidential.

1. A. Have you ever been convicted of a crime against children or other persons? (A crime against persons means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first second, or third degree rape; first, second, or third degree manslaughter; first or second, degree extortion, indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation on minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a child; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be named in the future.)

YES _____ NO _____

B. Have you ever been convicted of a crime relating to financial exploitation if the victim was a vulnerable adult? (Crimes relating to financial exploitation means a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery or any of these crimes as they may be renamed in the future.)

YES _____ NO _____

If you answer "YES" to either part A or B of question 1, please describe and provide the following information:

Date	State	Conviction	Sentence	Cause Number	Court	State ID# (SID)
------	-------	------------	----------	--------------	-------	-----------------

2. A. Have you ever been found in a dependency action or domestic relations proceeding to have sexually assaulted, abused or exploited any minor, or to have physically abused a minor?

YES____ NO____

B. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

YES____ NO____

C. Have you ever been found by a court in a protection proceeding to have abused or financially exploited any adult?

YES____ NO____

If you answer "YES" to part A, B or C of question 2, please describe and provide the following information:

Date	State	Findings/Penalty	Cause Number	Court	Stated ID# (SID)

Kitsap County may request your fingerprints to obtain from the criminal identification system a report of your record of criminal convictions for offenses against children or other persons, crimes relating to financial exploitation or vulnerable adults, civil adjudications of child abuse, domestic relations proceedings, disciplinary board final decisions, and protection proceedings. **YOUR VOLUNTEER APPOINTMENT WILL BE CONDITIONAL UPON THE RECEIPT OF A SATISFACTORY REPORT.**

You will be notified of the response within ten days after Kitsap County Juvenile Department receives the report. We will make a copy of the report available to you upon request.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I am accepted as a volunteer, I can be discharged for any misrepresentation or omission in the above statements. I also understand that my volunteer position is conditioned on Kitsap County's receipt of a satisfactory report.

Signature: _____

Name (Please Print): _____

Date ____/____/____