



## Royal Family KIDS, Inc. Background Screening Updates & Requirements

In an effort to continually raise the standards of our programs RFK, Inc. is making updates to our requirements for Volunteer Criminal Background Screening in our Camp and Club Programs. Protection of the children we serve has always been, and will continue to be, a top priority. We believe the new updated requirements detailed below will more effectively and diligently protect the children we all love and are committed to serving. As always, RFK requirements serve as the minimum standard of protection and in the case where local Social Services Agency requires a higher standard, you must adhere to those minimum requirements.

### Criminal Background Check Requirements

#### Level 3 Background Includes:

FBI Fingerprint

OR

Social Security (SS) Complete **Criminal** background check including:

1. Address Trace.
2. Criminal History-a real-time county or state search of all jurisdictions revealed on the Address Trace for a minimum of seven (7) years. This should also include alias/maiden names.
3. Dru Sjodin (NSOPW)/Department of Justice Sex Offender Registry.  
<http://www.nsopw.gov/en-US/Home/DruSjodin?AspxAutoDetectCookieSupport=1>
4. Validated Nationwide Criminal Database- if a potential hit is found, it must be validated at the county or state level using real-time data.
5. Motor Vehicle Check for Mentors or Certified Club Staff ONLY.

#### Level 2 Background check Includes:

ORI Subsequent Arrest Reports

OR

Social Security (SS) Complete **Criminal** background check including:

1. Dru Sjodin(NSOPW)/Department of Justice Sex Offender Registry.
2. Current county or state of residence check using real-time data extracted from the county courthouse.
3. Validated Nationwide Criminal Database- if a potential hit is found, it must be validated at the county or state level using real-time data.

# Frequency of Background Checks

## CAMP REQUIREMENTS

### First Year or Lapsed Volunteer

(Lapsed = inactive in Camp, Club or Church for one year or more)

Level 3 Criminal Background Check

### Returning Volunteers

Level 2 Criminal Background Check run every 3 years or 36 months as long as the volunteer has remained active in the Camp or Church. If volunteer is active in both Camp and Club then follow the Club requirements.

## CLUB & MENTOR REQUIREMENTS

### First Year or Lapsed Certified Volunteers

(Lapsed = inactive in Camp, Club or Church for one year or more)

Level 3 Criminal Background Check + Motor Vehicle Check

### First Year Non Certified Volunteers

Level 3 Criminal Background Check

### Returning Certified Volunteers

Level 2 Criminal Background Check + Motor Vehicle Check every year

### Returning Non Certified Volunteers

Level 2 Criminal Background Check every year

## CAMP & CLUB "DIRECTOR OF RECORD" REQUIREMENTS

### First Year or Lapsed Camp Directors

Initial Level 3 Criminal Background Check will be run by RFK National Office when registering for Director or Scepter Training.

### Ongoing Camp Directors

Level 2 Criminal Background Check run or verified through the RFK National Office every 3 years or 36 months.

### First Year or Lapsed Mentor Directors & Club Coordinators

Initial Level 3 Criminal Background Check will be run by RFK National Office when registering for Club Directors or Scepter Training.

### Ongoing Mentor Directors & Club Coordinators

Level 2 Criminal Background Check run or verified through the RFK National Office every year.

## Currently Active Camps and Clubs

### CAMPS

#### Returning/Non-Lapsed Volunteers

Level 2 Criminal Background Check every 36 months **IF:**

Volunteers has initially undergone a Criminal Background Check that met or exceeded a Level 3 as outlined above,

**IF NOT:** Begin with a Level 3 Criminal Background Check and then move to Level 2 as outlined above

#### New Volunteer/Lapsed Volunteer

Follow guidelines outlined above

### CLUBS

#### Returning/Non-Lapsed Volunteers

These volunteers had their initial FBI Fingerprint Check which met a Level 3 Criminal Background Check

#### **Proceed with:**

Annual Level 2 Criminal Background Check (+ Motor Vehicle Check if Certified)

#### New Volunteers/Lapsed Volunteer

Level 3 Criminal Background Check (+Motor Vehicle Check if Certified)

**Annually, Camp and Club Directors will be required to verify through the RFK Compliance Report that they have run Criminal Background Checks that met or exceeded the above RFK requirements.**

RFK has chosen Verified Volunteers as our Premiere Screening Provider to conduct local Criminal Background Checks. This company is familiar with Royal Family KIDS and our volunteer requirements. You may contact them to ask questions or establish an account at any time.

### **Verified Volunteers (VV)**

Katie Zwetzig

970-232-3550

katie@verifiedvolunteers.com

Verified Volunteers runs Level 3 and Level 2 Criminal Background Checks

### **PLUS**

A Monthly Basic Criminal History Locator Search for 1 year – If there is a hit on one your volunteers throughout the year you will be notified by VV.

**For more information on Verified Volunteers and their services please see attached flyer**