YOUTH CAMPS
Criminal History and Sex Offender Checks

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(609) 826-4941
www.nj.gov/health/phss
Since When?

- Originally Spring 2009 revision
- Effective Fall of 2009
- Criminal History Checks (CHC) and Sex Offender Checks (SOC) now an important and integral component for evaluation of staff
- If a YC operator has not done them, instructed to initiate these checks immediately and provide documentation
Key Points CHC

- By June 15, 2010 for all existing adult staff
- New staff prior to start date
- \(<1 \text{ year}\), notarized statement for criminal history status (returning staff)
- No lapse of employment \(>1 \text{ year}\)
- Maintain documentation for as long as employment continues at the camp
Key Points CHC

- Minimum CHC = NJSP CHRI* for noncriminal justice purposes (NJ State Police)
- State-wide name check
- Form “212 B” from the NJSP
- Name Check ($18) is a state-wide check, using Social Security #, name and date of birth

*NJSP=NJ State Police; CHRI=Criminal History Records Information
Key Points CHC

- Form “212 B“ can be attained by calling NJSP at (609) 882-2000, Ext. 2884

  or

  submit written request to:
  Division of State Police
  Attn.: CIU
  P.O. Box 7068
  West Trenton, NJ 08628-0068

- Website: http://www.nj.gov/lps/njsp/about/serv_chrc.html#ncer
Key Points CHC

- NJ residents, information comparable to the NJSP CHRI
- State-wide check (all counties)
- For felonies and misdemeanors
- Indictable offenses and disorderly persons

- Out-of-state residents
- "where practical, also obtain from the staff member's place of residence, a criminal history check or its recognized equivalent."
Key Points SOC

- Annual sex offender registry check
- Must retrieve national sex offender registry information
  - http://www.familywatchdog.us/
- Maintain documentation for as long as employment continues at the camp
- National Sex Offender Public Website (USDOJ NSOPW)
  - http://www.nsopw.gov/Core/Portal.aspx
- US Military Sex Offender registry
Documentation for CHC

- Copy or original CHC
- Notarized statement
- Valid working visa for aliens
- Valid Green Cards
- Valid foreign passport
Documentation for SOC

- Website used
- List of all staff
- Date viewed
- “Yes” or “No”
- Comments if a “Yes”

<table>
<thead>
<tr>
<th>Staff</th>
<th>Date Viewed</th>
<th>Y</th>
<th>N</th>
<th>Comments if a “Yes”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ozzy Oswald</td>
<td>5/12/11</td>
<td></td>
<td>X</td>
<td>DNH</td>
</tr>
<tr>
<td>Joe Schmo</td>
<td>6/1/11</td>
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<td></td>
<td>Hired</td>
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<tr>
<td>John Q. Public</td>
<td>5/31/11</td>
<td></td>
<td>X</td>
<td>Rehired</td>
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www.familywatchdog.us