YOUTH CAMPS:
Criminal History and
Sex Offender Checks

Loel Muetter; MA, HO
Program Manager; Public
Health and Food Protection
Program
loel.muetter@doh.nj.gov
(609) 826-4935
www.nj.gov/health/ceohs/sanitation-safety
Since when?

- Originally Spring 2009 revision
- Effective Fall of 2009
- Criminal History checks and Sex Offender checks 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 year, notarized statement for criminal history status (returning staff)
- No lapse of employment > 1 year
- Maintain documentation for as long as employment continues at the camp
Key Points CHC

- minimum CHC = NJSP CHRI for non-criminal justice purposes.
- For assistance, call 609-882-2000 ext. 2884 (N.J.State Police)
- state-wide name check
- form “212 B“ online only; from the NJ State Police
- link (http://www.njportal.com/njsp/212B)
- name check, $20, is a state-wide check, using social security #, Name and date of birth
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>
<td></td>
<td>X</td>
<td>Hired</td>
</tr>
<tr>
<td>John Q. Public</td>
<td>5/31/11</td>
<td></td>
<td>X</td>
<td>Rehired</td>
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