

# Screening Mentors—An Overview of Records Checks

An overview of the local, state and federal background checks that Kansas' mentoring programs can utilize when screening potential mentors. Kansas Mentors strongly encourages all mentoring programs to conduct routine background checks on all volunteers as part of a comprehensive mentor screening process. For more information on effective screening practices visit: [http://www.mentoring.org/downloads/mentoring\\_413.pdf](http://www.mentoring.org/downloads/mentoring_413.pdf)

**Please Note:** This sheet is intended to serve as an informative resource on the various types of records checks and does not constitute legal advice.

|                   | <b>Local/County Check:</b> <i>Local Law Enforcement Agency</i>   | <b>State Check:</b> <i>Kansas Bureau of Investigation (KBI)</i>  |
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| description       | Some local law enforcement agencies will provide access to criminal history checks for their local/county jurisdiction (i.e. a municipality or singular county). These checks will include only the crimes committed within that jurisdiction. | This check provides court conviction records and records of arrests within the past 12 months that have not yet been disposed; both name-based and fingerprint-based checks available. |
| fee               | Varies by county/local jurisdiction.   | Name-based: \$17.50/individual; Fingerprint-based: \$29.75/individual. As of Oct 1, 2009 the fees will increase to \$20 and \$35 respectively.   |
| processing time   | Varies by county/local jurisdiction.   | Name-based checks can be completed online. Fingerprint-based checks can take from 5-10 days depending on the quality of the fingerprints submitted.                                    |
| process           | Varies by county/local jurisdiction.   | See the KBI's website for an overview. <a href="http://www.kansas.gov/kbi/criminalhistory/index.shtml">www.kansas.gov/kbi/criminalhistory/index.shtml</a>                              |
| volunteer consent | Typically consent of the volunteer is required, check with local law enforcement agencies for specifics.   | Volunteers should be provided with a notice of the check and sign a permission form acknowledging the check.   |
| contact           | Local law enforcement agencies.  | Kansas Bureau of Investigation, 785-296-8200<br>Records checks can not be requested by phone.  |
| strengths         | Provides a fairly thorough criminal history check of the county/local jurisdiction.  | Provides a comprehensive check of criminal history throughout the state, not just for a local jurisdiction. In addition, the fingerprint-based check provides near 100% accuracy.      |
| weaknesses        | People are mobile—often working and traveling in different counties/states than where they live. Only checks counties that the potential mentor has lived in; reliant on volunteer to be truthful about residential/work history.              | Does not reflect criminal history in other states; does not reflect all driving-related offenses, cases civil in nature or reports of abuse filed with Kansas' SRS agency              |

## **Federal Check:** *Federal Bureau of Investigation (FBI)*

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| description | The FBI maintains the most complete criminal database in the US. All records are fingerprint-based and the database is made up of all federal crimes plus approximately 70-90% of each state's criminal databases. Those state records generally not included are low-level misdemeanors and citations. This check is fingerprint-based only.<br><br>Mentoring programs can not directly request records from the FBI. Programs must utilize a records check service like the Kansas Mentors Records Check Program. See the back of this page for information regarding this program including: fees, processing time, overview of the process, volunteer consent and contact information. |
| strengths   | Provides a comprehensive national check that reflects the mobility of today's society. Additionally, since all records are fingerprint-based, programs are guaranteed one of the most accurate national checks available.  |
| weaknesses  | Does not include some state records; an additional check at the state level may be needed, i.e. driver's license check and/or SRS child abuse and neglect registry.  |

**Driver's License Check****Sex Offender Registry**

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| description       | This check reflects any tickets, citations or convictions related to poor driving. Programs may submit requests directly to the KS Dept. of Revenue (KDOR) or mentors can request a copy of their record from their local DMV.  | Available free at both the state and national level; provides registry of any convicted sex offender. Please note that this information will be reflected on the KBI (if crime was committed in KS) and/or the FBI check.        |
| fee               | \$10/check (for programs submitting requests to KDOR; check local DMV for fees if mentor is submitting request)   | Free   |
| processing time   | 10 business days from the date the request is mailed.   | Instant; online.   |
| process           | Mentoring programs must submit to KDOR a written request on organization's letterhead and written permission from the mentor, along with the processing fee. For more info. visit: <a href="http://www.ksrevenue.org/recrequest.htm">www.ksrevenue.org/recrequest.htm</a> | Programs complete an online name-based search: KS (KBI): <a href="http://www.accesskansas.org/kbi/offender_registry/">www.accesskansas.org/kbi/offender_registry/</a> National: <a href="http://www.nsopr.gov">www.nsopr.gov</a> |
| volunteer consent | Written permission of the volunteer must be obtained, see above for more details.   | No consent is needed.  |
| contact           | KDOR: Division of Vehicles, Driver Control Bureau<br>785-296-3671   | See websites under process column.   |
| strengths         | Provides comprehensive check of the individual's driving record in Kansas. While the KBI/FBI check would include any arrests or convictions, this check provides lower-level offenses (i.e. incidences of reckless driving) and can indicate a pattern of behavior.       | Free resource for organizations; registry provides a photo of individuals allowing programs to confirm identities of offenders. Also, database can be searched a variety of ways including by name or address.                   |
| weaknesses        | Only provides driving-related offenses, not overall criminal history of individual; reliant on potential mentor to be truthful about identity.  | Does not reflect comprehensive criminal history of individual; check is name-based and reliant on mentor to be truthful about identity.  |

**Kansas Child Neglect & Abuse Registry****Kansas Mentors Records Check Program**

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| description       | Maintained by the KS Dept. of Social & Rehabilitation Services; check provides any records of arrests, convictions & reports of child abuse/neglect. Some SRS cases are civil in nature & will not appear on the KBI/FBI check. | Kansas Mentors offers registered mentoring program free state & federal records checks through the Kansas Highway Patrol, KBI, FBI & the National Sex Offender Registry. This search is fingerprint-based. |
| fee               | Free - mentoring programs registered with Kansas Mentors are exempt from the \$10 fee.  | Free - mentoring programs registered with Kansas Mentors receive this service (\$50 value) free of charge.   |
| processing time   | On average 10 business days.  | 5-10 business days upon receipt of the documents.  |
| process           | Programs must complete the form under the consent section and mail it to the postal address listed on the form.   | Overview of Process: <a href="http://kansasmentors.kansas.gov/Programs/Pages/RecordsChecks.aspx">http://kansasmentors.kansas.gov/Programs/Pages/RecordsChecks.aspx</a>                                     |
| volunteer consent | Volunteers must complete SRS' Release of Information Form: <a href="http://www.srskansas.org/CFS/cfs1011childcentralregistryreleaseinfo.pdf">http://www.srskansas.org/CFS/cfs1011childcentralregistryreleaseinfo.pdf</a>        | Written permission of the volunteer must be obtained through the Volunteer Application found at the website referenced above.  |
| contact           | Annette Caraway, Child Abuse & Neglect Registry<br><a href="mailto:annette.caraway@srs.ks.gov">annette.caraway@srs.ks.gov</a> / 785-296-6783  | Kansas Mentors/Ella Todd, 785-296-8873, <a href="mailto:etodd@kdheks.gov">etodd@kdheks.gov</a><br>Captain Art Wilburn/KS Highway Patrol, 785-296-6800  |
| strengths         | Provides comprehensive search of state's child abuse and neglect registry; while KBI/FBI check includes any arrests or convictions, this is the only check that will provide reports of child abuse and neglect.                | Provides comprehensive state and federal records check with nearly 100% accuracy due to fingerprint-based search. Additionally, determination is provided by an experienced law enforcement official.      |
| weaknesses        | Only provides information related to child abuse and neglect, not an overall criminal history of individual. Also reliant on the individual to be truthful about identity.  | Does not provide all of the information contained on the driver's license check or the SRS Child Abuse & Neglect Registry check.   |