

**TOWNSHIP OF WASHINGTON**  
RECREATION DIVISION  
54 ROBBINSVILLE-AlLENTOWN ROAD  
ROBBINSVILLE, NJ 08691  
(609) 259-7082 Ext. 113

March 24, 2005

**Re: Criminal History Background Checks**

Dear Youth Serving Organization/Township Sponsored Program:

In the interest of the safety and welfare of Washington Township youth, the Township of Washington has adopted Ordinance #2004-27 which requires that certain volunteers and employees of Township Sponsored Programs and of Youth Serving Organizations utilizing Washington Township facilities submit to a state and federal criminal history background check. This requirement is limited to those volunteers and employees of such Township Sponsored Programs and Youth Serving Organizations who have direct, non-supervised and ongoing interaction with minors in the course of performing their services. Generally, this will include individuals such as coaches, assistant coaches, managers, leaders and co-leaders. It would likely not include an occasional parent-volunteer or other temporary assistant whose interaction with the minors is not "ongoing." All volunteers and employees falling within the requirements of the Ordinance must consent to be fingerprinted so that state and federal criminal background checks can be conducted. Such individuals will not be eligible to volunteer or otherwise provide services unless they have passed a criminal background check.

Fingerprinting will be performed by the Washington Township Police Department. The record checks will be administered with the strictest confidentiality. At no time will an individual's criminal record be made available to the Police Department. Only the individual will have access to details of his/her criminal background check. The Police Department will only receive a "recommended" or "not recommended" response by the New Jersey State Police. A volunteer will not be permitted to coach if the State Police issues a "not recommended" response, which is based on a list of disqualifying offenses (see reverse side). The Township of Washington will issue a photo identification card to every volunteer and employee who successfully passes the criminal background check.

We ask that you attend the following fingerprinting sessions:

**Thurs., Sept. 22** at the Police substation on Washington Blvd. (Foxmoor)

\*\* Please do not bring your children with you.

All volunteers and employees falling within the requirements of the Ordinance must bring a valid NJ Driver's License and one other form of identification. The Youth Serving Organization is responsible for the cost of the criminal background check for each of its volunteers and employees who fall within the requirements of the Ordinance. The cost of an initial criminal background check is \$36.00 per volunteer or employee. Each Youth Serving Organization will be billed by the Township of Washington for the cost of performing criminal background checks on its volunteer and/or employees.

Please see the reverse side of this letter for "Frequently Asked Questions." If you have any additional questions, please feel free to contact me.

Sincerely,

Chris Merias  
Recreation Director