



Policy
Issued by: Riverside-Bradford Board of Directors

Number
RB001-A

Page 1 of 5

Supersedes

Date Issued:
March 4, 2013

Criminal Offender Record Information (CORI)

APPROVED
March 4, 2013

1.0 PURPOSE:

This document describes the Riverside-Bradford Baseball League's policy regarding Criminal Offender Record Information (CORI) checks.

2.0 SCOPE

This policy applies to the criminal history screening of prospective and current employees and volunteers serving the Riverside-Bradford Baseball League (RB). Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

3.0 DEFINITIONS

Criminal Offender Record Information (CORI) – a record of all criminal court appearances in Massachusetts for a particular individual, including arrests, convictions, dismissals, and serious violations.

4.0 GENERAL

- 4.1 CORI checks will only be conducted as authorized by the DCJIS and MGL c.6, § 172., and only after a CORI Acknowledgement Form has been completed.
- 4.2 All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications.
- 4.3 RB must maintain and keep a current list of each individual authorized to have access to, or view, CORI.
 - 4.3.1 This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.
- 4.4 If a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hours notice that a new CORI check will be conducted.
- 4.5 An informed review of a criminal record requires adequate training. Accordingly, all RB personnel authorized to review CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS. Additionally, if RB is an agency required by MGL c.6, § 171A, to maintain a CORI policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.
- 4.6 CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.
- 4.7 Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.



Policy
Issued by: Riverside-Bradford Board of Directors

Number
RB001-A

Page 2 of 5

Supersedes

Date Issued:
March 4, 2013

Criminal Offender Record Information (CORI)

APPROVED
March 4, 2013

- 4.8 If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record relates to the applicant.
- 4.8.1 If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.
- 4.9 In connection with any decision regarding employment, volunteer opportunities, housing, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.
- 4.10 If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the criminal history and the organization's CORI policy. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy and relevance of the CORI record. Subjects shall also be provided a copy of DCJIS' ***Information Concerning the Process for Correcting a Criminal Record***.
- 4.11 If a determination is made, based on the information as provided in § 4.8 of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
- 4.11.1 Relevance of the crime to the position sought;
- 4.11.2 The nature of the work to be performed;
- 4.11.3 Time since the conviction;
- 4.11.4 Age of the candidate at the time of the offense;
- 4.11.5 Seriousness and specific circumstances of the offense;
- 4.11.6 The number of offenses;
- 4.11.7 Whether the applicant has pending charges;
- 4.11.8 Any relevant evidence of rehabilitation or lack thereof; and
- 4.11.9 Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
- 4.12 RB will notify the applicant of the decision and the basis of the decision in a timely manner.
- 4.13 All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside the organization, including dissemination at the request of the subject.


 Policy Issued by: Riverside-Bradford Board of Directors	Number RB001-A	Page 3 of 5
	Supersedes	Date Issued: March 4, 2013
Criminal Offender Record Information (CORI)	APPROVED March 4, 2013	

Exhibit 1

**Criminal Offender Record Information (CORI)
Acknowledgement Form**

Riverside-Bradford Baseball is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Riverside-Bradford Baseball to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Riverside-Bradford Baseball with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: Riverside-Bradford Baseball may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that Riverside-Bradford Baseball must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature

Date



Policy
Issued by: Riverside-Bradford Board of Directors

Number
RB001-A

Page 5 of 5

Supersedes

Date Issued:
March 4, 2013

Criminal Offender Record Information (CORI)

APPROVED
March 4, 2013

Policy: RB001

TITLE: Criminal Offender Record Information (CORI) Checks

AUTHOR

Signature on file

Colin LePage
 President

Date
 (dd-mmm-yyyy)

APPROVERS

RB Board of Directors

Approved March 4, 2013

Revision Level	Revision Date	Rationale for Revision
A	March 4, 2013	Made general changes in wording throughout to more closely match the DCJIS model policy. Removed references to CHSB and replaced with DCJIS.
-	April 1, 2012	New document