



Office of the  
BOARD OF SELECTMEN  
272 Main Street Townsend, Massachusetts 01469

Sue Lisio, Chairman

Cindy King, Vice-Chairman

Wayne Miller, Clerk

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POLICY #5-2018

BOARD OF SELECTMEN

**Purpose:** To be in compliance with MGL Chapter 6, Section 172

**Policy:** Criminal Offender Record Information (CORI) Policy

This Criminal Offender Record Information (CORI) Policy is intended to allow the Town of Townsend to fulfill its due diligence obligation and to minimize the Town's liability exposure from actions by its employees, representatives, and agents. As such, this policy is applicable to the criminal history screening of prospective and current employees, subcontractors, volunteers, interns, and professional licensing applicants.

Where CORI may be part of a general background check for employment, volunteer work, internships, licensing, or sub-contracted work the following practices and procedures will be followed.

The Town Administrator and/or his/her Executive Assistant are responsible to ensure that the Town is complying with CORI regulations as defined in Chapter 256 of the Acts of 2010 and MGL Chapter 6, Section 172.

1. CONDUCTING CORI SCREENINGS:

All CORI obtained from the Massachusetts Department of Criminal Justice Information System (DCJIS) shall remain **CONFIDENTIAL**, and CORI may only be disclosed to those individuals who have a "need to know" the information in order to fulfill their duties. This may include hiring managers, staff submitting the CORI requests, and staff charged with processing applications. However, every effort will be made to limit the number of individuals authorized to access or receive CORI. The Employer must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

2. ACCESS TO CORI:

All CORI obtained from DCJIS is **CONFIDENTIAL** and access to the information must be limited to those individuals who are authorized by the State of Massachusetts and DCJIS.

3. CORI TRAINING:

An informed review of a criminal record requires training. According, all personnel authorized in the town of Townsend to conduct criminal history background checks, review CORI information, or have any access to CORI information will review and be familiar with the educational and relevant training materials regarding CORI laws and regulations made available by DCJIS.

4. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING:

CORI used for employment purposes shall be accessed for applicants who are otherwise qualified for the position for which they have applied. 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 applicable law or regulations.

5. VERIFYING A SUBJECT'S IDENTITY:

If a criminal record is received by 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 belongs to the applicant. 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 the individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

6. INQUIRING ABOUT CRIMINAL HISTORY:


In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record if requested and prior to questioning the subject about his/her criminal history.

7. DETERMINING SUITABILITY:


If a determination is made, based on the information as provided in Section 5 of this policy, and 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, licenses or

maintained electronically or on paper in the same secure manner as other CORI information; and are subject to audit by DCJIS.

ADOPTED BY THE BOARD OF SELECTMEN ON Sept 18, 2018.

  
Sue Lisio, Chairman

  
Cindy King, Vice-Chair

  
Wayne Miller, Clerk



contracting work will be made. Unless otherwise provided by law, factors considered in determining suitability may include but are limited to the following:

- A. Relevance of the record to the position sought;
- B. The nature of the work to be performed;
- C. Time since conviction;
- D. Age of the candidate at the time of the offense;
- E. Seriousness and specific circumstances of the offense;
- F. Number of offenses;
- G. Consideration of any pending charges;
- H. Any relevant information, including information submitted by the candidate or requested by the organization. The applicant is to be notified of the decision and the basis for it in a timely manner.

8. ADVERSE DECISIONS BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the results of the criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the CORI policy and a copy of the criminal history. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of the DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

All CORI information, including CORI Acknowledgment Forms and copies of government-issued identification, will be maintained in a secure fashion. This means that hard copies will be stored in a separate, locked, location; electronically-stored CORI will be password protected and encrypted. CORI and CORI Acknowledgment Forms shall be destroyed within seven years from the date of hire or date of entrance into volunteer service. Destruction shall occur by shredding or other similar means (hard copies), prior to disposal. Electronically-stored CORI shall be deleted from all hard drives on which they are stored and from any system used to back up the information. Appropriate measures shall be taken to "clean" any computer used to store CORI, prior to disposal or repurposing of such a computer.

9. SECONDARY DISSEMINATION LOGS:

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 this organization, including dissemination at the request of the subject. That log must contain the following information: 1) the applicant/subject's name; 2) the applicant/subject's date of birth; 3) the date and time of dissemination; 4) the name of the person to whom the CORI was disseminated, including the name of the organization for whom the person works (if applicable); and 5) the specific reason for the dissemination. These logs must be maintained for at least one year from the date of dissemination; they may be



Criminal Offender Record Information  
(CORI) Acknowledgment Form

The town of Townsend is registered under the provisions of MGL to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

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

I also understand, that the town of Townsend may conduct subsequent CORI checks within one year of the date this form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on page 2 of this acknowledgment form is true and accurate.

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Signature of CORI subject

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Date

If the employee, subcontractor, volunteer, license applicant or current licensee is under the age of eighteen, permission must also be sought by the parent and/or guardian.

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Parent/Guardian

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Date

## APPLICANT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.

First Name:	Last Name:	Middle Name:	Suffix:
Former Last Name #1:		Former Last Name #2:	
Former Last Name #3:		Former Last Name #4:	
Date of Birth (MM/DD/YYYY)	Place of Birth:	Last SIX (6) digits of your SSN:	
Gender ( M or F)	Height (feet, inches)	Eye Color	Race
Driver's License # or ID #		State of Issuance	
Father's Full Name:		Mother's Full Name:	
<b>CURRENT ADDRESS</b>			
Street:	City/Town:	State:	Zip: