



Sharon Youth Baseball and Softball Association (SYBSA)

CORI Policy

I. Applicability/Purpose

This policy is applicable to the criminal history screening of SYBSA volunteers or any non-volunteer contractors, which includes prospective and current managers, coaches, members of the board of directors, and any other individuals who provide regular service to SYBSA and/or have interaction with players or teams. SYBSA will only obtain Criminal Offender Record Information (“CORI”) where a prospective volunteer or contractor is otherwise qualified for the role. SYBSA may obtain CORI periodically, to the extent compliant with this policy and applicable law.

II. CORI Screening

CORI checks will only be conducted as authorized by the Massachusetts Department of Criminal Justice Information Services (“DCJIS”) and M.G.L. c. 6, § 172.

- a. Acknowledgement Form. SYBSA may conduct a CORI check upon receipt of an Acknowledgment Form signed by the subject of the CORI, in the form attached at Tab A. Each signed Acknowledgment Form is retained for at least the calendar year from which the subject signed.
- b. Verification of Identity. SYBSA verifies the identity of the subject by reviewing a form of government-issued photo identification shortly thereafter the signing of the Acknowledgment Form. Upon receipt of CORI, SYBSA closely compares the CORI to the information on the Acknowledgment Form and any other identifying information provided by the subject to ensure the CORI relates to the subject. If the information in the CORI does not exactly match the information provided by the subject, SYBSA will make a determination based on a

comparison of the CORI record and the documents provided by the subject as to whether the CORI relates to the subject.

- c. New CORI Checks within One Year of Signing Acknowledgement Form.
SYBSA may conduct additional CORI checks on a subject within one year of the subject's signing of the Acknowledgement Form without providing notice to the subject, provided the Acknowledgment Form so informs the subject.

III. ACCESS TO CORI

- a. Confidentiality. CORI obtained by SYBSA is confidential, except that SYBSA may disseminate the CORI to: (1) the subject of the CORI; (2) all persons who "need to know" for the purpose of evaluating CORI of volunteers or contractors including, without limitation, SYBSA's Safety Officer and President. SYBSA's "need to know" list of persons will include, at any given time, the current sitting Executive Board Members. SYBSA will provide this list to a subject or a subject's advocate upon request, and this list is subject to inspection upon request by DCJIS; (3) any government entity charged with overseeing, supervising or regulating SYBSA; (4) any administrative agency or court, if SYBSA is a party to a complaint or other legal action as a result of a CORI-based decision.
- b. Dissemination Log. SYBSA maintains a dissemination log for one year following any dissemination of the subject's CORI that includes: (1) the subject's name; (2) the subject's date of birth; (3) the date on which SYBSA disseminated the CORI; (4) the name of the person to whom SYBSA disseminated the CORI; and (5) the purpose for the CORI's dissemination.
- c. Termination of Restrictions on Access. All restrictions on access to, and dissemination of, a subject's CORI terminate upon the subject's death.

IV. TRAINING

SYBSA will require authorized individuals to take the provided training through the iCORI System so that all persons authorized to review or access CORI or conduct CORI checks will review, and be thoroughly familiar with, the educational and training materials regarding CORI laws and regulations made available by DCJIS.

V. DETERMINING SUITABILITY

Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from his or her position or prospective position. Determinations of suitability based on CORI/background checks will be made consistent with this policy and any applicable law or regulations.

If a determination is made, based on the information provided herein, 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 will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but are not limited to, the following:

- a. relevance of the CORI to the position sought or currently held;
- b. the nature of the work performed, or to be performed;
- c. the time since the offense, conviction, and/or completion of the sentence;
- d. the age of the subject at the time of the offense;
- e. the nature, seriousness, and specific circumstances of the offense and underlying conduct;
- f. the number of offenses;
- g. whether the subject has pending charges;
- h. any relevant evidence of rehabilitation or lack thereof; and
- i. any other relevant information, including information submitted by the subject or requested by SYBSA.

The subject will be notified of the decision and the basis for it in a timely manner.

VI. INQUIRIES AND ACTION

- a. Inquiries. In connection with any decision, the subject shall be provided by SYBSA with a copy of the subject's CORI, whether obtained from the DCJIS or elsewhere, prior to questioning the subject about his/her criminal history. SYBSA also will inform the subject of the source of the CORI.

- b. Adverse Action. If SYBSA is inclined to make a decision adverse to the subject's interests based on CORI, it will:
 - i. Notify the subject immediately of the potential adverse action;
 - ii. Provide the subject a copy of the CORI, including the source of the CORI;
 - iii. Identify the information in the subject's CORI that is the basis for the potential adverse action;
 - iv. Provide the subject a copy of this CORI Policy;
 - v. Allow the subject an opportunity to dispute the accuracy of the CORI;
 - vi. Give the subject a copy of DCJIS's Information Concerning the Process for Correcting a Criminal Record, attached as Tab B; and
 - vii. Document each step taken in accordance with this Section.
- c. Adverse Decision. After considering the factors outlined above, SYBSA will promptly notify the subject if it moves forward with an adverse decision.

VII. MAINTENANCE OF CORI

- a. Storage. SYBSA stores CORIs electronically, all files containing CORI are password protected and encrypted. Only authorized persons will have access to the CORI Forms.
- b. Destruction. SYBSA destroys CORI Forms after the calendar year. SYBSA destroys electronic copies by permanently deleting the file.

VIII. RIGHTS OF SUBJECT

- a. Self-Audit. The subject may request a self-audit of the subject's CORI once every 90 days at no cost by submitting a form to DCJIS.
- b. Juvenile Records. The subject is aware that for offenses committed after September 18, 2013, CORI does not include information on offenses committed prior to the subject's eighteenth (18th) birthday. For offenses that occurred prior to September 18, 2013, CORI includes information regarding offenses committed by individuals seventeen (17) years of age or older. In all cases, CORI includes

information regarding offenses committed by an individual younger than eighteen (18) years old if the individual was adjudicated as an adult for any such offenses.

- c. Requirement that Subject Provide CORI. SYBSA may not request the subject to provide a copy of the subject's CORI.



**CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGMENT
FORM**

Sharon Youth Baseball and Softball Association (“SYBSA”) 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 volunteers or contractors.

As a prospective or current volunteer or contractor, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to SYBSA 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 SYBSA with written notice of my intent to withdraw consent to a CORI check.

SYBSA may conduct subsequent CORI checks within one year of the date this Acknowledgment Form was signed by me without providing prior notice of such subsequent checks.

By signing below, I provide my consent to a CORI check and affirm that the information provided on this Acknowledgment Form is true and accurate.

APPLICANT INFORMATION (PLEASE PRINT OR TYPE):

LAST NAME _____

FIRST NAME _____

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER (last six digits) ___ - ___

SIGNATURE & DATE OF APPLICANT: _____

TAB B

INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

1. If you have undergone a background check by an agency that has received a criminal record from the DCJIS, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 or by calling (617)660-4640 or go to the Massachusetts iCORI service (<https://icori.chs.state.ma.us/icori/ext/global/landing.action?page=1&bod=1354905700127&m=presentLanding>).
2. The DCJIS charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the DCJIS waive the fee.
3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please contact the Constituent Assistance and Research Unit at 617.660.4640 between 8:00AM and 6:00PM Eastern Time, Monday – Friday or via email at iCORI.INFO@state.ma.us
4. The DCJIS does not offer “walk-in” service but you may call our Legal Division at (617)660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617)727-5300.
5. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation Department at the court where the charges were brought and request that the case(s) be updated.
6. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.

7. If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please click [here](http://www.mass.gov/courts/courtsandjudges/courts/courtsalphaa-g.html) (<http://www.mass.gov/courts/courtsandjudges/courts/courtsalphaa-g.html>).
8. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprints analysis conducted.
9. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.
10. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617)660-4640.