



BOY SCOUTS OF AMERICA

KNOX TRAIL COUNCIL

490 Union Avenue / Framingham, MA 01702
508-872-6551 / Fax 508-872-9092

To: Committee Chairpersons

CC: Charter Organization Representatives & Unit Leaders

From: Dennis Prefontaine, Scout Executive

Date: April 5, 2011

Re: New CORI Guidelines

The Commonwealth of Massachusetts' Criminal History Systems Board has instituted new requirements in an effort to be more thorough and accurate with the Criminal Offender Record Information (CORI).

The new requirement is to verify each applicant's identity by viewing a government issued photo ID such as a driver's license or passport. A photocopy of the ID must then be attached to the CORI Request Form. This will help to ensure that an accurate background check is done by eliminating any guesswork about people with similar names, addresses, and birth dates. Every new volunteer must complete the form and supply the photo ID. The committee chairperson of each unit must validate that the photo ID matches the appearance of the newly recruited leader. More information on the new policies can be found at www.mass.gov/cjis.

To facilitate this process we are asking you to have all potential leaders complete the CORI Request Form and forward it with a copy of their photo ID when you submit their completed BSA Volunteer Leader application to the Council office.

Your cooperation will help to keep the Scouting programs a safe place for children as well as help in complying with this rule established by the Commonwealth of Massachusetts.

A copy of the individual CORI Request Form is attached to this memo and has been posted on the council website along with the council CORI policy.

Thank you for your continued vigilance in selecting the best leaders and for all you do for our young people.



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Knox Trail Council CORI Policy

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by Department of Criminal Justice Information Services (DCJIS). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by DCJIS.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from DCJIS, the authorized individual will closely compare the record provided by DCJIS with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Knox Trail Council is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of DCJIS's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, Knox Trail Council will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Knox Trail Council may contact DCJIS and request a detailed search consistent with DCJIS policy.
- VII. If the Knox Trail Council reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, 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:

- a) Relevance of the crime to the position sought;
- b) The nature of the work to be performed;
- c) Time since the conviction;
- d) Age of the candidate at the time of the offense;
- e) Seriousness and specific circumstances of the offense;
- f) The number of offenses;
- g) Whether the applicant has pending charges;
- h) Any relevant evidence of rehabilitation or lack thereof;
- i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority

VIII. Knox Trail Council will notify the applicant of the decision and the basis of the decision in a timely manner



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EPRSR
172H
FE183

CHAPTER 6, §172H CORI REQUEST FORM

Knox Trail Council is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6 §172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding staff and volunteers.

APPLICANT INFORMATION

(Please type or print clearly)

Last Name

First Name

Middle Name

Maiden Name or Alias (if applicable)

Place of Birth

Date of Birth

_____-_____-_____
Social Security Number
(Requested, not required)

ID Theft Index PIN *
(if applicable)

Mother's Maiden Name

Current and Former Addresses:

Sex: ____ Height: ____ft. ____in. Weight: _____ Eye Color: _____

State Driver's License Number: _____
(Include state of issue)

The above information was verified by reviewing the following form of government issued photographic identification:

Signature of Unit Committee Chairman

<i>FOR KTC OFFICE USE ONLY</i>
Requested By: _____
Signature of CORI Authorized Employee

Please attach a copy of both sides of the applicant's photo identification to this form.

Social Security Number is not required to conduct a CORI but is required on the BSA adult leader application.

*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.**