

# Memo

**To:** Committee Chairpersons  
**CC:** Charter Organization Representatives  
Unit Leaders  
**From:** Dennis Prefontaine, Scout Executive  
**Date:** September 23, 2005  
**Re:** New CORI Guidelines

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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/chsb/cori/cori.html](http://www.mass.gov/chsb/cori/cori.html).

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.

**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 CHSB. 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 CHSB.

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 CHSB, the authorized individual will closely compare the record provided by CHSB 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 CHSB'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, the 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 CHSB and request a detailed search consistent with CHSB 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. The Knox Trail Council will notify the applicant of the decision and the basis of the decision in a timely manner.



# KNOX TRAIL COUNCIL

490 Union Avenue / Framingham, MA 01702

508-872-6551 / Fax 508-872-9092

www.ktc-bsa.org

Code: EPRSR

FE183

## CORI REQUEST FORM

The Knox Trail Council, Inc., Boy Scouts of America has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant for the position of Volunteer Leader, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge. A copy of the Knox Trail Council CORI policy is available on our website or may be obtained by contacting the Council Service Center at 508-872-6551.

\_\_\_\_\_  
Applicant Signature

Applicant Information (Please Print)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Maiden Name or Alias (If applicable)

\_\_\_\_\_  
Place of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_-\_\_\_\_-\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Mother's Maiden Name

Former Addresses \_\_\_\_\_  
\_\_\_\_\_

Sex: \_\_\_\_\_ Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_

State Driver's License Number: \_\_\_\_\_

The above information was verified by reviewing the following form of government issued photographic identification: (Driver's License, Passport, etc.) \_\_\_\_\_

I understand that any person who willfully requests, obtains or seeks to obtain criminal offender record information (CORI) under false pretenses, or who willfully communicates or seeks to communicate CORI to any agency or person except in accordance with the provisions of M.G.L. c. 6, §§168 through 178B, inclusive, shall for each offense be fined not to exceed five thousand dollars (\$5,000.00), or imprisoned in a jail or house of correction for up to one year, or both and/or may be ordered by the Criminal History Systems Board to pay civil fines not to exceed five hundred (\$500.00) for each willful violation.

\_\_\_\_\_  
Signature of Unit Committee Chairman

**Please attach a copy of the applicant's photo ID to this form.**