



Massachusetts Youth Leadership Foundation Criminal Offender Record Information (CORI) Policy

Purpose: To help provide a safe environment for members of Massachusetts Youth Leadership (MYL) Foundation and to comply with Massachusetts laws.

The Massachusetts Youth Leadership (MYL) Foundation is certified by the Department of Criminal Justice Information Services (DCJIS) to access Criminal Offender Record Information (CORI). This authorization is conferred pursuant to M.G.L. c. 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 CORI on employees, volunteers, vendors or contractors prior to service.

Policy: MYL volunteers who have contact with children under the age of 18 at MYL activities shall have successfully passed a CORI background check.

Oversight:

1. The Board of Directors of MYL will appoint two individuals to oversee and operate the MYL CORI background check program.
 - a. One person shall be appointed the CORI Administrator and shall be the primary contact person for all CORI activities and correspondence.
 - b. The second person shall be appointed the CORI Assistant Administrator and shall assist in the overall operation of the CORI program under the direction of the CORI Administrator.
2. The CORI Administrator and Assistant Administrator are responsible for maintaining up-to-date CORI certification for MYL at all times.
 - a. CORI certification must be renewed every three years.
3. The CORI Administrator and Assistant Administrator are responsible for submitting an Agreement of Non Disclosure (AOND) to the Department of Criminal Justice Information Services (DCJIS) in order to be authorized to receive individual CORI applications for background checks and CORI reports.
 - a. MYL must be renewed at the time of certification renewal.
4. The Department of Criminal Justice Information Services (DCJIS) must be notified when a previously authorized individual no longer requires access to CORI or has left the organization.
5. The CORI Administrator and Assistant Administrator must at all times take reasonable precautions to protect the confidentiality of all personal information related to CORI.

Background Check Process

1. Prospective MYL volunteers requiring a CORI background check must submit a CORI Background Check Application Form. Prospective volunteers must also sign a CORI Agreement Form indicating that they have received a copy of and agree to abide by this policy.
2. The CORI Background Check Application Form and CORI Agreement Form will be submitted directly to either the CORI Administrator or Assistant Administrator.
3. The CORI Administrator will in turn submit the CORI application either in hard copy or via electronic file to the Department of Criminal Justice Information Services (DCJIS).
4. The CORI background check reports received from the Department of Criminal Justice Information Services (DCJIS) will be reviewed by the CORI Administrator.
5. Successful passing of a CORI background check shall require the following:
 - a. the lack of any criminal conviction per the formal CORI background check with the CHSB or if the individual has a record of criminal conviction, they are deemed to not pose a threat to a child under the age of 18 as determined by the CORI Administrator and Assistant Administrator pursuant to item 7 below.
6. Any person having been convicted of a crime in levels 5 thru 9 inclusive as set forth in the Massachusetts Sentencing Commission Master Crimes List, currently available on the internet at <http://www.mass.gov/courts/docs/admin/sentcomm/mastercrimelist.pdf>, (last accessed January 2015) will automatically be disqualified from becoming a MYL volunteer.
7. In the event that a prospective volunteer has a criminal conviction falling within levels 1 through 4 of the Master Crimes List, the CORI Administrator and Assistant Administrator shall decide based on their best judgment, in consultation with board appointee(s), whether or not to allow the individual to become an MYL volunteer. The factors to be considered shall include the nature of the crime(s), the length of time since any crime was committed, whether or not multiple crimes have been committed, the known characteristics of the individual, and any other extenuating or mitigating circumstances.
8. Under no circumstances will an individual with a record of sex or violence related crimes or crimes involving illegal drug distribution be approved or accepted as a MYL volunteer.
9. The decision of the CORI Administrator and Assistant Administrator is final and no appeals for reconsideration will be granted, except as provided in item 11 below.
10. Any MYL volunteer applicant with a criminal background deemed as unacceptable will be notified in writing that they were not accepted as a volunteer. A copy of that rejection letter will be kept on file by the CORI Administrator.
11. Any individual who believes that their CORI background check report is in error should contact the Department of Criminal Justice Information Services (DCJIS). If the state agrees that the report was in error, the individual may apply to have MYL perform a new CORI background check.

Record Keeping

1. All hard copy documents related to CORI background checks containing personal information will be kept in a locked file in the possession of the CORI Administrator.

2. Electronic documents containing personal information must be maintained in the possession of the CORI Administrator.
3. Individual CORI background checks must be repeated every three years. The CORI Administrator will maintain a system for tracking CORI checks to ensure that all MYL Volunteers have an up-to-date CORI background check on file.
4. CORI applications and reports shall be maintained on file for at least three years from date of issue.
5. Documents containing personal information shall be shredded prior to disposal.

Date approved by the MYL Board of Directors: January 27, 2015