

# Executive Office of Public Safety and Security Department of Criminal Justice Information Services

CORI Training

Massachusetts Health Officers Association

April 2022

# What is the Department of Criminal Justice Information Services (DCJIS)?



DCJIS is the Massachusetts agency statutorily designated to:

- ✓ oversee the authorized provision of Criminal Offender Record Information (CORI) to the non-criminal justice community;
- ✓ provide a public safety information system and network to support data collection, information sharing, and interoperability for the Commonwealth's criminal justice and law enforcement communities;
- ✓ provide support to the Criminal Record Review Board;
- ✓ operate the Firearms Records Bureau; and
- ✓ provide and technically support the Victim Notification Registry for victims of crime.



# Certain Employers Have Required CORI Access

- Employers who must comply with statutory, regulatory, or accreditation requirements regarding employees' criminal records (e.g., hospitals and banks) have access to additional adult CORI information dating back to an individual's 18<sup>th</sup> birthday.
- 2. Employers that received CORI under a federal or state

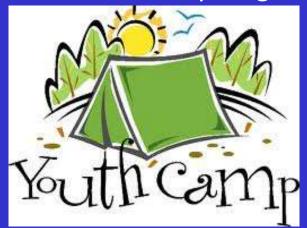


law authorizing or requiring them to conduct CORI checks under the former CORI system continue to have the same access (e.g., schools, camps, day care centers, nursing homes, and assisted living facilities).





- ✓ All adult and juvenile non-conviction information;
- ✓ all adult and juvenile pending criminal charges, including cases continued without a finding of guilt, until they are dismissed;
- ✓ all adult misdemeanor convictions and felony convictions dating from the subject's 18th birthday and juvenile delinquency findings;
- ✓ all convictions for murder, voluntary manslaughter, involuntary manslaughter, and sex offenses; and
- ✓ information relating to those offenses for which the subject was adjudicated as an adult while younger than 18 years old.



This level of CORI is only available to camps for children!



# How Do I Receive Camp Access?

- You will need to register as a camp in iCORI.
- In order to be granted Required 3 access as a camp, you will need to provide us with a current copy of your camp license/permit.
- If your camp license/permit has not yet been approved, you
  may provide us with a copy of your 2021 camp license/permit
  and a dated receipt from the BOH stating that you have an
  application on file.

# National Fingerprint-Based Checks For Municipal License Applicants



- ✓ Pursuant to MGL c. 6, s. 172B ½ municipal police departments may submit FBI national criminal history checks for certain occupational license applicants (i.e., Liquor licensees and Ice Cream Truck vendors)
  - ✓ Municipality <u>first</u> must have a by-law or ordinance that details which license applicants are subject to an FBI check.
  - ✓ By-law/ordinance must be approved by AGO and FBI.
  - ✓ Town must have a policy approved by DCJIS.
  - ✓ See DCJIS website at: <a href="www.mass.gov/cjis">www.mass.gov/cjis</a> for a full description of the procedure, model consent form and model policy.



# **CORI Policy Requirement**

- Any individual organization that submits five or more CORI requests annually shall maintain a CORI policy which must meet the minimum standards of the DCJIS model CORI policy.
- The DCJIS has posted a Model CORI Policy to its web site at <u>mass.gov/cjis</u>.
- A CORI policy may be developed and maintained regardless of the number of CORI requests conducted.



# Adverse Decisions Based on CORI

<u>Before</u> taking an adverse action against an employment applicant, volunteer applicant, employee, or volunteer, if the action is based on the subject's CORI, then the employer or volunteer organization shall:

- Notify the applicant in person, by telephone, by fax, or by electronic or hard copy correspondence of the potential adverse action;
- Provide a copy of the applicant's CORI to the applicant & identify the source;
- Provide a copy of the employer's CORI Policy, if applicable;
- Identify the information in the applicant's CORI that is the basis for the potential adverse action;
- Provide the applicant with the opportunity to dispute the accuracy of the information contained in the CORI;
- Provide the applicant with a copy of the DCJIS document entitled "Information Regarding the Process for Correcting CORI"; and
- Document all steps taken to comply with these requirements.



# Applicants Have a Right to Due Process

If an employer has obtained criminal history information about an applicant, <u>regardless of the source</u>, he or she must provide the criminal history to the applicant prior to asking him or her about it.





# Self-Audits Help Police the System

Individuals can see what non-law enforcement entities have requested their CORI.

Individuals can determine if CORI checks are run prior to an interview or job rejection.

Individuals can determine if someone improperly accesses their CORI.





#### The Criminal Records Review Board

- ✓ The Criminal Records Review Board (CRRB) is charged with civil investigation and enforcement of complaints alleging violations of the CORI statutes and regulations.
- ✓ CRRB's membership includes all members listed in M.G.L. c. 6, § 168, including representatives from labor and workforce development and ex-offender rehabilitation.





# Civil Penalties

The Board can sanction individuals, employers, and landlords with fines for violations of the CORI statutes and regulations.



- ✓\$1,000-first violation.
- √\$2,500-second violation.
- ✓\$5,000-third or subsequent violation.





#### Anyone who knowingly:

- ✓ knowingly requests, obtains, or attempts to obtain CORI or self-audit from DCJIS under false pretenses;
- ✓ knowingly communicates or attempts to communicate CORI to unauthorized individual; or
- √ knowingly falsifies criminal records

shall be punished for each offense:

- ✓ NMT 1 Year HOC;
- ✓ NMT \$5,000 fine;
- ✓ Or both.

If the offender is not a natural person,

✓ NMT \$50,000 for each offense.



Increased fines of \$7,500/\$75,000 for juvenile criminal history violations.



#### iCORI Service

What is iCORI? It is a secure, web-based service through which organizations will request and receive CORI.

Registration is required and is performed on-line through the iCORI Service.

- Certification is no longer required
- Registration renewal is required annually
- There is no registration fee
- In most cases, results will be returned instantaneously

iCORI can be accessed through the DCJIS homepage – mass.gov/cjis

The following pages describe the processes for registering, for submitting CORI requests, and for viewing CORI results.



#### \*\* ICORI Requires Separate Login/Password for each user \*\*

- It is solely the responsibility of each Requestor to keep his/her username and password confidential. Under no circumstances is any Requestor's username and password to be shared with another individual. By using this service to access CORI, the Requestor agrees that he or she is assuming the risk of an unauthorized person learning the Requestor's email address, username, and password.
- A Requestor may be in violation of M.G.L. c. 6, §§ 167-178B, should CORI be unlawfully accessed and/or disseminated via his/her iCORI account.
- DCJIS recommends putting in place a transition plan for ensuring that new iCORI representatives and/or users create new iCORI accounts immediately upon any change of personnel using the iCORI system.



#### Go to the iCORI homepage and click the Register as an Organization link.



Home | Help

#### Welcome to the Massachusetts iCORI System

Welcome to iCORI, a service of the Commonwealth of Massachusetts and the Massachusetts Department of Criminal Justice Information Services (DCJIS).

iCORI provides access to Massachusetts-only criminal offender record information. The data provided is entered and maintained by the Office of the Commissioner of Probation and is not supported by any type of biometric identifier, including fingerprints. While the DCJIS makes every effort to ensure the information provided through this service is as accurate, complete, and up-to-date as possible, it cannot guarantee that data obtained through iCORI is accurate or that it actually belongs to the individual with whom it is associated.

If you have any questions or complaints about this service, please e-mail us at <a href="iCORI.INFO@state.ma.us">iCORI.INFO@state.ma.us</a>, or call the Constituent Assistance and Research Unit at (617) 660-4640 between 8:00 AM and 6:00 PM Eastern Time, Monday - Friday.

#### Already have an iCORI Account?

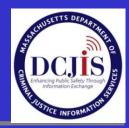
Log in to iCORI

#### New to iCORI?

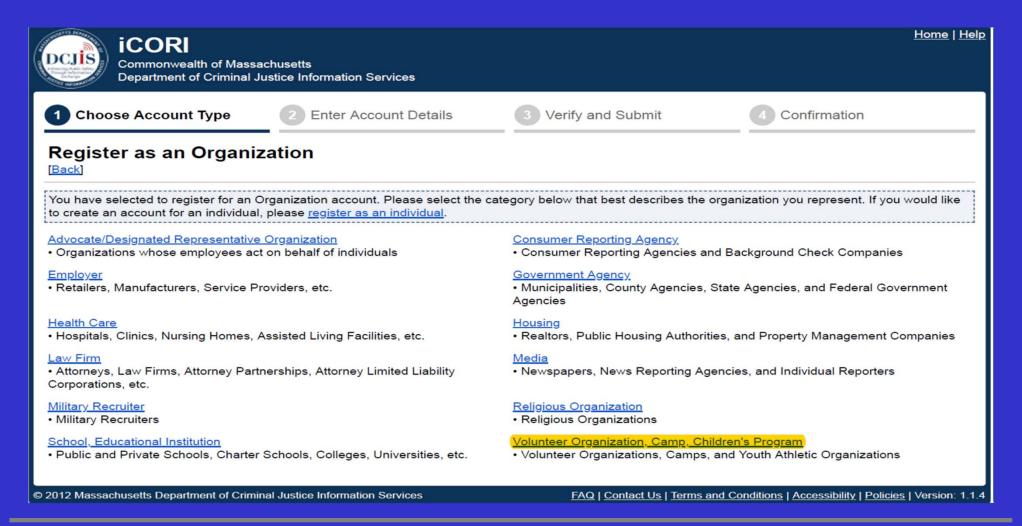
- Register as an Individual.
- Register as an Organization

© 2012 Massachusetts Department of Criminal Justice Information Services

Contact Us | Terms of Use | Accessibility | Policies | Version: 0.1\_2012-05-03\_0900



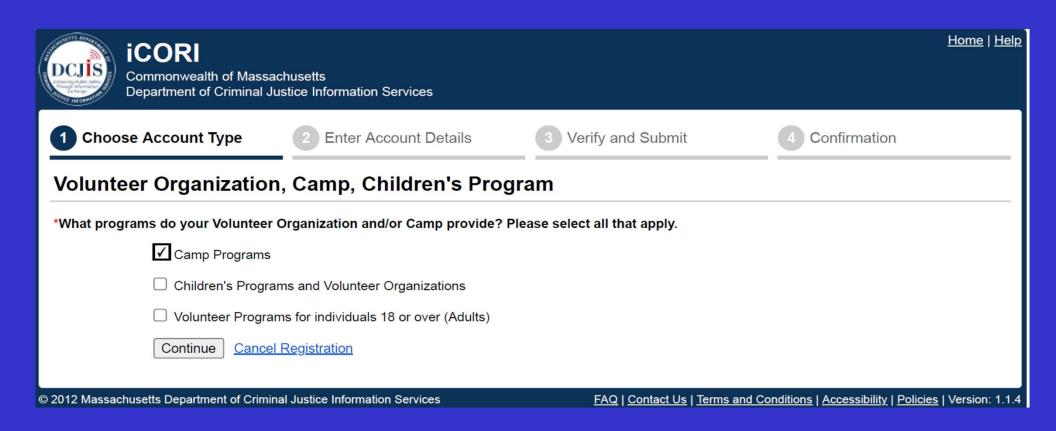
Select Volunteer Organization, Camp, Children's Programs.



Enhancing Public Safety Through Information Exchange



Select the appropriate Organization Category.

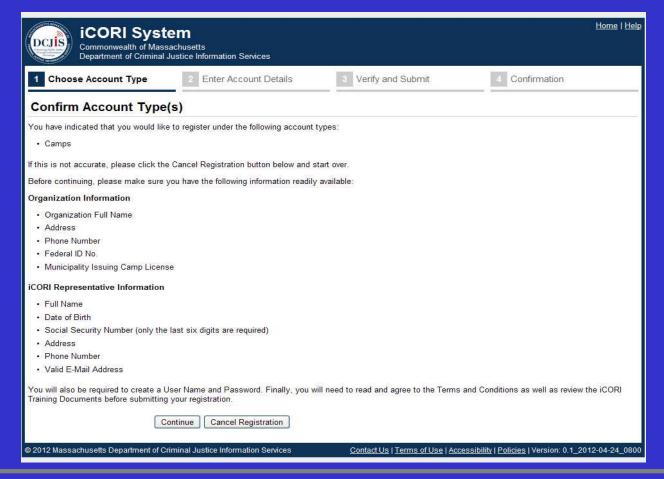




Confirm your account type on the Account Type Confirmation page.

Collect all required information listed on this page.

Click the **Continue** button.





Complete the Organization and CORI Representative Details sections and then Click the **Continue** button.

	2 Enter Ad	count Details	Verify and Submit	Confirmation
Organization Details				
lease provide the information red	quested below. A red as	sterisk (*) denotes a re	quired field.	
Organization Details				
Account Type(s):	Camp			
*Organization Name:			0	
*Address:		10		
8880000000	*Street 1	Street 2 (Apt. Unit N	o, Bidg, Floor)	
		MASSACHUSE	TTS	· · · · · ·
	*City/Town	*US State		"ZIP Code Ext.
*Phone No.:				
	"(1112223333) (Ext.)			
Website:				
*Federal ID No.:	0			
*Municipality Issuing Camp License:		~		
*Password:		0		
*Password:				
*Confirm Password:	(test@domain.com)			
*Confirm Password:				
*Confirm Password: *Email: *Confirm Email:	(test@domain.com)			
*Confirm Password:	(test@domain.com)			
*Confirm Password: *Email: *Confirm Email: *Name:		*First Name	Maddle Intel® Surfice	
*Confirm Password: *Email: *Confirm Email: *Name: *Date of Birth:	(test@domain.com)  "Last Name		Middle Initial Suffix	
*Confirm Password:  *Email:  *Confirm Email:  *Name:  *Date of Birth:	(test@domain.com)  "Last Name  (MMDDCCYY)		Middle Initial Surffix	
*Confirm Password:  *Email:  *Confirm Email:  *Name:  *Date of Birth:  *Last Six SSN:	"Last Name (MMDDCCYY)		Middle Intial Suffix	
*Confirm Password: *Email: *Confirm Email: *Name: *Date of Birth: *Last Six SSN:	(test@domain.com)  "Last Name  (MMDDCCYY)		Middle Initial "Suffix	
*Confirm Password: *Email: *Confirm Email: *Name: *Date of Birth: *Last Six SSN:	"Last Name (MMDDCCYY)		700000000000000000000000000000000000000	
*Confirm Password:  *Email:  *Confirm Email:  *Name:  *Date of Birth:  *Last Six SSN:	(test@doman.com)  "Last Name (MMDDCCYY)  ***	*First Name  *First Name  Street 2 (Apt, Unit N	o, Bidg, Floor)	
*Confirm Password:  *Email:  *Confirm Email:  *Name:  *Date of Birth:  *Last Six SSN:	(test@doman.com)  "Last Name (MMDDCCYY)  ***	*First Name	o, Bidg, Floor)	ZIP Code Ext.
*Confirm Password:  *Email:  *Confirm Email:  *Name:  *Date of Birth:  *Last Six SSN:	(test@doman.com)  *Last Name  (MMDDCCYY)  ***-  (111-22-3333 as 223333)  *Street 1	*First Name  *First Name  Street 2 (Apt, Unit N MASSACHUSE	o, Bidg, Floor)	



On the Verify Registration Details page, review the iCORI Service Terms and Conditions and the provided training documents.

Click the "I have read and agreed to the Terms and Conditions" and the "I have reviewed the iCORI Training Documents and Understand the Content" check boxes.

Enter the two security check words displayed at the bottom.

Click the **Submit Registration** button.

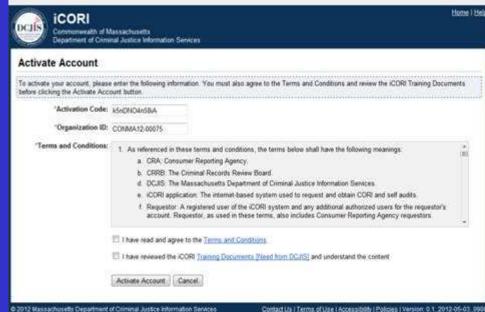
You will receive a confirmation page.





#### **Organization Registration Activation**

- You will receive an iCORI Account Activation email.
- Click the <u>Log in to iCORI</u> link within the email.
- This will bring you to the Activate Account page.
- Clicking the <u>Log in to iCORI</u> link will pre-populate the Activation Code.
- Click the "I have read and agree to the Terms and Conditions" and the "I have reviewed the iCORI Training Documents and Understand the Content" check boxes.
- Click the Activate Account button.
- You may now submit CORI Requests.







- ✓ CORI Acknowledgement Forms are required must be kept on file for one year.
- ✓ Verification of identity required for name provided on form.
- ✓ Applicants may remotely complete this form by having it notarized.

✓ To submit request, user enters subject's name, date of birth, and last 6 SSN digits.

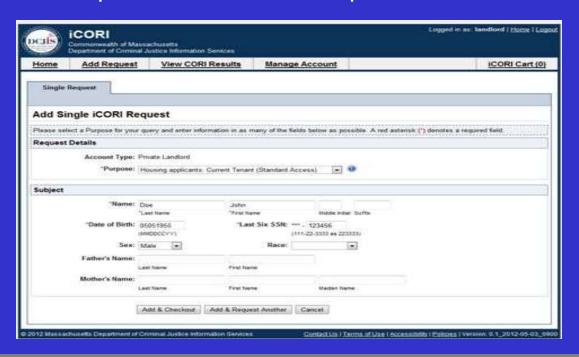
- ✓ User logs in to view results which are available in iCORI for 6 months.
- ✓ DCJIS regulations allow for paper or electronic storage of results.
   NOTE: DCJIS updated regulations allow for cloud storage and published guidelines on its website.





#### **Submitting CORI Requests**

- Select the Add Request tab located at the top of the screen.
- Select the purpose for which you are submitting the CORI request (e.g., employment, housing, etc.). Complete the Subject Information section.
- If you have only one CORI request, click the Add & Checkout button, otherwise click the Add & Request Another
- Requestors may also submit requests in batches of up to 100 names.





#### Viewing iCORI Results

- To view your results, click on the View CORI Results tab
- A list of submitted CORI requests, with the status of each, will be displayed.
- Completed requests can be viewed by clicking the View link next to the result.
- Results can also be downloaded by clicking the check box next to the request and then clicking the **Download** Button.
- To remove a request from the list, click the Remove button.









Details on entered Subject request

Section showing matching subject information

Footer displays requestor information



#### THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Department of Criminal Justice Information Services 200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS GOV/CJIS TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



#### Massachusetts Criminal Offender Record Information (CORI)

The information provided within this response contains only Massachusetts criminal offender record information and is based on the statutory access of the requestor. Unauthorized access, use or dissemination of this information is prohibited under Massachusetts General Law.

This information is not fingerprint-supported and may not actually relate to the person whose information you are seeking. Individuals who believe there may be a discrepancy within this record should contact the Department of Criminal Justice Information Services (DCJIS).

This Massachusetts CORI was generated on 03/19/2012 19:17 as the response to your request submitted on 03/07/2012 08:51 with the following details:

#### Request Details

Request ID: E12REQ2-00000116 Request Date/Time: 03/07/2012 08:51

Name: RECORD, TEST

Date of Birth: 01/13/1929 SSN: \*\*\*-12-1234 Sex: Race:

Father's Name: Mother's Name:

#### Response Summary

The following matching subject(s) have been found. Full subject and offense information for each matching subject is contained within this response.

Name	Date of Birth	PCF Number
RECORD, TEST	01/13/1929	1293

Request ID: E12REQ2-00000116 Requested By: 123 School

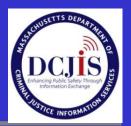
Date Generated: 03/19/2012 19:17



Public Select Priceds Nationalist Ex

Page: 1 of







#### THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Department of Criminal Justice Information Services 200 Arimgton Street, Suite 2200, Chelsea, MA 02150, MASS GOV/CJIS TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



#### Massachusetts Criminal Offender Record Information (CORI)

The information contained in this response is the result of an exact match of the subject's name, date of birth, and last six digits of his or her social security number (if applicable), as submitted by the requestor, to information contained in the Massachusetts CORI database. The requestor is responsible for verifying the subject's identifying information with an acceptable type of government-issued identification at the time of its submission to the DCJIS, as well as for verifying that the identifying information contained in this record relates to the subject.

This report contains only criminal offender record information that is maintained in the Massachusetts CORI database and does not contain criminal offender record information from other states or sources. This response contains only that CORI to which the requestor is statutorily entitled, based on information provided by the requestor at the time of request.

The information contained in this CORI report is created and provided by entities other than the DCJIS. The DCJIS is not responsible for incorrect or incomplete information contained herein, or for any omissions from the contributing entities.

This CORI report is confidential. Any unauthorized access to, or dissemination of this document or the information contained therein is subject to the civil penalties set forth in M.G.L. c. 6, §168, and the criminal penalties set forth in M.G.L. c. 6, §178. Civil penalties include suspension or revocation of CORI access and monetary fines up to \$5,000 for each violation. Criminal penalties include monetary fines up to \$50,000, incarceration in a house of correction for up to one year, or both a fine and incarceration.

Detailed legal disclaimer

Request ID: E12REQ2-00000116 Requested By: 123 School

Date Generated: 03/19/2012 19:25



Page: 2 of

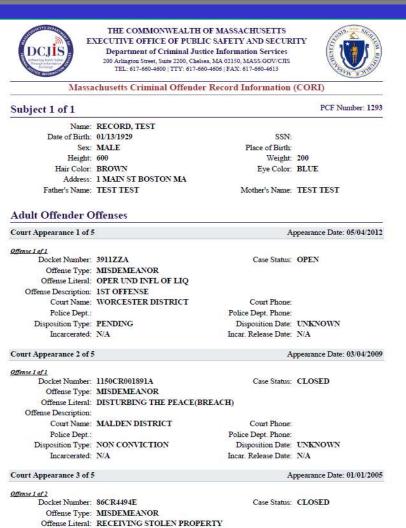




Matching subject information

Pending case

Non-conviction



····· DCJIS

Offense Description: UNDER

Request ID: E12REQ2-00000116 Requested By: 123 School







#### THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

Department of Criminal Justice Information Services 200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/СЛS TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



#### Massachusetts Criminal Offender Record Information (CORI)

Court Name: CHARLESTOWN DISTRICT

Court Phone: Police Dept. Phone:

Disposition Date: 06/01/2005

Disposition Type: CONVICTION Incarcerated: NO

Incar. Release Date: N/A

Offense 2 of 2

Docket Number: 1773658ZZ

Case Status: CLOSED

Offense Type: MISDEMEANOR Offense Literal: THREATENING

Offense Description: ASSAULT Court Name: MALDEN DISTRICT

Court Phone: Police Dept. Phone:

Police Dept.:

Disposition Date: UNKNOWN

Disposition Type: NON CONVICTION Incarcerated: N/A

Incar. Release Date: N/A

Court Appearance 4 of 5

Appearance Date: 02/02/1998

Conviction

Manslaughter

conviction

Docket Number: 0914CR003272A

Case Status: CLOSED

Offense Type: FELONY Offense Literal: FIREARM VIOLATION(SPECIFY)

Offense Description: POSS

Court Phone:

Court Name: CHELSEA DISTRICT

Police Dept. Phone:

Police Dept.: Disposition Type: CONVICTION

Disposition Date: UNKNOWN

Incarcerated: YES

Incar. Release Date: 10/01/1998

Court Appearance 5 of 5

Appearance Date: 09/05/1985

Docket Number: 045588

Case Status: CLOSED

Offense Type: FELONY

Offense Literal: MANSLAUGHTER

Offense Description:

Court Name: SUFFOLK SUPERIOR

Court Phone:

Police Dept.:

Police Dept. Phone:

Disposition Type: CONVICTION

Disposition Date: UNKNOWN

Incarcerated: YES

Incar. Release Date: 06/14/1992

Date Generated: 03/20/2012 13:35

••••• DCJIS Enhancing Public Safety Thron

Request ID: E12REQ2-00000116 Requested By: 123 School

# **DCJIS Contact Information**



DCJIS website: www.mass.gov/cjis

• Email: <u>icori.info@state.ma.us</u>

• Phone number: 617-660-4600

• Legal: 617-660-4760