

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



- 1. Employers who must comply with statutory, regulatory, or accreditation requirements regarding employees' criminal records (<u>e.g.</u>, hospitals and banks) have access to additional adult CORI information dating back to an individual's 18th 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).

What is Required 3 Access?



- ✓ 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 <u>only</u> 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: <u>www.mass.gov/cjis</u> for a full description of the procedure, model consent form and model policy.



- 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.



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.

Criminal Penalties



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.



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.

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Home | Help

Organization Registration - Step 1

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



iCORI Commonwealth of Massachusetts Department of Criminal Justice Information Services

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 <u>iCORI.INFO@state.ma.us</u>, 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

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• Select Volunteer Organization, Camp, Children's Programs.

icorr Commonwealth of Massachusetts Department of Criminal Justice Information Services	<u>Home Help</u>
1 Choose Account Type 2 Enter Account Details	3 Verify and Submit 4 Confirmation
Register as an Organization	
You have selected to register for an Organization account. Please select the case to create an account for an individual, please <u>register as an individual</u> .	category below that best describes the organization you represent. If you would like
Advocate/Designated Representative Organization Organizations whose employees act on behalf of individuals 	<u>Consumer Reporting Agency</u> Consumer Reporting Agencies and Background Check Companies
Employer • Retailers, Manufacturers, Service Providers, etc.	<u>Government Agency</u> Municipalities, County Agencies, State Agencies, and Federal Government Agencies
<u>Health Care</u> Hospitals, Clinics, Nursing Homes, Assisted Living Facilities, etc. 	Housing Realtors, Public Housing Authorities, and Property Management Companies
Law Firm • Attorneys, Law Firms, Attorney Partnerships, Attorney Limited Liability Corporations, etc.	Media • Newspapers, News Reporting Agencies, and Individual Reporters
<u>Military Recruiter</u> • Military Recruiters	Religious Organization • Religious Organizations
<u>School, Educational Institution</u> • Public and Private Schools, Charter Schools, Colleges, Universities, etc.	Volunteer Organization, Camp, Children's Program • Volunteer Organizations, Camps, and Youth Athletic Organizations
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• Select the appropriate Organization Category.

iCORI Commonwealth of Massach Department of Criminal Jus			<u>Home</u> <u>Help</u>
1 Choose Account Type	2 Enter Account Details	3 Verify and Submit	4 Confirmation
Volunteer Organization,	Camp, Children's Pro	gram	
*What programs do your Volunteer O	rganization and/or Camp provide?	Please select all that apply.	
Camp Programs			
Children's Program	s and Volunteer Organizations		
□ Volunteer Program	s for individuals 18 or over (Adults)		
Continue Cancel F	Registration		
© 2012 Massachusetts Department of Criminal	Justice Information Services	FAQ Contact Us Terms and	d Conditions <u>Accessibility</u> <u>Policies</u> Version: 1.1.4



Confirm your account type on the Account Type Confirmation page. Collect all required information listed on this page.

Click the **Continue** button.

iCORI Syste Commonwealth of Massa Department of Criminal Ju			<u>Home Help</u>
1 Choose Account Type	2 Enter Account Details	3 Verify and Submit	4 Confirmation
Confirm Account Type(- s)		165
You have indicated that you would like Camps	to register under the following account t	ypes:	
If this is not accurate, please click the	Cancel Registration button below and st	art over.	
Before continuing, please make sure yo	ou have the following information readily	available:	
Organization Information			
 Organization Full Name Address Phone Number Federal ID No. Municipality Issuing Camp License 			
iCORI Representative Information			
Training Documents before submitting	er Name and Password. Finally, you wi	II need to read and agree to the Terms	s and Conditions as well as review the iCORI
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Complete the Organization and CORI Representative Details sections and then Click the **Continue** button.

Organization Details		Verify and Submit	Confirmation
Please provide the information requested t	selow. A red asterisk (*) denotes a r	equired field.	
Organization Details			
Account Type(s): Camp			
*Organization Name:		0	
*Address:	1		
*Street 1	Street 2 (Apt, Unit	No, Bidg, Floor)	
	MASSACHUSE	ETTS	
"City/Tow	n "US State		"ZIP Code Ext.
"Phone No.: (111222)			
Website:	3333) (Ext.)		
An even service a			
*Federal ID No.:	0		
*Municipality Issuing Camp	×		
Please provide the information requested *User Name:	below for your Organization's CORI	Representative. A red asterisk (*) deno	tes a required field.
*Password:	0		
*Confirm Password:			
*Email:			
(test@dor	nain.com)		
*Confirm Email:			
(test@dor	nain.com)		
*Name:			
"Last Nam	e First Name	Middle Initial Suffix	
Date of Birth:	(YY)		
"Last Six SSN: *** .			
	333 as 223333)		
	11		
(111-22-3			
(111-22-3	Street 2 (Apt, Unit	Contract Research	
Address:	MASSACHUSE	Contract Research	1710 Code Est
(111-22-3	MASSACHUSE	Contract Research	ZIP Code Ext.



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 Log in to iCORI 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.

Activate Account		
To activate your account, please before clicking the Activate Acc	enter the following information. You must also agree to the Terms and Conditions and review the ICORI Training Docum surfit button.	
*Activation Code:	k5nDND4n58iA	
"Organization ID:	CONMA12:00075	
'Terma and Conditions;	As referenced in these terms and conditions, the terms below shall have the following meanings: a. CR4: Consumer Reporting Agency. b. CRRB: The Criminal Records Review Board. d. DCaIS: The Massachusetts Department of Criminal Justice Information Services. e. (CORI application: The internet-based system used to request and obtain COR and self audits. f. Requestor: A registered user of the iCORI system and any additional authorized users for the requestor's account: Requestor, as used in these terms, also includes Consumer Reporting Agency requestors.	100
	I have read and agree to the <u>Terms and Conditions</u> I have reviewed the iCORI <u>Terms Documents (Veed hom DCRS)</u> and understand the content	
	Activate Account Cancel	

Requesting and Receiving CORI



- CORI Acknowledgement Forms are required must be kept on file for one year.
- ✓ Verification of identity required for name provided on form.
- \checkmark 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.





- Select the **Add Request** tab located at the top of the screen.
- Select the purpose for which you are submitting the CORI request (<u>e.g.</u>, 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.

CORI Requ		ation in as many of the			
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pase far yaur qu		stion in as many of the	********		
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			felds below as possible. A	ed astensk (*) denotes a required field	
count Type: Pro	ate Landlord				
*Purpose: Ho	using applicants. C	urrent Tenant (Standard	Access) 🖃 🥶		
Mame: Do	•	John			
		"Fast Name	Middle Initial Suffix		
		"Last Six SSN:	**** - 123456 (111-22-3558 es 223555)		
Sex: Ma	der 💌	Racet			
er's Name:					
	Automa .	First Nami			
	Tarre	First Same	Vaden Name		
	"Name: Do 'Le de of Birth: QS (MA Sex: Ma er's Name: Lee er's Name:	Name: Doe Last Name: station: station: station: station: Last Name: Last Name:	"Name: Doe Juten "Last Name tee of Birth: goostsos suscoccrin; Sex: Maler ● Race: Last Name Last Name ter's Name:	Name: Doe John Visit Name Visite Parts Ne of Birth: 05051555 "Last SSR:	Name: Doe Jate View View Under new Date Date Date Date Date Date Date Date



- 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.

Home	Add Regu	est View CO	Ri Results	Manage Account			ICORI	Cart (0
CORI	Results List				Terrative etc.	utal (Ast Film)	ergenergen e	
					Deletitic La Person	THE PARTY PROPERTY.	Download	PERSONAL
							AND CONTRACTOR IN	and a supervised
Al submi	tied CORI requests	ate fished below. The s	atus of each requ	est is also shown. If you hav	e requests that are	Pending, please	check back regu	ularly unt
hey have	been marked Com	late. If you have any o	ections regarding	est is also shown. If you hav your CORI request(s), pleas i 8:00 AM and 6:00 PM East	ie e-mail us at <u>CO</u>	PLINE O DIState m	check back regulation of call the	ularly un
hey have	been marked Com	late. If you have any o	ections regarding	your CORI request(s), pleas	ie e-mail us at <u>CO</u>	PLINE O DIState m	ar us, or call the	ularly un Activ



iCORI Report (pg 1)

Legal Disclaimer Summary

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 Arington Street, Suite 2200, Chelsen, MA 02150, MASS.GOV/CIIS TEL: 617-660-4600 [TX]: 617-660-4600 [TX]: 617-660-4603



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

	E12REQ2-00000116 RECORD, TEST	Request Date/Time:	03/07/2012 08:51	
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





CORI Report (pg 2)



THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY Department of Criminal Justice Information Services 200 Arimgron Street, Suin 2200, Chelsea, MA 02150, MASS. GOV/CJIS TEL: 67-660-4601 TTY: 617-660-4601 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.

Request ID: E12REQ2-00000116 Requested By: 123 School Date Generated: 03/19/2012 19:25

 DCIIS	Enhancing Public Safety Through Information Exchange
0.00	Page: 2 of 4

Enhancing Public Safety Through Information Exchan

Detailed legal disclaimer



CORI Report (pg 3)

	EXECUTIVE OFFICE OF PU Department of Criminal 200 Arlington Street, Suite 2200,	TH OF MASSACHUSETTS BLIC SAFETY AND SECURITY Justice Information Services Delesa, MA 02150, MASS, 600V(CBIS 17-660-4606 FAX: 617-660-4613
	Massachusetts Criminal Offer	ader Record Information (CORI)
(Subject 1 of 1	PCF Number: 1293
	Name: RECORD, TEST	2
	Date of Birth: 01/13/1929	SSN:
atching subject	Sex: MALE	Place of Birth:
	Height: 600	Weight: 200
ormation	Hair Color: BROWN	Eye Color: BLUE
ormacion	Address: 1 MAIN ST BOSTON MA	
	Father's Name: TEST TEST	Mother's Name: TEST TEST
	Adult Offender Offenses	
	Court Appearance 1 of 5	Appearance Date: 05/04/2012
	Offense 1 of 1	
	Docket Number: 3911ZZA	Case Status: OPEN
	Offense Type: MISDEMEANOR	
	Offense Literal: OPER UND INFL OF LIQ	
	Offense Description: 1ST OFFENSE	
nding case 🛛 🖌 🧹	Court Name: WORCESTER DISTRICT	Court Phone:
	Police Dept.:	Police Dept. Phone:
	Disposition Type: PENDING	Disposition Date: UNKNOWN
	Incarcerated: N/A	Incar. Release Date: N/A
	Court Appearance 2 of 5	Appearance Date: 03/04/2009
	Offense 1 of 1	
	Docket Number: 1150CR001891A	Case Status: CLOSED
	Offense Type: MISDEMEANOR	Case Status. CLOSED
	Offense Literal: DISTURBING THE PEAC	F(BRFACH)
	Offense Description:	Land to the second s
n-conviction 🛛 🖌	Court Name: MALDEN DISTRICT	Court Phone:
	Police Dept.:	Police Dept. Phone:
	Disposition Type: NON CONVICTION	Disposition Date: UNKNOWN
	Incarcerated: N/A	Incar. Release Date: N/A
	Court Appearance 3 of 5	Appearance Date: 01/01/2005
	Offense 1 of 2 Docket Number: 86CR4494E	Case Status: CLOSED
		Case Status, CLOSED
	Offense Type: MISDEMEANOR Offense Literal: RECEIVING STOLEN PR	OPERTY
		OTENTI
	Offense Description: UNDER	
	Request ID: E12REQ2-00000116 Requested By: 123 School	• M
	Requested by, 125 School	•••••• DCJIS Enhancing Public Safety Through Information Exchange



CORI Report (pg 4)

Massach	usetts Criminal Offender Rec	ord Information	(CORI)
	HARLESTOWN DISTRICT	Court Phone:	
Police Dept.:		Police Dept. Phone:	
Disposition Type: C		Disposition Date:	
Incarcerated: N	0	Incar. Release Date:	N/A
Offense 2 of 2			
Docket Number: 17		Case Status:	CLOSED
	ISDEMEANOR		
Offense Literal: T			
Offense Description: A		121 1123	
	IALDEN DISTRICT	Court Phone:	
Police Dept.:		Police Dept. Phone:	
Disposition Type: N		Disposition Date:	
Incarcerated: N	/A	Incar. Release Date:	N/A
Court Appearance 4 of 5		A	ppearance Date: 02/02/1998
Offense 1 of 1			
Docket Number: 09	914CR003272A	Case Status:	CLOSED
Offense Type: FI	ELONY		
Offense Literal: Fl	IREARM VIOLATION(SPECIFY)		
Offense Description: P			
	HELSEA DISTRICT	Court Phone:	
Police Dept .:		Police Dept. Phone:	
Disposition Type: C	ONVICTION	Disposition Date:	
Incarcerated: Y		Incar. Release Date:	
Court Appearance 5 of 5		A	ppearance Date: 09/05/1985
Offense 1 of 1 Docket Number: 04	12200	Case Status:	CLOSED
Offense Type: FI	1 S S S S S S S S S S S S S S S S S S S	Case status.	CLOSED
	IANSLAUGHTER		
Offense Description:	LAUGHIEK		
	UFFOLK SUPERIOR	Court Phone:	
Police Dept.:	UTFOLK SUTERIOK	Police Dept. Phone:	
Disposition Type: C	NUTION	Disposition Date:	
Incarcerated: Y		Incar. Release Date:	
8806-05-36979214466-39			
Request ID: E12REQ2-00000116 Requested By: 123 School		••• DCJIS Entant	ong Public Safety Through Information Excitance Page: 4 of 4

Conviction

Manslaughter conviction

DCJIS Contact Information



- DCJIS website: <u>www.mass.gov/cjis</u>
- Email: <u>icori.info@state.ma.us</u>
- Phone number: 617-660-4600
- Legal: 617-660-4760