

Lynnfield Youth Sports Program CORI Policy

- 1. Applicability.** This Criminal Offender Record Information (“CORI”) policy (the “Policy”) is applicable to the criminal history screening of any person applying or seeking to volunteer for, with, as part of, or on behalf of Lynnfield Youth Sports Program, Inc. (“LYSP”), including, without limitation, as a LYSP board member, coach, assistant coach, or instructor (an “Applicant”).
- 2. Conducting CORI Screening.** LYSP will conduct CORI checks as authorized by the Department of Criminal Justice Information Systems (the “DCJIS”) and pursuant to Mass. Gen. Laws Ch. 6, § 172. LYSP shall only conduct CORI checks after the Applicant has completed the CORI Acknowledgement Form published by the DCJIS. In accordance with the Acknowledgement Form, LYSP may conduct a CORI check upon receipt of the completed Acknowledgement Form and, in addition, may conduct subsequent CORI checks of an Applicant within one year of the date of the Acknowledgement Form. LYSP will conduct CORI checks periodically, but not less frequently than every 3 years, and will require LYSP volunteers to submit new CORI Acknowledgement Forms upon request.
- 3. Access to CORI.** LYSP shall treat all CORI obtained from the DCJIS as confidential. Access to CORI shall be limited to those individuals who have a “need to know” about the CORI, including, without limitation, the LYSP CORI Committee, the LYSP President, the LYSP Vice President, and, if necessary, the head or assistant coach of the team for which the Applicant has applied (the “Authorized Personnel”). LYSP shall maintain a current list of each individual authorized to access CORI. This list shall be updated every six months and is subject to inspection upon request by the DCJIS at any time.
- 4. CORI Training.** All Authorized Personnel shall review and be familiar with DCJIS’ educational and training materials regarding CORI laws and regulations, available at <https://www.mass.gov>. Additionally, all Authorized Personnel shall review and be familiar with this Policy.
- 5. Use of CORI in Background Screening.** CORI shall only be accessed for LYSP Applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an Applicant. Rather, determinations of suitability based on background checks will be made consistent with this Policy and any applicable law or regulations.
- 6. Verifying an Applicant’s Identity.** If a criminal record is received from the DCJIS, LYSP shall carefully compare the CORI with the information on the CORI Acknowledgement Form and any other identifying information provided by the Applicant to ensure the criminal record belongs to the Applicant. If the information in the CORI record provided does not exactly match the identification information provided by the Applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the Applicant.
- 7. Questioning an Applicant’s Criminal History.** LYSP shall provide the Applicant a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the Applicant about it. LYSP shall also disclose the source(s) of the criminal history record to the Applicant.
- 8. Determining Suitability.** If, after an Applicant’s identity has been verified in accordance with Paragraph 6 of this Policy and the Applicant does not dispute the record’s accuracy, the LYSP CORI

committee shall make a determination of suitability. Unless otherwise provided by law, factors considered in determining suitability shall include, but are not limited to, the following:

- a. Whether the offense involved minors (i.e., individuals under the age of 18);
- b. Whether the offense involved persons or property;
- c. Relevance of the record to the position sought;
- d. The nature of the volunteer activities to be performed;
- e. Seriousness and specific circumstances of the offense;
- f. The disposition of the offense;
- g. Time elapsed since the offense and/or conviction;
- h. Age of the candidate at the time of the offense;
- i. Whether a dependence on drugs or alcohol was a contributing factor to the Applicant's behavior at the time of the offense;
- j. The number of offenses;
- k. Whether charges are currently pending against the Applicant;
- l. Any relevant evidence of rehabilitation or lack thereof; and
- m. Any other relevant information, including information submitted by the Applicant or requested or obtained by LYSP.

The LYSP CORI committee shall inform the Applicant of its determination of suitability and the basis therefore in a timely manner.

9. **Adverse Decisions Based on CORI.** If the CORI committee intends to make an adverse decision based on the results of a criminal history background check, the CORI committee shall notify the Applicant in accordance with DCJIS regulations. The CORI committee shall provide the Applicant with (a) a copy of this Policy, (b) a copy of the criminal record received from DCJIS, (c) the source of the criminal history record, and (d) a copy of DCJIS' Information Concerning the Process for Correcting a Criminal Record. The Applicant shall be provided with an opportunity to dispute the accuracy of the CORI. If the CORI committee does not intend to make any adverse decision based on the results of the Applicant's criminal history background, the CORI committee need not contact the Applicant with respect to the Applicant's criminal history record.
10. **Secondary Dissemination Logs.** All CORI obtained from the DCJIS is confidential and shall only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside LYSP, including dissemination at the request of the Applicant.