

TO: Criminal Offender Record Information (CORI) Certified Agency Administrator
FROM: Department of Criminal Justice Information Services
RE: Policy for Administrator's conducting CORI checks of Agency Submitters

All Criminal Offender Record Information (CORI) Administrators (CORI Administrators) of agencies certified by the Criminal History Systems Board (CHSB) for access to CORI are responsible for performing criminal record checks on all agency employees designated as CORI submitters. Each Submitter must complete an Individual Agreement of Non-Disclosure (AOND) form. The AOND form will be kept on file at the certified agency and it will not be forwarded to the DCJIS. Once the AOND is complete, the Administrator will conduct a CORI check of the submitter by selecting the "Process CORI Submitter" button on Web-CORI. **The DCJIS no longer performs CORI checks on these individuals.**

In addition, it is the responsibility of the CORI Administrator to determine whether these employees are suitable for access to CORI. Access shall be prohibited to any person who has a criminal record containing any of the following:

- Any felony conviction within the past ten (10) years after the completion of the individual's last sentence or period of parole or probation supervision;
- Any misdemeanor conviction within the past five years after the completion of the individual's last sentence or period of parole or probation supervision; or
- Any open criminal case.

Employee Appeals Process:

Before making a finding of unsuitability to review CORI based on an employee's criminal history, the Administrator shall provide the individual with the opportunity to dispute the accuracy and relevance of the CORI. The Administrator will notify said employee of the potential adverse decision and provide the individual with the following:

- (a) A copy of the CORI;
- (b) A copy of this policy;
- (c) The Information Concerning the Process for Correcting a Criminal Record and the Information Concerning the Process on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes;
- (d) The Administrator will identify the parts of the criminal record that appear to make him/her ineligible; and
- (e) An opportunity to dispute the accuracy and relevance of the CORI.

An employee seeking to exercise the opportunity to dispute the accuracy of the CORI may submit a statement to the Administrator specifying the information he or she believes is

inaccurate. The statement must include any documentation the individual has to support the claim. The administrator may contact the DCJIS for assistance with disputes as to accuracy.

An employee seeking to exercise the opportunity to dispute the relevance of the CORI must submit a statement to the Administrator describing why he or she believes the CORI does not affect his or her ability to effectively administer the CORI process in compliance with all applicable laws and regulations.

The administrator may request additional information from the individual and/or assistance from the DCJIS in this process. Upon receipt of all information, the administrator will review the request and inform the individual of the final decision in writing. The administrator shall document all steps taken to comply with this process and must be able to provide this information to the DCJIS upon request. Documentation must be maintained for a period of two years.