

## DMH POLICY

**Criminal Offender Record Information  
Policy for DMH and Vendor Employees,  
Volunteers and Trainees**

**Policy #: 97-2**

**Date Issued:** February 13, 1997

**Effective Date:** February 13, 1997

**Approval by Commissioner**

**Signed by:** Marylou Sudders

**Date:** February 13, 1997

### I. PURPOSE

To establish standardized policy and procedures consistent with those of the Executive Office of Health and Human Services regarding the review of criminal records of candidates under consideration for employment, volunteer appointment or training placement. This policy replaces DMH Policy #95-3 and repeals the Commissioner's Directive issued January 3, 1996.

### II. SCOPE

This policy is applicable to all candidates for employment, volunteer appointment or training placement within the Department of Mental Health and its contracted vendors.

### III. DEFINITIONS

None.

### IV. SUBSTANCE OF POLICY

The attached Executive Office of Health and Human Services Human Resources Procedure Manual Procedure No. 001 shall be the policy of the Department. The Procedure provides EOHHS agencies with several options. If an option is selected by DMH, it is noted in **bold** following the relevant portion of the Procedure text, as are additional requirements for candidates, volunteers and trainees in DMH operated facilities and programs.

**V. IMPLEMENTATION**

The Commissioner shall designate the senior manager in the division of Human Resources in the Department to be responsible for implementing this policy and the accompanying procedures.

**VI. REVIEW**

This policy and the accompanying procedures shall be reviewed or, as needed, updated when material is received from the Executive Office of Health and Human Services.

EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES  
HUMAN RESOURCE POLICY MANUAL  
Procedure No. 001

AUTHORIZED: Gerald Whitburn DATE: May 14, 1996

**I. PURPOSE:**

To establish standardized policy and procedures for Executive Office of Health and Human Services (EOHHS) agencies and their state funded or operated programs regarding the review of criminal records of candidates under consideration for employment or regular volunteer or training service in positions involving the potential for unsupervised contact with persons receiving EOHHS services. The Criminal History Systems Board (CHSB) has authorized EOHHS agencies and vendor agencies to receive criminal record information regarding present or future employees in any EOHHS-licensed, funded or operated program.

**II. POLICY:**

In order to insure that employees or other persons regularly providing services or support to any program or facility are appropriate for serving in their positions, a Criminal Offender Record Information (CORI) check shall be performed regarding such individuals whose service entails the potential for unsupervised contact with persons receiving EOHHS services. It is the policy of EOHHS that convictions of certain crimes pose an unacceptable risk to the vulnerable populations served by the EOHHS agencies. This policy sets minimum standards. Stricter standards may be set by state agencies and vendor agencies.

**III. SCOPE:**

This policy applies to candidates for positions which entail the potential for unsupervised contact with persons receiving EOHHS services, including foster and adoptive parents and their household members, and trainees. This policy may, at the discretion of the Hiring Authority, also include volunteers, interns, students or other persons regularly offering support to any program or facility in either a paid or unpaid capacity whose services do not entail the potential for unsupervised client contact.

**DMH: The provisions of this policy are applicable to all candidates and trainees (as defined in Section IV of this policy) in programs or facilities operated by the Department of Mental Health, regardless of whether or not their services entail the potential for unsupervised client contact. Vendors providing services to DMH under contract are encouraged but not required to apply it to all candidates.**

**IV. DEFINITIONS:**

A. Candidate: Any person under consideration for hire or as a volunteer to provide services for or on behalf of any state agency within EOHHS or its vendor agencies, including but not limited to: state positions; federal positions; positions funded by grants, bonds or other capital outlay; and vendor agency positions.

**DMH: The definition of “Candidate” also includes “Trainee.”**

B. Community Service Worker- Any individual who, as a condition of probation, is applying to be a candidate.

C. Criminal History Systems Board (CHSB) Special Division- The EOHHS-sponsored unit within the CHSB which processes requests for CORI information and offers technical assistance with any question arising from the results of a search.

D. Criminal Offender Record Information (CORI) - Information regulated by the Criminal History Systems Board and maintained by the Board of Probation regarding criminal information of persons within the Massachusetts Court system.

E. CORI Coordinator - The person designated by the Hiring Authority to send requests and receive responses from the CHSB Special Division.

F. Hiring Authority - The person legally authorized or designated to make hiring decisions within the affected agency, department, office, program, or facility.

**DMH: For Central Office, the Commissioner and/or his or her designee; for field offices, the person(s) authorized to hire employees, make volunteer appointments or approve trainee assignments within the Department of Mental Health.**

G. No Record- The conclusion from a CORI Unit search that applicable criminal records relating to the candidate have not been found. A finding of "no record" does not necessarily mean, however, that criminal information is not present on the CORI database.

H. Potential Unsupervised Contact with Persons Receiving Services: Contact with a person who is receiving or applying for EOHHS agency services when no other supervisory staff person is present. A person who has access to areas where clients may be unsupervised such as elevators, bathrooms, and waiting rooms, shall be considered to have the potential for unsupervised contact.

I. Ten Year Mandatory Disqualification- A category of offenses that result in disqualification for employment or other service if the final disposition of such offense occurs within ten years of the application date for employment or other service. The date of final disposition shall be the date from release of all custody, probation, or parole, or the date of conviction, whichever date is the most recent. Any offense within this

category whose final disposition occurs more than ten years prior to the application date shall constitute a "Discretionary Disqualification" under VIII. C. of this policy.

J. Vendor Agency - Any individual, corporation, partnership, organization, trust, association or other entity licensed or contracted to provide services to clients served by state agencies within EOHHS.

K. Volunteer: Any person who works in an unpaid capacity for state agencies within EOHHS or at state funded programs, and who may have unsupervised client contact, provided, however, that individuals who provide unpaid services on an occasional basis shall not be considered volunteers for the purposes of this policy. For the purposes of this policy, a current consumer of a facility or program who provides unpaid services at that facility or program shall not be considered a volunteer at that facility or program.

**DMH: Included also are all individuals recommended for appointment to the Department's Statewide Advisory Council, Area Boards, Site Boards, Hospital Boards of Trustees and Human Rights Advisory Committees as well as any other incorporated or unincorporated board or group that provides any volunteer services to DMH programs or facilities (e.g. Friends' groups, ad hoc board appointed committees, citizen monitors).**

L. Trainee - Any person enrolled in an academic program or participating in a pre or post-doctoral training program that is affiliated with an accredited educational institution or hospital, who receives a placement at an EOHHS agency-operated or funded facility or program.

M. Work Release Program- A program of unpaid work performed by any individual who is under the custody of the state or county correctional system.

## V. PROCEDURE:

### A. Criminal Record Information - Applicant Disclosure:

All applicants for EOHHS agency-funded or operated positions shall complete an application form. The application form utilized by EOHHS agencies shall contain a section requiring the applicant to disclose whether or not he/she has a criminal record. (see Appendix A) No application for employment shall be considered complete unless the applicant completes this section.

**DMH: All candidates are required to complete a Form SC-1.**

**An educational institution or hospital that sends trainees to DMH operated facilities or programs must have a signed training affiliation agreement with each facility or program where trainees are placed. This agreement will define responsibility for conducting a CORI check on each such trainee for evidence of criminal history. Either the educational institution or hospital, or Department of Mental Health may be designated to perform the CORI check. Any information so derived\*\* shall then be**

**reviewed and evaluated by the Hiring Authority performing the check (DMH or Educational Institution or Hospital), in conjunction with the standards set forth in this policy.**

**\*\*Information received as a result of a CORI check may not be shared between organizations.**

**B. Community Service and Work Release Workers**

Any EOHHS agency or vendor program that participates in either a Community Service Program or a Work Release Program shall require all individuals who participate to disclose all relevant CORI information on a form signed by the individual's probation, parole or correctional officer. In addition, as a condition of participation, the probation, parole or correctional officer shall certify that individuals in these programs will either not pose a significant risk to clients or will be supervised at all times.

**DMH: Where a client is receiving a training stipend to get work experience outside of his or her own program and facility, the Hiring Authority must exercise judgment as to if and when a CORI check is indicated, based on the level of supervision provided and the potential for unmonitored client contact.**

**C. CORI Investigations**

*FORMS*

All Applicants shall complete a CORI Supplement form which shall include the information contained in the sample attached as Appendix B.

**DMH: Use Form SC-1.**

*INVESTIGATIONS*

After the Hiring Authority makes a preliminary decision to hire or accept the services of an individual, the completed CORI Supplement form or electronic equivalent shall be forwarded as follows:

1. For DSS employees, foster homes and DSS vendors not licensed by OFC: The CORI Supplement shall be sent to the CORI Coordinator at the DSS Central Office.
2. For DYS employees, and DYS contracted vendors only: The CORI Supplement shall be sent to the DYS Personnel Department.
3. For All others: The CORI Supplement form or electronic equivalent shall be sent to the CHSB Special Unit.

## *FINDINGS*

1. All CORI investigations that have a "No Record" finding shall be transmitted back to the Hiring Authority and shall be sufficient evidence of suitability for hire for 45 business days. A "No record" finding may be valid for consideration for other positions during such 45 days.
2. All CORI investigations that show findings of criminal records shall be sent immediately to the Hiring Authority for review consistent with this policy.
3. All CORI Units shall develop procedures which will ensure that EOHHS and its agencies can audit compliance with this policy.

## **VI. CRITERIA FOR REVIEW OF CRIMINAL RECORDS:**

### *Review of Candidate Disclosures:*

1. The existence of a criminal record creates a higher level of scrutiny of an application. The Hiring Authority shall review with the applicant the circumstances of the criminal record and determine its relevance for the potential of creating a risk at the job. The Hiring Authority shall not hire anyone who has a criminal record containing any crimes which are listed as "Mandatory Disqualifications" under VIII. A. or B. of this policy. The Hiring Authority shall meet with any candidate who discloses criminal records which are not mandatory disqualifications to determine whether the candidate can be considered for employment. If the Hiring Authority determines that the candidate is suitable for the position based on the standards for review in VI. 4 of this policy, the Hiring Authority shall forward the CORI Supplement Form to a CORI Unit.

**DMH: This section also applies to Volunteers and Trainees.**

### *Findings from CORI Investigations*

1. The Hiring Authority shall review positive findings from the CORI investigation and shall compare such findings with the applicant's disclosure. If there are material differences between the disclosure and the CORI investigation of crimes that were required to be disclosed, such crimes shall be considered mandatory disqualifications even if such crimes do not fall under the "Mandatory Disqualification" section of this policy.
2. If the CORI investigation finds "No Record", such finding shall be documented in the applicant's file.
3. No applicant shall be hired who has a pending criminal case listed under any category of disqualification under this policy.

4. In reviewing the application of a candidate with a criminal record, due weight shall be given to the age of the convictions, the age of the applicant when convicted, and the relationship between these convictions and the individual's fitness to work directly or indirectly with EOHHS clients. For applicants who have a criminal record and who are not ineligible for employment pursuant to Section VIII. A. or B. of this policy, the Hiring Authority shall require clear and convincing evidence demonstrating the applicant's fitness for employment. The Hiring Authority shall document the reasons for his or her approval of such an candidate for hire. The following factors are acceptable standards for review:

- a. Age of the conviction;
- b. Age of the applicant at the time of the offense;
- c. Degree of satisfaction of any parole or probation conditions;
- d. Seriousness and specific circumstances of the offense;
- e. Relationship of the criminal act to the nature of the work to be performed;
- f. The number of offenses;
- g. Any relevant evidence of rehabilitation or lack thereof.

5. In reviewing the criminal record of an applicant, the Hiring Authority may request that the applicant submit additional information, including a letter from the applicant's probation or parole officer. The Hiring Authority may also contact police, courts, or prosecuting attorneys for additional information. Following a review, the Hiring Authority shall determine in writing whether:

- a. To hire the applicant and provide the rationale for hire;
- b. To not hire the applicant; or
- c. To hire the individual to either a different position or to the requested position with certain restrictions, including but not limited to close supervision or limited access to resident care areas.

**DMH: This section also applies to Volunteers and Trainees.**

**Each DMH Hiring Authority shall establish a review mechanism to examine and evaluate all candidates for hire, volunteer service or training with a positive CORI report (i.e., criminal record). If the Hiring Authority wishes to approve such a candidate, it must immediately forward the request to approve, including the original CORI data sheet, title for which the candidate is being hired, appointed or placed, functional description of the position and the rationale for the recommendation, to the Commissioner or designee in the Central Office. All such requests are forwarded to a committee appointed by the Commissioner that includes a representative from the Human Resources, AA/EEO and Program Operations offices. Said committee shall convene on an as-needed basis to review all requests made by a DMH Hiring Authority to approve a candidate with a criminal history. The committee shall notify the DMH Hiring Authority of its decision within ten business days of receiving the request, forward all documentation related to the decision to the CORI Coordinator, and inform the Commissioner of the committee's decision.**



**Each DMH Area Director must approve the review mechanism established by each Vendor Authority to examine and evaluate all candidates for hire, volunteer service or training with positive CORI reports.**

**VII. HIRING AUTHORITY RESPONSIBILITIES**

1. The Hiring Authority shall ensure that each applicant provides consent to a CORI investigation as part of his/her application and to the periodic conduct of further CORI investigations during the course of employment with the agency or vendor. Such consent and acknowledgement shall be required in the agency or vendor employment application form.
2. The Hiring Authority shall require, as a condition of an offer of employment, the completion of the criminal record investigation and shall confirm an offer of employment only after the Hiring Authority receives written confirmation that the criminal record investigation has resulted in a finding of "No Record" or until the further review regarding discretionary disqualifications is complete.
3. The Hiring Authority shall review CORI information together with the candidate's application and shall determine if there are any inconsistencies between the information provided by the candidate and the information received from the CORI Investigation. The Hiring Authority shall discuss inconsistencies with the candidate.
4. The Hiring Authority shall not permit any candidate to commence employment or volunteer service until after the candidate is cleared as a result of the CORI request in accord with this policy.

**DMH: This section also applies to Trainees.**

**VIII. DISQUALIFICATIONS:****A. CRIMES THAT ARE MANDATORY DISQUALIFICATIONS**

An individual shall be ineligible for employment or other service if he or she has been convicted of or has charges pending for any of the following crimes:

<b>OFFENSE</b>	<b>MGL</b>	<b>FELONY, MISDEMEAN OR</b>	<b>OFFENSE</b>	<b>MGL</b>	<b>FELONY, MISDEMEAN OR</b>
A&B, DANGEROUS WEAPON, VICT 65	265/15	F	EXTORTION	265/25	F
A					
A&B, DANGEROUS WEAPON, VICT 65 , SUB OFF	265/15	F	INCEST	272/17	F
A					
A&B, INTIMIDATION, RACE/COLOR/RELIGION	265/39	F	INDECENT A&B, CHILD 14 OR OVER	265/13H	F
ADMINISTERING DRUGS/SEX	272/3	F	INDECENT A&B, CHILD UNDER 14	265/13B	F
ARMED ASSAULT W/ INTENT TO MURDER	265/18	F	INDECENT A&B, CHILD UNDER 14, SUB OFF	265/13B	F
ARMED ASSAULT W/ INTENT TO MURDER, VIC 65	265/18	F	INDECENT A&B, RETARDED PERSON	265/13F	F
ARMED ASSAULT W/ INTENT TO MURDER, VIC 65+, SUB OF	265/18	F	INDUCE SEX, MINOR	272/4	F
ARMED ASSAULT W/ INTENT TO ROB	265/18	F	INTERCOURSE, FEEBLE PERSON	272/5	F
ARMED ASSAULT W/ INTENT TO ROB, VICT 65+	265/18	F	INTIMIDATION OF WITNESS	268/13B	F
ARMED ASSAULT W/ INTENT TO ROB, VICT 65+, SUB OFF	265/18	F	KIDNAPPING	265/26	F
ARMED ASSAULT, DWELLING, MURDER OR FELONY INTENT	265/18	F	KIDNAPPING, EXTORTION	265/26	F
A					
ARMED ROBBERY	265/17	F	MANSLAUGHTER	265/13	F
ARMED ROBBERY WHILE MASKED	265/17	F	MURDER	265/1	F
ASSAULT BY DANGEROUS WEAPON, VICT 65+	265/15	F	PERJURY	268/1	F
B					
ASSAULT BY DANGEROUS WEAPON, VICT 65+, SUB OFF	265/15	F	POSSESS FIREARM, SERIAL/ID NUM OBLIT, COMM FELONY	269/11B	F
B					
ASSAULT W/ INTENT TO MAIM	265/15	F	RAPE	265/22B	F
A					
ASSAULT W/ INTENT TO MAIM, DID INJURE	265/14	F	RAPE & ABUSE CHILD UNDER 16	265/23	F
ASSAULT W/ INTENT TO MURDER	265/15	F	RAPE & ABUSE CHILD UNDER 16, SUB OFFENSE	265/23	F
ASSAULT W/ INTENT TO RAPE	265/24	F	RAPE CHILD, FORCE	265/22A	F
ASSAULT W/ INTENT TO RAPE CHILD	265/24	F	RAPE CHILD, FORCE, 2ND OFFENSE	265/23	F
B					
ASSAULT W/ INTENT TO RAPE CHILD, DEF 18+, SUB OFF	265/24	F	RAPE CHILD, FORCE, DEFENDANT OVER 18, SUB OFFENSE	265/22A	F
B					
ASSAULT W/ INTENT TO RAPE, SUB OFF	265/24	F	RAPE, AGGRAVATED	265/22A	F
ATTEMPT ESCAPE OF PRISONER OR SEX/DANG PERSON	268/16	F	RAPE, STATUTORY	265/23	F
ATTEMPT TO MURDER	265/16	F	RAPE, SUB OFFENSE	265/22B	F
B&E DAY, INTEND COMM FELONY, FEAR	266/17	F	TRAFFICKING IN COCAINE	94C/32E	F
BURGLARY, ARMED ASSAULT ON OCCUPANT	266/14	F	TRAFFICKING IN COCAINE W/ IN 1000FT SCHOOL	94C/32J	F
BURGLARY, ASSAULT IN DWELLING	266/14	F	TRAFFICKING IN HEROIN	94C/32E	F
BURNING BUILDING	266/2	F	TRAFFICKING IN HEROIN W/ IN 1000FT SCHOOL	94C/32J	F
BURNING CONTENTS OF BUILDING	266/2	F	TRAFFICKING IN MARIJ W/ IN 1000FT SCHOOL	94C/32J	F
BURNING DWELLING HOUSE	266/1	F	TRAFFICKING IN MARIJUANA	94C/32E	F
BURNING PUBLIC BUILDING	266/2	F	UNARMED ROBBERY, VICTIM 65+, SUB OFFENSE	265/19	F
CARRYING DANGEROUS WEAPON, COMMITTING FELONY	269/10	F	UNLAWFUL POSSESSION, FIREARM, COMMISSION FELONY	265/188	F

OFFENSE	MGL	FELONY, MISDEMEAN OR	OFFENSE	MGL	FELONY, MISDEMEAN OR
CARRYING DANGEROUS WEAPON, OFFENSE	SUB 269/10	F	UNLAWFULLY PLACE EXPLOSIVES	266/102	F
DERIVING SUPPORT FROM PROSTITUTE	272/7	F	UNNATURAL ACTS	272/35	F
DISTRIBUTE CONTROLLED SUBSTAN, MINOR	94C/32 F	F	UNNATURAL ACTS W/ CHILD UNDER 16	272/35A	F
ESCAPE OF PRISONER OR SEX/DANG PERSON FROM CUST	268/16	F	UNNATURAL ACTS W/ CHILD UNDER 16, SUB OFFENSE	272/35A	F
EXHIBIT POSING CHILD	149/10 4A	F			

B. MANDATORY 10 YEAR DISQUALIFICATION:

An individual shall be ineligible for employment or other service if he or she has been convicted or has charges pending for any of the following crimes listed below, unless the final disposition date from release of all custody, probation or parole or date of the conviction is more than ten years prior to the application date:

OFFENSE	MGL	FELONY, MISDEMEAN OR	OFFENSE	MGL	FELONY, MISDEMEAN OR
A&B, DANGEROUS WEAPON	265/15 A	F	LARCENY, PERSON	266/25	F
ACCESSORY BEFORE FACT	274/2	F	LARCENY, PERSON 65+	266/25	F
AID ESCAPE FROM CUSTODY	268/17	F	LARCENY, PERSON 65+, SUB OFF	266/25	F
ALIEN IN POSSESS OF FIREARM	140/13 1H	M	LARCENY, PROPERTY OVER \$250	266/30	F
ASSAULT BY DANGEROUS WEAPON	265/15 B	F	LARCENY, PROPERTY OVER \$250 (VARIABLE)	266/30	F
ATTEMPT TO BURN DWELLING HOUSE	266/5A	M	LARCENY, PROPERTY OVER \$250 (SINGLE SCHEME)	266/30	F
ATTEMPT TO INJURE DEPOSITORY OF VALUABLES	266/16	F	M/V HOMICIDE, UNDER INFLUENCE DRUGS, NEGLIGENT	90/24 G	F
B&E DAY, INTEND COMM FELONY	266/18	F	M/V HOMICIDE, UNDER INFLUENCE DRUGS, RECKLESS	90/24 G	F
B&E NIGHT, BLDG/SHIP/M/V, INTEND COMM FELONY	266/16	F	M/V HOMICIDE, UNDER INFLUENCE LIQUOR	90/24 G	F
B&E NIGHT, M/V	266/16 A	F	M/V HOMICIDE, UNDER INFLUENCE LIQUOR, NEGLIGENT	90/24 G	F
B&E RAILROAD CAR	266/19	F	M/V HOMICIDE, UNDER INFLUENCE LIQUOR, RECKLESS	90/19	F
B&E TRUCK, INTEND COMM FELONY	266/20 A	F	MANSLAUGHTER, NEGLIGENCE (MINOR/CHILD)	265/13	F
BRIBERY OF A POLICE OFFICER	268/2	M	MANUFACTURE/DISTRIBUTE CLASS A SUBSTANCE	94C/3 2	F
BURGLARY, UNARMED	266/15	F	MANUFACTURE/DISTRIBUTE CLASS B SUBSTANCE	94C/3 2A	F
BURNING M/V OR PERSONAL PROPERTY	266/5	F	MANUFACTURE/DISTRIBUTE CLASS C SUBSTANCE	94C/3 2B	F
BURNING TO DEFRAUD INSURANCE CO.	266/10	F	MANUFACTURE/DISTRIBUTE CLASS D SUBSTANCE	94C/3 2C	M
CARRYING FIREARM WITHOUT LICENSE	269/10 A	F	MANUFACTURE/DISTRIBUTE/DISPENSE CLASS B SUBSTANCE	94C/3 2A	F
CARRYING FIREARM WITHOUT LICENSE, SUB OFFENSE	269/10 D	F	MFG/DIST/DISPENS CL A W/IN 1000FT SCHOOL	94C/3 2J	F

OFFENSE	MGL	FELONY, MISDEMEAN OR	OFFENSE		
CIVIL RIGHTS VIOLATION, BODILY INJURY	265/37	M	MFG/DIST/DISPENS CL B W/IN 1000FT SCHOOL	94C/3 2J	F
COMPOUNDING FELONY	268/36	F	OPEN & GROSS LEWDNESS	272/16	F
CONSPIRACY TO COMMIT FELONY	274/7	F	OPERATE M/V UNDER INFLUENCE, DRUGS, 3RD OFFENSE	90/24	M
CONTRIBUTE DELINQUENCY CHILD	119/63	M	OPERATE M/V UNDER INFLUENCE, DRUGS, 4TH OFFENSE	90/24	M
CRUELTY TO ANIMALS	272/77	M	OPERATE M/V UNDER INFLUENCE, LIQUOR, 3RD OFFENSE	90/24	M
DELIVER ARTICLES TO INMATE	268/31	F	OPERATE M/V UNDER INFLUENCE, LIQUOR, 4TH OFFENSE	90/24	M
DELIVER DRUGS TO PRISONER	268/28	F	POSS CL A SUB W/INT TO DIST W/INT 1000FT SCHOOL	94C/3 2J	F
DISTRIBUTING OBSCENE PICTURES	272/28	F	POSS CL B SUB W/INT TO DIST W/I 1000FT SCHOOL	94C/3 2J	F
ENTER W/O BRK, BLDG/SHP/M/V, INT FEL, FEAR	266/17	F	POSS CL B SUB W/INT TO DIST W/I 1000FT. SCHOOL	94C/3 2J	F
ENTER W/O BRK, NIGHT, DWELL, INTEND COMM FELONY	266/18	F	POSS CL B SUB W/INT TO DIST/MFG/CULT W/I 1000FT	94C/3 2J	F
ENTICE FEMALE, SEX, INTERCOURSE	272/2	F	POSSESS CLASS A SUBSTANCE, INTENT TO DISTRIBUTE	94C/3 2	F
ESCAPE	268/15	F	POSSESS CLASS B SUBSTANCE, INTENT TO DISTRIBUTE	94C/3 2A	F
ESCAPE, FURLOUGH	268/16	F	POSSESS CLASS B SUBSTANCE, W/INTENT DIST/MFG	94C/3 2A	F
FALSE INFORMATION FOR GUN PERMIT	140/12 9	M	POSSESS CLASS C SUBSTANCE, INTENT TO DISTRIBUTE	94C/32B	F
FORGERY, ALTER PRESCRIPTION	94C/33 8	F	POSSESS CONTROLLED SUB W/INTENT DISTRIB, SUBS OFF	94C/32A	F
FUGITIVE FROM JUSTICE	276/20 A	M	POSSESS FIREARM, SERIAL/ID NUM OBLIT	269/11C	F
FUGITIVE FROM JUSTICE	276/20 R	M	POSSESS MACHINE GUN	269/10C	M
FUGITIVE FROM JUSTICE (SC - IND)	276/20 A	M	POSSESS MACHINE GUN, SUB OFFENSE	269/10D	M
GAMING, IMPLEMENTS FOUND PRESENT, MANAGER	271/17	M	POSSESS SHOTGUN, BARREL UND 18 "SAWED OFF, SUB OF" RECEIVE/BUY STOLEN M/V	269/10D 266/28	F
GAMING, IMPLEMENTS FOUND PRESENT, OWNER	271/17	M	SELL AMMUNITION W/O LICENSE	140/122 B	F
ILLEGAL POSSESS CLASS A SUBSTANCE	94C/34	M	SELL FIREARM W/O LICENSE	140/128	F
ILLEGAL POSSESS CLASS A SUBSTANCE, SUB OFFENSE	94C/34	M	SELL OBSCENE LITERATURE, UNDER 18	272/28	M
ILLEGAL POSSESS CLASS B SUBSTANCE	94C/34	M	SHOPLIFTING, 3RD OR SUB OFFENSE	266/30A	M
ILLEGAL POSSESS CLASS B SUBSTANCE, SUB OFFENSE	94C/34	M	SODOMY	272/34	F
ILLEGAL POSSESS CLASS C SUBSTANCE, SUB OFFENSE	94C/34	M	UNARMED ASSAULT, INTENT TO ROB	265/20	F
ILLEGAL POSSESS CLASS D SUBSTANCE, SUB OFFENSE	94C/34	M	UNARMED ROBBERY	265/19	F
INDUCE PROSTITUTION	272/6	F	UNARMED ROBBERY, VICTIM 65+	265/19	F
KIDNAPPING MINOR BY RELATIVE	265/26 A	F	UTTER FALSE PRESCRIPTION	94C/33	F
KIDNAPPING MINOR BY RELATIVE, ENDANGER SAFETY	265/26 A	F	VANDALIZE CHURCH/SYNAGOGUE/CEMETERY, \$5000 OR LESS	266/127 A	F
LARCENY, BANK EMPLOYEE OR OFFICER	266//52	F	VANDALIZE CHURCH/SYNAGOGUE/CEMETERY, OVER 5000	266/127 A	F

OFFENSE	MGL	FELONY, MISDEMEAN OR	OFFENSE	MGL	FELONY, MISDEMEAN OR
LARCENY, CONTROLLED SUBSTANCE, FROM 94C/37	94C/37	F	VANDALIZE SCHOOL/CHURCH/EDUCATIONAL BLDG	266/98	F
AUTHORIZ PERS					
LARCENY, FIREARM	266/30	F	VIOLATION OF PROTECTIVE ORDER (209)	209/7	M

**C. DISCRETIONARY DISQUALIFICATION:**

To be deemed eligible for employment or other service, a candidate must receive the Hiring Authority's written authorization based on clear and convincing evidence if he or she:

1. has been convicted of committing a felony other than those described in the Disqualifications in VIII. A. or B., above; or,
2. has been convicted of committing a misdemeanor for any offense not listed in this policy and the nature of offenses demonstrates a potential risk to clients; or
3. has been arraigned on three separate occasions leading to conviction, irrespective of the nature of the crimes, or
4. has been convicted more than once of committing any crime or other infraction that will likely infringe on the candidate's ability to fulfill any of the job requirements, such as driving offenses for employees who may require the use of a car and fraud convictions for employees who have access to funds; or,
5. has been convicted of any of the following crimes:

**CRIMES THAT ARE DISCRETIONARY DISQUALIFICATIONS**

OFFENSE	MGL	FELONY, MISDEMEAN OR	OFFENSE	MGL	FELONY, MISDEMEAN OR
A&B	265/13A	M	MANUFACTURE/DISTRIBUTE CLASS E SUBSTANCE	94C/32D	M
A&B ON POLICE OFFICER	265/13D	M	NON-SUPPORT OF MINOR CHILD OUT OF WDLCK	273/15	M
A&B ON PUBLIC SERVANT	265/13D	M	NON-SUPPORT OF MINOR CHILD(REN)	273/1	M
A&B OR ASSAULT ON CORRECTIONAL OFFICER	127/38B	M	OBSCENE TELEPHONE CALLS	269/14A	M
ABANDON W/O SUPPORT OF MINOR CHILD	273/1	M	OBSTRUCT JUSTICE	268/34	M
ABANDON W/O SUPPORT OF SPOUSE	273/1	M	OPERATE M/V AFTER LICENSE REVOKD FOR DRUNK DRIVING	90/23	M
ABANDON W/O SUPPORT OF SPOUSE & MINOR CHILD	273/1	M	OPERATE M/V UNDER INFLUENCE, DRUGS	90/24	M
ABANDONING M/V	90/22B	M	OPERATE M/V UNDER INFLUENCE, DRUGS, 2ND OFFENSE	90/24	M
ACCESSORY AFTER FACT (VARIABLE)	274/4	F	OPERATE M/V UNDER INFLUENCE, LIQUOR	90/24	M
ACCOSTING	272/53	F	OPERATE M/V UNDER INFLUENCE, LIQUOR, 2ND OFFENSE	90/24	M
ADULTERATION ALCOHOLIC BEVERAGE	138/16	M	OPERATE M/V UNDER INFLUENCE, LIQUOR, NEGL, SER INJ	90/24L	M
ADULTERY, UNMARRIED DEFENDANT	272/14	M	OPERATE M/V UNDER INFLUENCE, LIQUOR, RECK, SCR INJ	90/24L	M
AFFRAY	272/53	M	OPERATE M/V UNDER INFLUENCE, LIQUOR, SER INJ	90/24L	M
ANNOYING PHONE CALLS	269/14A	M	OPERATE M/V W/O LICENSE, 2ND OFFENSE	90/10	M
ASSAULT	265/13A	M	PEEPING TOM	272/53	M
ATTEMPT TO COMMIT CRIME (VARIABLE)	274/6	M	POSSESS ALTERED FID CARD	140/131	F
B&E DAY, INTEND COMM MISDEMEANOR	266/16A	F	POSSESS BURGLARIOUS TOOLS	266/49	F
B&E DAY, M/V	266/16A	M	POSSESS CLASS D SUBSTANCE, INTENT TO DISTRIBUTE	94C/32C	M

OFFENSE	MGL	FELONY, MISDEMEAN OR	OFFENSE		
B&E NIGHT, INTEND COMM MISDEMEANOR	266/16A	M	POSSESS CLASS E SUBSTANCE, INTENT TO DISTRIBUTE	94C/32D	M
B&E RECOGNIZANCE VIOLATION	276/82A	M	POSSESS COUNTERFEIT SUBS W/ INTENT DISTRIBUTE	94C/32 G	F
BEING PRESENT WHERE HEROIN KEPT	94C/35	M	POSSESS DANGEROUS WEAPON UNLAWFULLY	269/10	F
BOMB SCARE	269/14	F	POSSESS DANGEROUS WEAPON/STUN GUN	140/131 J	F
CARRYING LOADED RIFLE/SHOTGUN, PUBLIC WAY	269/12D	M	POSSESS FIREARM W/O FIREARM ID, SUB OFFENSE	269/10H	M
CIVIL RIGHTS VIOLATION, ATTEMPT	265/37	M	POSSESS FIREARM, NUMBER DEFACED	265/11C	F
CIVIL RIGHTS VIOLATION, NO BODILY INJURY	265/37	M	POSSESS HYPODERMIC SYRINGE OR NEEDLE	94C/27	M
CONSPIRACY	274/7	F	POSSESS INFERNAL MACHINE	266/102 A	F
CONSPIRACY TO DEFRAUD	266/53	F	POSSESS M/V MASTER KEY	266/49	F
CONSPIRACY TO VIOLATE CONTROLLED SUBSTAN LAW	94C/40	F	POSSESS MATTER HARMFUL MINOR	272/28	F
CREDIT CARD, LARCENY OF	266/37B	M	POSSESS OBSCENE "PORNOGRAPHIC" MATERIAL	272/29	F
DISCHARGING FIREARM, 500 FT	269/12E	M	POSSESS SHOTGUN, BARREL UND "SAWED OFF"	18 269/10C	F
DISCHARGING WEAPON NEAR HIGHWAY/DWELL, HUNT	131/58	M	POSSESSION OF FIREARM	140/129 C	M
DISPENSE CONTROLLED SUBSTAN, REGISTERED	94C/25	M	PROCURE LIQUOR FOR MINOR	138/34	M
DISTRIBUTE CONTROLLED, SUBSTAN PRESCRIPTION	94C/25	M	PROSTITUTION	272/53A	M
DRUG PARAPHENELIA	94C/321	M	PROSTITUTION, SUB OFFEN	272/53A	M
EMBEZZLEMENT BY FIDUCIARY	266/7	F	RECEIVE/BUY STOLEN PROPERTY, OVER \$250	266/60	F
ENGAGING IN SEX, PROSTITUTION, ""JOHN""	272/53A	M	RESISTING ARREST	268/23	M
ENGAGING IN SEX, PROSTITUTION, ""JOHN"", SUB OFFEN	272/53A	M	RIOT	269/1	M
ENTER W/O BRK, TRUCK, INTEND FELONY	266/20A	F	SELL/DELIVER ALCOHOLIC BEVERAGES PERSON UNDER 21	138/34	M
FAIL KEEP RECORDS ON CONTROLLED SUBSTAN	94C/15	M	SOLICITING PROSTITUTE	272/8	F
HOUSE OF ILL FAME	272/24	M	SOLICITING PROSTITUTE, SUB OFFENSE	272/8	F
ILLEGAL POSSESS CLASS C SUBSTANCE	94C/34	M	TAKING M/V W/O AUTHORITY, STEAL PARTS	266/28	F
ILLEGAL POSSESS CLASS D SUBSTANCE	94C/34	M	TELECOMMUNICATIONS FRAUD	166//42 A	M
ILLEGAL POSSESS CLASS E SUBSTANCE	94C/34	M	THROW EXPLOSIVES	266/102	F
INDECENT EXPOSURE	272/53	M	UNAUTHORIZED USE, CREDIT CARD, OVER \$250	266/37C	F
LARCENY BY CHECK	266/37	F	UNLAWFUL POSSESSION, BOMB	148/35	M
LARCENY BY CHECK (VARIABLE)	266/37	F	UNLAWFUL POSSESSION, DANGEROUS WEAPON	269/10	F
LARCENY BY FALSE PRETENSE (VARIABLE)	266/30	F	UNLAWFUL POSSESSION, EXPLOSIVES	266/102	F
LARCENY IN BLDG, SHIP, VESSEL OR RR CAR	266/20	F	UNLAWFUL POSSESSION, FIREARM (AMMUNITION, RIFLE)	140/129 C	M
LARCENY IN TRUCK/TRAILER	266/20B	F	UNLAWFUL POSSESSION, SHOTGUN	140/129 C	M
LARCENY, CHECK SCHEME (CONTINUING SCHEME)	266/30	M	UNLAWFULLY OBTAIN CONTROLLED SUBSTANCE	94C/33	F
LARCENY, M/V OR TRAILER	266/28	F	USE M/V, COMMISSION OF FELONY	90/24A	F
LARCENY, PROPERTY \$250 OR LESS	266/30	M	UTTER FORGED INSTRUMENT	267/5	F
LARCENY, PROPERTY \$250 OR LESS (VARIABLE)	266/30	M	UTTER FORGED INSTRUMENT (VARIABLE)	267/5	F

OFFENSE	MGL	FELONY, MISDEMEAN OR	OFFENSE		
LEAVE COMM W/O SUPPORT MINOR CHILD OUT OF WDLCK	273/15	M	VIOLATE DOMESTIC PROTECTIVE ORDER	208/34	M
LEAVE COMM W/O SUPPORT OF MINOR CHILD	273/1	M	VIOLATE STALKING LAW	265/43	F
LEAVE COMM W/O SUPPORT OF SPOUSE & MINOR CHILD	273/1	M	VIOLATE SUPPORT ORDER	273/1	M
LEAVE SCENE AFTER PERSONAL INJURY, M/V	90/24	M	VIOLATE SUPPORT ORDER, MINOR CHILD OUT OF WDLCK	273/15	M
LEWD & LASCIVIOUS SPEECH & BEHAVIOR	272/53	M	WILLFULLY & MALICIOUSLY BURN M/V	266/127	F
M/V HOMICIDE, NEGLIGENT OPERATION	90/24G	F	WILLFULLY & MALICIOUSLY KILL BEAST	266/127	F
M/V HOMICIDE, RECKLESS OPERATION	90/24G	F	WANTON DESTRUCTION, PERS/REAL PROPERTY	272/73	M
MALICIOUS DESTRUC, PERS/REAL PROP, OVER \$250	266/127	F	WANTON DESTRUCTION, PERS/REAL PROPERTY, OVER \$250	233/5	M

**IX. MISCELLANEOUS PROVISIONS**

A. Dissemination

CORI records may be disseminated only to individuals certified by the CHSB to receive such information, such as the Hiring Authority or CORI Coordinator. CORI Units shall maintain a listing of persons so certified. Willful dissemination of Criminal Offender Record Information to unauthorized individuals is punishable by a jail sentence of up to one year and/or a fine of \$5,000 in addition to civil penalties, pursuant to M.G.L. c. 6 § 178.

B. Agency Audits

Each EOHHS agency shall review, on at least an annual basis, statistical information on all CORI requests and investigations maintained by each CORI Unit.

C. Updates

The EOHHS General Counsel shall, on an annual basis, identify changes made by the Legislature to criminal statutes in the previous year and shall, where appropriate, amend the list of disqualifying offenses under this policy.

D. Incidents

Any Hiring Authority who receives an allegation that an employee with a positive CORI history has harmed an EOHHS client shall immediately report the allegation to the Investigation Unit of EOHHS. Notification shall include documentation of the hiring decision of the Hiring Authority. The Investigation Unit shall review such documentation and shall report to the EOHHS Secretary whether this policy has been followed and whether the Hiring Authority exercised due care in making the hiring decision.

**X. IMPLEMENTATION RESPONSIBILITY**

**DMH: The Commissioner shall designate the senior manager in the division of Human Resources to be responsible for the implementation of this policy.**

**FORM SC-1 9/96**

**THE DEPARTMENT OF MENTAL HEALTH HAS BEEN CERTIFIED BY THE CRIMINAL HISTORY SYSTEMS BOARD FOR ACCESS TO CONVICTION AND PENDING CRIMINAL CASE DATA. AS AN APPLICANT FOR THE POSITION OF \_\_\_\_\_, I UNDERSTAND THAT A CRIMINAL RECORD CHECK WILL BE CONDUCTED FOR CONVICTION AND PENDING CRIMINAL CASE INFORMATION ONLY AND THAT SUCH INFORMATION WILL NOT NECESSARILY DISQUALIFY ME. THE INFORMATION BELOW IS CORRECT TO THE BEST OF MY KNOWLEDGE.**

**APPLICANT INFORMATION (PLEASE PRINT OR TYPE INFORMATION)**

**( ) I wish to withdraw my application for employment, volunteer appointment or trainee placement.**

**DMH AREA:** \_\_\_\_\_ **WORK SITE:** \_\_\_\_\_

**LAST NAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **MI** \_\_\_\_\_ **MAIDEN NAME or ALIAS ( If APPLICABLE)** \_\_\_\_\_

**MOTHER'S MAIDEN NAME** \_\_\_\_\_ **FATHER'S NAME** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_/\_\_\_/\_\_\_ **SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIST ANY STATE(S) YOU HAVE LIVED IN OVER THE PAST 10 YEARS:** \_\_\_\_\_

**AS AN APPLICANT FOR APPOINTMENT OR EMPLOYMENT, I UNDERSTAND THAT A CORI RECORD CHECK WILL BE CONDUCTED , AND THAT THE DEPARTMENT OF MENTAL HEALTH HAS PERMISSION TO CONDUCT FURTHER PERIODIC CORI INVESTIGATIONS DURING THE COURSE OF MY APPOINTMENT OR EMPLOYMENT WITH THE DEPARTMENT.**

\_\_\_\_\_  
**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_/\_\_\_/\_\_\_

**REQUESTED BY:** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_  
( AUTHORIZED CORI DMH PERSONNEL )

**RECORD ATTACHED** \_\_\_\_\_ **CHSB USE ONLY** \_\_\_\_\_ **NO RECORD** \_\_\_\_\_





**FORM SC-1S Supplemental Form**

**VOLUNTEER OR TRAINEE SUPPLEMENTAL CORI INFORMATION  
REQUIRED**

**HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES \_\_\_\_\_ NO \_\_\_\_\_.**

**HAVE YOU EVER BEEN CONVICTED OF ANY OTHER OFFENSE AGAINST THE LAW? \*\* YES\_\_ NO\_\_**

**EXPLAIN:**

**DATE OF COURT OFFENSE(S):**

**DISPOSITION(S):**

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\*\* You are not required to disclose information for:

1. any offense committed prior to your seventeenth (17th) birthday, unless such offense was bound over for trial in Superior Court (i.e. tried as an adult);
2. a first misdemeanor conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace;
3. a misdemeanor conviction which resulted in a period of incarceration which ended more than five (5) years ago unless you have been convicted of any offense within the last five (5) years; or
4. a misdemeanor conviction which occurred more than five (5) years ago unless you was convicted of any offense within the last five (5) years.

**THE INFORMATION ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE**

**CORI REQUEST TO HIRE FORM SC-2 10/96**

**TO:** \_\_\_\_\_, Assistant Commissioner for Human Resources  
**FROM:** \_\_\_\_\_, Area Director  
**RE:** Request to hire/appoint an individual with a positive CORI -pursuant to DMH Policy 95-3 and EOHHS Policy 0001.  
**DATE:** \_\_\_\_\_

Pursuant to EOHHS Policy 0001 and DMH Policy 95-3 "New DMH Criminal Offender Record Information Policy for DMH and Vendor Employees and Volunteers" I desire to hire or appoint the following individual with a positive CORI history:

Name \_\_\_\_\_ Title \_\_\_\_\_

Functional description of the position and Consumer Contact ( attach job description)

\_\_\_\_\_

**Rationale for the recommendation to hire/appoint**

Age of the conviction \_\_\_\_\_ Age of applicant at time of the offense \_\_\_\_\_

Degree of satisfaction of any parole or probation conditions \_\_\_\_\_

\_\_\_\_\_

Seriousness and specific circumstances of the offense ( for applicants who are not ineligible for employment pursuant to Section V111 A, B or C of EOHHS Policy 0001 based upon a review of court records and probation reports ) & relationship of the criminal act to the nature of the work or activity to be performed. For all applicants, include work history section of EOHHS employment application, references and any other relevant evidence of rehabilitation or lack thereof.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use additional space if required

Attach original data sheet and application if CORI record was not disclosed on application form

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**Central Office Department of Mental Health Review**

The review committee on \_\_\_\_\_ took the following action:

Approved \_\_\_\_ Denied \_\_\_\_ Other \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

Implementation Guidelines  
for  
EOHHS/DMH CORI Policy #97-2

These guidelines are intended to assist DMH, Vendor and Educational Institution or Hospital Hiring Authorities in implementing DMH Policy #97-2.

The following are responsibilities of each Hiring Authority, as defined in Policy # 97-2, regarding the actual carrying out of CORI screening:

**DMH Hiring Authority:**

1. Ensures that a Form SC-1 is complete for all candidates, volunteers and trainees (See Attachment A).
2. Forwards a copy of the completed Form SC-1 to the Central Office CORI Coordinator only for those candidates being seriously considered for employment, volunteer service or training.
3. Establishes a review mechanism to examine and evaluate all candidates for hire, volunteer service or training with positive CORI reports .
4. If after review the decision is to recommend for approval a candidate with a positive CORI report, it must immediately forward a request to approve, including the original CORI data sheet, title for which the candidate is being hired/appointed/placed, functional description of the position and the rationale for the recommendation, to the Commissioner or designee in the Central Office on Form SC-2. (Attachment B)

All such requests for review will be sent to a committee appointed by the Commissioner that includes representatives from the Human Resources and AA/EEO offices and the Program Operations division. This committee convenes on an as-needed basis to review all requests made by a DMH Hiring Authority to approve a candidate with a positive CORI report. The committee must notify the DMH Hiring Authority of its decision whether or not to recommend the candidate within ten business days of receiving the request, forward all documentation related to its recommendation to the CORI Coordinator, and inform the Commissioner of the committee's recommendation.

5. Exercises reasonable discretion, considering staffing needs, to allow any person aggrieved by non-selection because of a possible error in CORI information time to rectify such situation with the Criminal History Board.
6. Ensures there is a signed affiliation agreement between each educational institution or hospital that sends trainees to one of its facilities or programs and that facility or program. The agreement shall certify the educational institution or hospital's willingness to conduct or arrange for a CORI check on each prospective trainee and specify who will conduct the check. In the case of a trainee with a criminal history, the Hiring Authority that performed the CORI check must approve the trainee's placement in accordance with the provisions of the policy and guidelines.\*\*

**\*\*Information received as a result of a CORI check may not be shared between organizations.**

**Vendor Hiring Authority:**

1. Ensures that a CORI request form is complete for each relevant candidate, volunteer or trainee. Each vendor shall develop and use its own form.
2. Forwards a copy of the completed CORI request form to its CORI Coordinator only for those candidates being seriously considered for employment, volunteer service or training.
3. Establishes a review mechanism, subject to the approval of the vendor's respective DMH Area Director, to examine and evaluate all candidates for hire, volunteer service or training with positive CORI reports.
4. Exercises reasonable discretion, considering staffing needs, to allow any person aggrieved by non-selection because of a possible error in CORI information time to rectify such situation with the Criminal History Board.

**Educational Institution/Hospital Hiring Authority:**

1. Executes a signed affiliation agreement with each DMH or Vendor facility or program to which it intends to send trainees. The agreement shall certify the educational institution or hospital's willingness *to conduct or arrange for* a CORI check on each prospective trainee and specify who will conduct the CORI checks. In the case of a trainee with a positive CORI report, the Hiring Authority that performed the CORI check must approve the trainee's placement in accordance with the provisions of the policy and these guidelines.\*\*

**\*\*Information received as a result of a CORI check may not be shared between organizations.**

2. Ensures that all CORI request forms are complete. Each educational institution or hospital may develop and use its own form, or use the DMH Form SC-1 if DMH is to perform the CORI check.
3. Forwards a copy of the completed CORI request form to its own or other Hiring Authority CORI Coordinator (as per affiliation agreement), for those candidates seeking training placement.

The following responsibilities apply only when the Hiring Authority chooses to conduct its own CORI checks:

4. Establishes a review mechanism to examine and evaluate all candidates for training with positive CORI reports.
5. Exercises reasonable discretion, considering staffing needs, to allow any person aggrieved by non-selection because of a possible error in CORI information time to rectify such situation with the Criminal History Board.

**CORI Coordinator Responsibility**

1. Submits the necessary personal data to the Criminal History Systems Board for a CORI check upon receipt of Form SC-1 or CORI request form for each candidate being seriously considered for hire, appointment or placement.

2. Provides written confirmation to the Hiring Authority performing the check of the result of the CORI check upon receipt of the CORI information from the Criminal History Systems Board that a candidate's CORI investigation has resulted in a showing of no criminal record. Retains such record.
3. Notifies the Hiring Authority of the existence of a positive CORI report and provides documentation of such report as provided by the Criminal History Systems Board. Retains such record.\*\*

**\*\*Information received as a result of a CORI check may not be shared between organizations.**

### **Review by Department of Mental Health**

Each vendor and educational institution or hospital shall maintain statistical information on all CORI requests which shall be available for review by the DMH Area office at least annually. Such information shall include, but not be limited to, the number of requests and the number of candidates approved for employment, volunteer service or training placement with positive CORI reports, according to categories in DMH Policy #97-2.