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# Executive Office of Public Safety and Security

## Department of Criminal Justice Information Services

CORI Training  
October 7, 2024

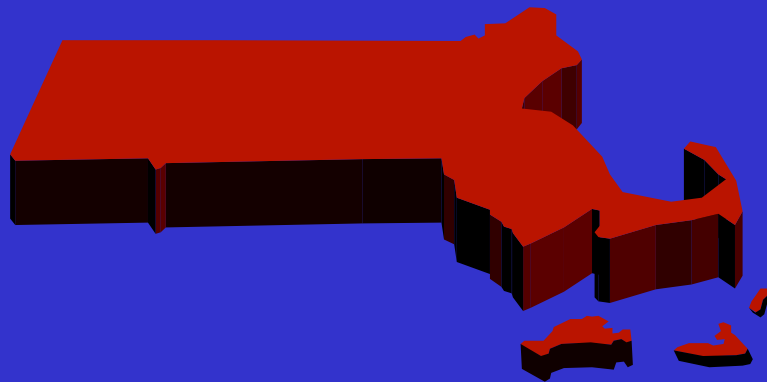
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# What is the Department of Criminal Justice Information Services (DCJIS)?



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 Records Review Board*;
- ✓ operate the Firearms Records Bureau; and
- ✓ provide and technically support the Victim Notification Registry for the victims of crime.



# What is CORI?

## Criminal Offender Record Information

Records and data in any communicable form compiled by a Massachusetts criminal justice agency about an identifiable individual that relate to:



- ✓ nature or disposition of a criminal charge,
- ✓ an arrest, a pre-trial proceeding,
- ✓ other judicial proceedings,
- ✓ sentencing,
- ✓ incarceration,
- ✓ rehabilitation,
- ✓ or release.

Does not include juvenile criminal history, except for charges on which a juvenile was adjudicated as an adult.

# What is CORI Reform?

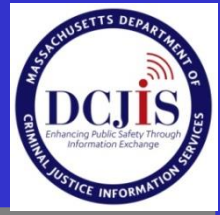
On August 6, 2010, the Governor signed into law Chapter 256 of the Acts of 2010, a.k.a. CORI Reform, making significant changes to the CORI law.

This law provides ex-offenders with a better chance of re-integration and obtaining employment while taking public safety into account.

The law changed who is authorized to access CORI and how CORI is accessed.

Most of the CORI Reform provisions became effective on May 4, 2012.

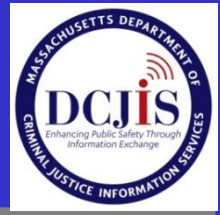




# Criminal Justice Reform Bill

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- Chapter 69 of the Acts of 2018, signed into law by Governor Baker on April 13, 2018.
- Key provisions related to CORI and FBI records:
  - Update to definition of CORI;
    - CORI does not include offenses dismissed prior to arraignment.
    - Defined what is considered adjudicated as adult for CORI dissemination purposes.
  - Dissemination of not guilty by reason of insanity dispositions;
    - Available to those seeking records under standard and open CORI access.
  - Reduced timeframes to seal records; and
  - Ability to expungement certain records, also includes FBI records.



# All Employers Have Standard Access to CORI

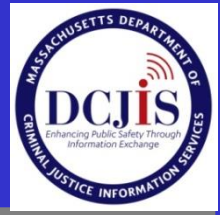
Employers now have access to:

- ✓ Any criminal charges pending as of the date of the request, including open cases that have been continued without a finding until dismissed.
- ✓ All felony or misdemeanor convictions, but only if the individual was found guilty of or released from incarceration for a misdemeanor within 5 years of the request or a felony within 10 years of the request.
- ✓ Findings of not guilty by reason of insanity relating to felony offenses for 10 years from disposition date.
- ✓ All murder, manslaughter, and sex offense convictions (unless sealed or expunged), regardless of the date of the individuals last misdemeanor or felony conviction.
- ✓ CORI Reform and the Criminal Justice bill do not include automatic sealing.

# Certain Employers Have Required CORI Access

1. 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).





# The Public Has Limited Access to Open CORI

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“Open CORI” includes:

- ✓ Misdemeanor convictions within one year of conviction or release from incarceration;
- ✓ Felony convictions and findings of not guilty by reason of insanity (“NGRI”) within two years of conviction or release from incarceration;
- ✓ All felony convictions and findings of NGRI punishable by five or more years of incarceration within ten years of conviction or release from incarceration; and
- ✓ All murder, manslaughter and sex offense convictions, unless sealed or expunged.



# What is Required 1 Access?

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

Examples of Required 1 agencies:

Hospitals; Healthcare Staffing Agencies;

Healthcare Clinical Programs; Banks;

Security System Installers; and Amusement Device

Operators.



# What is Required 2 Access?

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



# Agencies with Required 2 CORI Access

Examples of Required 2 Agencies:  
Schools;  
Assisted Living Facilities;  
Nursing Homes;  
Programs for Children;  
Councils on Aging; and  
Military Recruiters.



# 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 only available to camps for children!**

# What is Required 4 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 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;
- ✓ information relating to those offenses for which the *subject* was adjudicated as an adult while younger than 18 years old; and
- ✓ information regarding criminal offenses that have been sealed.

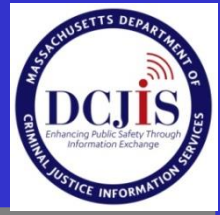


**This level of CORI is only available to the MA Department of Early Education and Care and Department of Children and Families!**

# Criminal Justice Agency Access to Sealed Records

“Criminal justice agencies may obtain all criminal offender record information, including sealed records, for the actual performance of their criminal justice duties.”

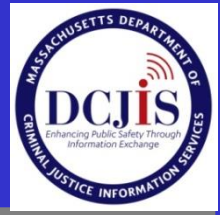




# Requesting your Client's CORI

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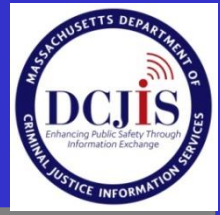
- Advocate's requests for CORI are accepted online and through the mail
  - Personal CORI includes all CORI information and non-incarcerable offenses
  - CORI form includes space for current and maiden name
  - Form must be notarized
  - Affidavit of indigency must be completed for fee waiver requests
  - Paper Requests are processed within 5 to 10 business days, Electronic requests typically same day return
  - Forms available at [www.mass.gov/cjis](http://www.mass.gov/cjis)



# Requesting your Client's CORI Cont.

- Attorneys and advocates submitting through iCORI:
  - Shall obtain a signed Advocate Request Form; and
  - Form shall be maintained for a period of one year.
- Attorneys and advocates submitting by mail:
  - Shall obtain a signed Advocate Request form; and
  - May maintain a copy of the form. Only required to maintain for electronic requests.
- DCJIS is developing the Attorney Affidavit Form and will publish this information on its website when available.



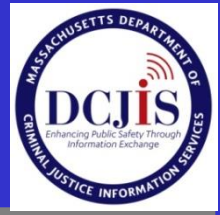


## Remote Identity Verification 803 CMR 2.11(e)

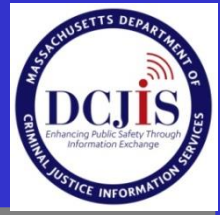
(e) Requestors that are unable to verify a subject's identity either in person or by acceptance of a notarized CORI Acknowledgment Form, shall verify the identity of the subject by inspection of a photographic form of government-issued identification via videoconference. A legally designated representative may also use 803 CMR 2.11(5)(e) to submit a personal CORI request for and on behalf of his or her client.

An employer, volunteer organization, landlord, property management company, real estate agent, or public housing authority that verifies a subject's identity via videoconference shall verify the subject's identity in person or by acceptance of a notarized CORI Acknowledgment Form within seven days of the subject reporting to work or a volunteer opportunity or acceptance of a lease or rental. In instances where the identity does not match the information provided, the requestor shall submit a new CORI request with the information verified either in person or by acceptance of a notarized CORI Acknowledgment Form.

# Consumer Reporting Agency's Access to CORI



- CRA may access criminal history from public records including:
  - Police daily logs;
  - Newspaper articles; and
  - Criminal court files.
- CRA may access CORI from DCJIS
  - May access Open CORI to request public records
  - May access on behalf of a registered client to obtain standard or required access
    - Level of access depends on what information the client is entitled to receive
  - CRAs that access through DCJIS are subject to 803 CMR 11.00 et seq.



# CORI Policy Requirement

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- 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 [mass.gov/cjis](http://mass.gov/cjis).
- A CORI policy may be developed and maintained regardless of the number of CORI requests conducted.
- DCJIS recently updated its model CORI Policy: see [www.mass.gov/cjis](http://www.mass.gov/cjis)

# Adverse Employment & Housing Decisions Based on CORI



Before an individual employer or private landlord makes an adverse decision based on a subject's CORI, the employer/landlord must:

- Notify the applicant in person, by telephone, by fax, or by electronic or hard copy correspondence of the potential adverse employment/housing action;
- Provide a copy of the applicant's CORI to the applicant;
- 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

Effective May 4, 2012, if an employer has obtained criminal history information about an applicant, regardless of the source, he or she must provide the criminal history to the applicant prior to asking him or her about it.



# “Self-Audits” Will Help Police the System

Individuals will be able to see what non-law enforcement entities have requested their CORI.

Individuals will be able to determine if CORI checks were run prior to an interview or job rejection.

Individuals will also be able to determine if someone improperly accessed their CORI.



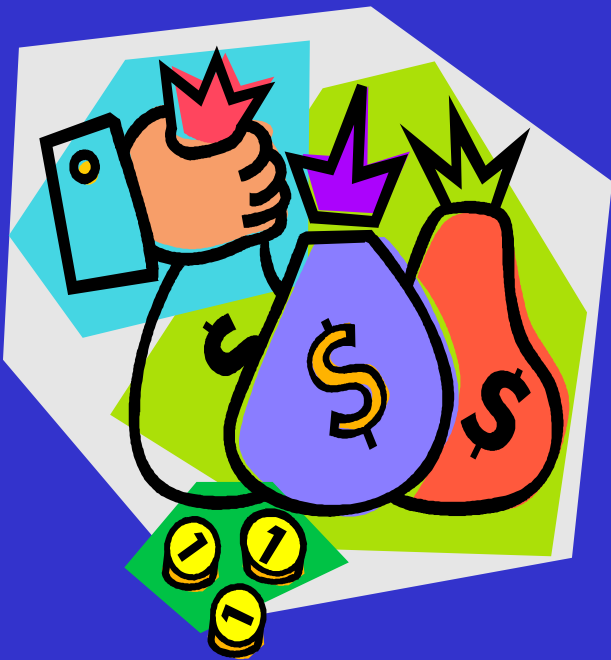
# The Criminal Records Review Board

- ✓ May 4, 2012, marked the inauguration of the Criminal Records Review Board (CRRB).
- ✓ CRRB's membership includes all members listed in c. 6, s. 168 including representatives from labor and workforce development and ex-offender rehabilitation.
- ✓ CRRB's primary role is to investigate and conduct hearings regarding complaints alleging violations of the CORI statutes and regulations.



# Increased Civil Penalties

The Board can sanction individuals, employers and landlords with increased fines.



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

Previous fine was \$500



# Increased 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.

# 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 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS GOV/CJIS  
TEL: 617-660-4600 | TTY: 617-660-4606 | FAX: 617-660-4613



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**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

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Request ID: E12REQ2-00000116  
Requested By: 123 School

Date Generated: 03/19/2012 19:17



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# CORI Report (pg 2)



Detailed legal disclaimer



THE COMMONWEALTH OF MASSACHUSETTS  
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Department of Criminal Justice Information Services  
200 Arlington Street, Suite 2200, Chelsea, MA 02150, MASS.GOV/DCJIS  
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.

Request ID: E12REQ2-00000116  
Requested By: 123 School

Date Generated: 03/19/2012 19:25



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# CORI Report (pg 3)



THE COMMONWEALTH OF MASSACHUSETTS  
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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)

Subject 1 of 1

PCF Number: 1293

Name: RECORD, TEST  
Date of Birth: 01/13/1929  
Sex: MALE  
Height: 600  
Hair Color: BROWN  
Address: 1 MAIN ST BOSTON MA  
Father's Name: TEST TEST  
SSN:  
Place of Birth:  
Weight: 200  
Eye Color: BLUE  
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  
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  
Offense Literal: DISTURBING THE PEACE(BREACH)  
Offense Description:  
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  
Offense Type: MISDEMEANOR  
Offense Literal: RECEIVING STOLEN PROPERTY  
Offense Description: UNDER

Request ID: E12REQ2-00000116  
Requested By: 123 School

Date Generated: 03/20/2012 13:35

DCJIS Enhancing Public Safety Through Information Exchange

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Matching subject information

Pending case

Non-conviction

# CORI Report (pg 4)



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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.:      Police Dept. Phone:  
Disposition Type: CONVICTION      Disposition Date: 06/01/2005  
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.:      Police Dept. Phone:  
Disposition Type: NON CONVICTION      Disposition Date: UNKNOWN  
Incarcerated: N/A      Incar. Release Date: N/A

Court Appearance 4 of 5      Appearance Date: 02/02/1998

### Offense 1 of 1

Docket Number: 0914CR003272A      Case Status: CLOSED  
Offense Type: FELONY  
Offense Literal: FIREARM VIOLATION(SPECIFY)  
Offense Description: POSS  
Court Name: CHELSEA DISTRICT      Court Phone:  
Police Dept.:      Police Dept. Phone:  
Disposition Type: CONVICTION      Disposition Date: UNKNOWN  
Incarcerated: YES      Incar. Release Date: 10/01/1998

Court Appearance 5 of 5      Appearance Date: 09/05/1985

### Offense 1 of 1

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

Request ID: E12REQ2-00000116  
Requested By: 123 School

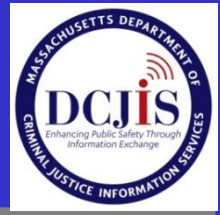
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Conviction

Manslaughter  
conviction



# DCJIS Contact Information

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- DCJIS website: [www.mass.gov/cjis](http://www.mass.gov/cjis)
- Email: [icori.info@state.ma.us](mailto:icori.info@state.ma.us)
- Phone number: 617-660-4600
- Legal: 617-660-4760