



Wollaston Yacht Club

CORI Policy

WYC CORI POLICY

This policy is applicable to the criminal history screening of prospective members of Wollaston Yacht Club (WYC). WYC will follow the practices and procedures listed below regarding Criminal Offender Record Information (CORI) as part of the member application process.

I. CONDUCTING CORI SCREENING

CORI screening will only be conducted as authorized by the DCJIS and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed.

Additional CORI screenings will not be required of an active member in good standing. If a member allows his membership to lapse, a new CORI screening will be required as part of the re-application process.

II. ACCESS TO CORI

All CORI obtained from the DCJIS is confidential, and access to the information will be limited to the three elected bridge positions of the current season:

1. Commodore
2. Vice-Commodore
3. Rear-Commodore

WYC will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

III. CORI TRAINING

An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at WYC will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

As required by MGL c. 6, s. 171A, WYC will maintain a CORI Policy, and all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the CORI Policy.

IV. USE OF CORI IN BACKGROUND SCREENING

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.

V. VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the 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.

VI. QUESTIONING A SUBJECT ABOUT HIS/HER CRIMINAL HISTORY

The subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to being questioned about it. The source(s) of the criminal history record is also to be disclosed to the subject.

VII. DETERMINING SUITABILITY

If a determination is made, based on the information as provided in section V of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for membership will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but are not limited to, the following:

1. Relevance of the record to the position sought;
2. The nature of the work to be performed;
3. Time since the conviction;
4. Age of the candidate at the time of the offense;
5. Seriousness and specific circumstances of the offense;
6. The number of offenses;
7. Whether the applicant has pending charges;
8. Any relevant evidence of rehabilitation or lack thereof; and
9. Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

VIII. ADVERSE DECISIONS BASED ON CORI

Before taking adverse action against a membership applicant or member based on the subject's CORI or criminal history information that was received from a source other than the DCJIS, an employer or volunteer organization shall:

1. Comply with applicable federal and state laws and regulations;
2. Notify the subject in person, by telephone, fax, or electronic or hard copy correspondence of the potential adverse membership action;
3. Provide a copy of the subject's CORI or criminal history information to the subject;
4. Identify the source of the criminal history information;
5. Provide a copy of the requestors CORI Policy, if applicable;
6. Identify the information in the subject's CORI or criminal history information that is the basis for the potential adverse action;
7. Provide the subject with the opportunity to dispute the accuracy of the information contained in the CORI or criminal history information;
8. When CORI is considered as a part of a potential adverse action, provide the subject with a copy of DCJIS information regarding the process for correcting CORI; and
9. Document all steps taken to comply with the process above.

IX. SECONDARY DISSEMINATION LOGS

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.