

# **CORI - Policy**

## **Introduction**

The Roman Catholic Archbishop of Boston, a Corporation Sole (“Archdiocese of Boston”) is fully committed to ensuring the safety of the most vulnerable population to whom the Archdiocese ministers. Pursuant to the General Laws of the Commonwealth of Massachusetts, the Archdiocese is committed to obtaining all available criminal offender record information for the following: all volunteers who minister to or have the potential for unmonitored access to children, youth, elderly or the disabled on behalf of the Archdiocese of Boston; all paid parish staff; all Roman Catholic clergy; and all school staff, faculty, school volunteers and any individual at a Catholic school within the Archdiocese, who may have direct and unmonitored contact with children. As such, the Archdiocese, through its Office of Volunteer Resources, has developed a process by which it will conduct background checks through the Criminal History Systems Board (CHSB) of the Commonwealth of Massachusetts. The process allows the Archdiocese to receive and review Criminal Offender Record Information (CORI) Reports from the CHSB for the above categories of individuals.

The Archdiocese has established guidelines, adapted from the Massachusetts Executive Office of Health and Human Services, to determine whether these individuals are appropriate for employment and/or volunteer service in the Archdiocese of Boston. The implementation of these guidelines is set forth in this CORI Policy of the Archdiocese of Boston.

## **The CORI Process**

### **Parishes**

#### **1.) Who needs a CORI check?**

The Archdiocese of Boston requires that all clergy, including those not serving in a parish, and all parish staff (full and part-time), together with all volunteers (17 years of age and older) who minister to or have the potential for unmonitored access to children, youth, elderly or the disabled, undergo a CORI check. A “CORI check” is an individual’s submission of his/her completed CORI Request Form to the Parish Coordinator in accordance with this Policy. Examples of those ministries which must undergo a CORI check, include, but are not limited to: Ministries to the Dying, Music Ministry, Religious Education, Parish Health Care, Youth Ministry, and Parish-chartered Boy Scout/Girl Scout Troops. If a pastor/administrator has a question with respect to which volunteers have the potential for unmonitored access to children, youth, elderly or the disabled, he should contact the Office of Volunteer Resources.

#### **2.) When to have a CORI check**

All clergy, and all parish staff (full and part-time) together with all volunteers (17 years of age and older) who minister to or have the potential for unmonitored access to children, youth, elderly or the disabled will undergo an annual CORI check. All such individuals are required to have a CORI check prior to their employment or volunteer service. It is the responsibility of the pastor/administrator of each parish to ensure that an individual who is required to have a CORI check in accordance with this policy, does not commence his/her employment or volunteer service prior to the completion of the CORI check.

#### **3.) Submission of CORI Request Forms**

The pastor/administrator of each parish shall select a member of the parish staff to serve as the "Coordinator" for the CORI Request process. It shall be the "Coordinator's" responsibility to ensure that all individuals who are required to have a CORI check in the parish, fill out a CORI Request Form. There are three different CORI Request Forms for parishes depending upon the nature of the individual's responsibility:

Form One: All Clergy, Pastoral Associates, Chaplains, Seminarians (including applicants to either Seminary), Parish Nurses, Paid Visitation Coordinators and Volunteers Ministering to Elderly and Disabled

Form Two: Paid Parish Staff- Excluding Clergy, Pastoral Associates, Parish Nurses and Paid Visitation Coordinators

Form Three: Volunteers Ministering Directly to Children, Youth and Other Parish Volunteers If They Have the Potential For Unmonitored Access To Children

Copies of the Forms are attached to the Appendix at A1-3. The Office of Volunteer Resources will send out a new Form each year to the parishes. An individual shall only fill out one CORI Request Form each year. Once the individual has filled out the Form, the Coordinator shall check to see if the information is complete and legible. The Coordinator, or his/her designee, shall also verify the identity of the individual by requiring that the individual produce a government issued photographic identification at the time their CORI Request Form is submitted to the Coordinator. The Coordinator, or his/her designee, shall then sign the Form and make a copy of it for the parish and then submit the original Form to the Office of Volunteer Resources in accordance with the schedule established by the Director of the Office of Volunteer Resources. The Coordinator may send the Forms of several individuals together at one time. If several Forms are submitted at one time, the Forms shall be grouped according to the type of Form and alphabetized by last name. The Form(s) shall be mailed directly to:

Office of Volunteer Resources  
Attention: Ann Lally, Director  
2121 Commonwealth Avenue  
Brighton, MA 02135

(Please note: Do Not, Under Any Circumstances, Submit CORI Request Forms directly to the CHSB.)

The parish will receive confirmation from the Office of Volunteer Resources indicating that the CORI Request Forms were received. The Coordinator shall keep the confirmation on file with the copies of the CORI Request Forms. The Office of Volunteer Resources will submit the Forms to the CHSB.

#### **4.) Individuals From Out of State**

The CHSB has access only to Massachusetts criminal offender record information. Therefore, if there is an individual in the parish who is required to have a CORI check, but is currently not residing in Massachusetts, the individual will be required to obtain their CORI Return for their current state of residence. The contact information to obtain CORI Returns from other states is attached at A5-6. It will be the individual's responsibility to get a copy of their out of state CORI Return(s) and submit the CORI Return(s) to the Coordinator in a sealed envelope marked "Personal and Confidential". The Coordinator shall then forward the

sealed envelope and the individual's CORI Request Form to the Office of Volunteer Resources. The envelope should clearly identify the parish name and its location.

## **5.) Evaluation of CORI Returns**

The Office of Volunteer Resources will receive all CORI Returns directly from the CHSB. The Office will review and evaluate all CORI Returns according to the criteria that the Archdiocese has set forth pursuant to guidelines established by the Massachusetts Executive Office of Health and Human Services.

If a CORI Return indicates that there are no adult records on file, the Office of Volunteer Resources will notify the parish that the CORI Return is clear. If, however, the CORI Return indicates that the individual has an adult criminal record, the office will evaluate the CORI Return and place it into one of the following three categories:

- Permanent Disqualification
- Presumptive Disqualification
- Discretionary Disqualification

Any employment or volunteer service by an individual shall be conditional pending their complete CORI Return being evaluated and cleared by the Office of Volunteer Resources.

The Office of Volunteer Resources may consult with any of the following individuals to evaluate a CORI Return: Commonwealth CORI Unit Manager, Counsel for the Legal Division of the Criminal History Systems Board, the Vicar General for the Archdiocese, the Office of the Archdiocesan General Counsel and/or the Secretary for Ministerial Personnel (who may also consult with any of the above).

### **Permanent Disqualification:**

- Administering Sex
- Armed Assault W/Intent To Murder or Rob, Victim 65+
- Armed Assault With Intent To Murder or Rob
- Assault and Battery Child With Injury
- Assault and Battery Dangerous Weapon, Victim 65+
- Assault and Battery On Retarded Person
- Assault By Dangerous Weapon, Victim 65+
- Assault With Intent to Murder or Maim
- Assault With Intent to Rape
- Assault With Intent to Rape Child
- Attempt to Murder
- Contribute Delinquency Child
- Distribute Controlled Substance, Minor
- Entice Female, Sex, Intercourse
- Exhibit Posing Child
- Incest
- Indecent Assault and Battery on a Child under 14
- Indecent Assault and Battery, Retarded Person
- Indecent Exposure
- Induce Minor to Prostitution
- Induce Prostitution

- Induce Sex, Minor
- Keeping House of Ill Fame
- Kidnapping Minor By Relative
- Kidnapping Minor By Relative, Endanger Safety
- Murder
- Open and Gross Lewdness
- Possess Matter Harmful Minor
- Possess Obscene "Pornographic" Material
- Rape
- Rape Aggravated
- Rape, Statutory Sell Obscene Literature, Under 18
- Unarmed Robbery, Victim 65+
- Unnatural Acts With Child Under 16
- Conspiracy to Commit Any of Above Offenses
- Accessory Before Any Crime In These Categories
- Attempt to Commit Any Crime In These Categories

If an individual has a criminal offense which falls within the Permanent Disqualification Category, the pastor/administrator will be contacted by the Office of Volunteer Resources and notified that the individual is disqualified from employment or serving as a volunteer under the CORI criteria of the Archdiocese of Boston. The pastor/administrator is asked to have the individual contact the Office. The Office of Volunteer Resources will notify the individual that based upon his/her CORI Report, he/she is disqualified from employment or serving as a volunteer under the CORI criteria of the Archdiocese of Boston. The Office of Volunteer Resources will provide the individual with a copy of his/her CORI Report and a copy of the CORI Policy of the Archdiocese of Boston. If the individual believes that his/her CORI Report is inaccurate, the Office of Volunteer Resources will provide the individual with a copy of the CHSB's "Information Concerning the Process in Correcting a Criminal Record." If the individual's criminal record is thereafter corrected, the individual will be provided an opportunity to undergo another CORI check in accordance with this Policy. The Office of Volunteer Resources will notify the pastor/administrator if the individual's subsequent CORI check is cleared.

An individual who is disqualified from employment or serving as a volunteer may appeal the disqualification in accordance with this Policy.

**Presumptive Disqualification:**

- Accessory After Fact (Variable)
- Accessory Before Fact
- Administering Drugs
- Aid Escape From Custody
- Armed Carjacking
- Armed Robbery
- Assault and Battery
- Assault and Battery Dangerous Weapon
- Assault and Battery Intimidation, Race/Color/Religion
- Assault and Battery On A Public Servant
- Assault By Dangerous Weapon
- Assault, Dwelling With Felony Intent
- Attempt to Burn Dwelling House
- Attempt to Commit Crime (Variable)

- Attempted Extortion
- Bomb Scare
- Breaking and Entering Day, Intent Commit Felony
- Breaking and Entering Night, Building, Ship, M/V, Intend Commit Felony
- Breaking and Entering Truck, Intend Commit Felony
- Breaking and Entering, Intend Commit Felony, Fear
- Bribery Of A Police Office
- Burglary, Armed
- Burglary, Unarmed
- Burning Building
- Burning Dwelling House
- Burning M/V or Personal Property
- Burning to Defraud Insurance Company
- Carrying Dangerous Weapon, Committing Felony
- Carrying Dangerous Weapon, Sub Offense
- Carrying Loaded Rifle/Shotgun, Public Way
- Civil Rights Violation, Bodily Injury
- Compounding Felony
- Deliver Articles to Inmates
- Deliver Drugs To Prisoner
- Deriving Support From Prostitute
- Distributing Obscene Pictures
- Drug Paraphernalia
- Engaging In Sex, Prostitution, "John"
- Enter Without Breaking, Building, Ship, M/V, Intend Felony, Fear
- Enter Without Breaking, Night, Dwell, Intend Commit Felony
- Escape By Prisoner
- Escape Furlough
- Escape or Attempt to Escape, or Failure to Return From Temporary Release or Furlough
- Extortion
- False Information For Gun Permit
- Forger, Alter Prescription
- Fugitive From Justice
- Home Invasion
- Illegal Possess Class C Substance
- Illegal Possess Class D Substance
- Illegal Possess Class E Substance
- Indecent Assault and Battery, Person 14 or Over
- Intimidation of Witness
- Involuntary Manslaughter
- Kidnapping
- Larceny Person
- Larceny, Bank Employee or Officer
- Larceny, Controlled Substance, From Authorized Person
- Larceny, Firearm
- Larceny, Person 65+
- Lewd and Lascivious Speech and Behavior
- M/V Homicide, Negligent Operation
- M/V Homicide, Reckless Operation
- M/V Homicide, Under Influence Drugs, Negligent or Reckless
- M/V Homicide, Under Influence Liquor

- Malicious Explosion
- Manslaughter
- Manufacture/Distribute Class A Substance
- Manufacture/Distribute Class B Substance
- Manufacture/Distribute Class C Substance
- Manufacture/Distribute Class D Substance
- Manufacture/Distribute/Dispense CL A Within 1000 ft. School
- Manufacture/Distribute/Dispense CL B Within 1000 ft. School
- Mayhem
- MV Homicide, Under Influence Liquor, Negligent or Reckless
- Non-Support Of Minor Child(ren)
- Obscene Telephone Calls
- Operate M/V Under Influence, Drugs, 3<sup>rd</sup> Offense
- Operate M/V Under Influence, Liquor, 3<sup>rd</sup> Offense
- Operate M/V Under Influence, Serious Injury
- Perjury
- Possess Burglarious Tools
- Possess CL A Sub With Intent to Distribute Within 1000 Ft. School
- Possess CL B Sub With Intent to Distribute Within 1000 Ft. School
- Possess CL B Sub With Intent to Distribute/Manufacture/Cultivate Within 1000 Ft. School
- Possess Class A Substance
- Possess Class A Substance, Intent to Distribute
- Possess Class B Substance
- Possess Class B Substance, Intent to Distribute
- Possess Class B Substance, With Intent to Distribute/Manufacture
- Possess Class C Substance, Intent to Distribute
- Possess Class C Substance, Sub Offense
- Possess Class D Sub With Intent to Distribute Within 1000 Ft. School
- Possess Class D Substance, Intent to Distribute
- Possess Class D Substance, Sub Offense
- Possess Controlled Substance With Intent to Distribute, Subsequent Offense
- Possess Counterfeit Substance With Intent Distribute
- Possess Firearm Without License
- Possess Firearm, Serial/ID Number Obliterated
- Possess Firearm, Serial/ID Number Obliterated, Commission Felony
- Possess Infernal Machine
- Possess M/V Master Key
- Possess Machine Gun Without License
- Possess Shotgun, Barrel Under 18 "Sawed Off"
- Procure Liquor For Minor
- Prostitution
- Receive/Buy Stolen M/V
- See Firearm Without License
- Sell Ammunition Without License
- Sell/Deliver Alcoholic Beverages Person Under 21
- Sodomy
- Soliciting Prostitute
- Throw Explosives
- Trafficking in Cocaine
- Trafficking In Cocaine Within 1000 Ft. School
- Trafficking in Heroin

- Trafficking In Heroin Within 1000 Ft. School
- Trafficking in Marijuana
- Trafficking In Marijuana Within 1000 Ft. School
- Unarmed Assault, Intent to Rob
- Unarmed Robbery
- Unlawful Possession, Bomb
- Unlawful Possession, Firearm, Commission Felony
- Unlawfully Place Explosives
- Unnatural Acts
- Utter False Prescription
- Vandalize Church/Synagogue/Cemetery
- Vandalize School/Church/Educational Building
- Violate Domestic Protective Order
- Violate Stalking Law
- Violate Support Order, Minor Child Out of Wedlock
- Violation Of Protective Order
- Conspiracy to Commit Any Of Above Offenses
- Attempts to Commit Any Crime In These Categories
- Accessory Before Any Crime In These Categories

If an individual has a criminal offense which falls within the Presumptive Disqualification Category, the pastor/administrator may be contacted and asked to have the individual contact the Office of Volunteer Resources for further clarification of his/her CORI Return. After speaking with the individual, the CORI Return will be evaluated using the following guidelines:

- The seriousness and specific circumstances of the offense;
- The length of time since the offense occurred;
- The age of the person at the time of the offense;
- The number of offenses;
- The relationship of the criminal offense to the nature of the employment or volunteer service.

If, based upon the above information, a determination is made that the individual may serve as an employee or volunteer in the Archdiocese of Boston, the Office of Volunteer Resources will notify the pastor/administrator that the individual may serve as an employee or volunteer in the Archdiocese of Boston. The pastor/administrator is required to immediately notify the individual that he/she has been approved by the Archdiocese to serve as an employee or volunteer. If, however, a determination is made that the individual is disqualified from employment or serving as a volunteer, the pastor/administrator will be contacted by the Office of Volunteer Resources and notified that the individual is disqualified from employment or serving as a volunteer under the CORI criteria of the Archdiocese of Boston. The pastor/administrator is asked to have the individual contact the Office. The Office of Volunteer Resources will notify the individual that based upon his/her CORI Report, he/she is disqualified from employment or serving as a volunteer under the CORI criteria of the Archdiocese of Boston. The Office of Volunteer Resources will provide the individual with a copy of his/her CORI Report and a copy of the CORI Policy of the Archdiocese of Boston. If the individual believes that his/her CORI Report is inaccurate, the Office of Volunteer Resources will provide the individual with a copy of the CHSB's "Information Concerning the Process in Correcting a Criminal Record." If the individual's criminal record is thereafter corrected, the individual will be provided an opportunity to undergo another CORI check in

accordance with this Policy. The Office of Volunteer Resources will notify the pastor/administrator if the individual's subsequent CORI check is cleared.

An individual who is disqualified from employment or serving as a volunteer may appeal the disqualification in accordance with this Policy.

**Discretionary Disqualification:**

- Adulteration Alcoholic Beverage
- Assault
- Attempt to Injure Depository of Valuables
- Credit Card, Larceny Of
- Cruelty to Animals
- Gaming, Implements Found Present, Manager
- Gaming, Implements Found Present, Owner
- Larceny By Check
- Larceny in Building, Ship, Vessel, Or Railroad Car
- Larceny In Truck/Trailer
- Larceny More
- Larceny, M/V Or Trailer
- Leave Scene After Personal Injury, M/V
- Malicious Destruction, Personal/Real Property, Over \$250
- Non-Support of Minor Child Out of Wedlock
- Operate M/V After License Revoked For Drunk Driving
- Operate M/V Under Influence, Drugs
- Operate M/V Under Influence, Liquor
- Possess Altered FID Card
- Receive Stolen Property, Over \$250
- Shoplifting, 3rd or Subsequent Offense
- Taking M/V Without Authority, Steal Parts
- Telecommunications Fraud
- Unauthorized Use, Credit Card, Over \$250
- Utter Forged Instrument
- Violate Support Order
- Wanton Destruction, Person/Real Property
- Willfully and Maliciously Burn MV
- Willfully and Maliciously Kill Beast
- Conspiracy To Commit Any Of Above Offenses
- Attempts To Commit Any Crime In This Category
- Accessory Before any Crime In This Category
- Any violation of any criminal statute not identified in the RCAB CORI Evaluation Criteria

If an individual has a criminal offense which falls within the Discretionary Disqualification Category, the pastor/administrator may be contacted and asked to have the individual contact the Office of Volunteer Resources for further clarification of his/her CORI Return. After speaking with the individual, the CORI Return will be evaluated using the following guidelines:

- The seriousness and specific circumstances of the offense;
- The length of time since the offense occurred;
- The age of the person at the time of the offense;

- The number of offenses;
- The relationship of the criminal offense to the nature of the employment or volunteer service.

If, based upon the above information, a determination is made that the individual may serve as an employee or volunteer in the Archdiocese of Boston, the Office of Volunteer Resources will notify the pastor/administrator that the individual may serve as an employee or volunteer in the Archdiocese of Boston. If, however, a determination is made that the individual is disqualified from employment or serving as a volunteer, the pastor/administrator will be contacted by the Office of Volunteer Resources and notified that the individual is disqualified from employment or serving as a volunteer under the CORI criteria of the Archdiocese of Boston. The pastor/administrator is asked to have the individual contact the Office. The Office of Volunteer Resources will notify the individual that based upon his/her CORI Report, he/she is disqualified from employment or serving as a volunteer under the CORI criteria of the Archdiocese of Boston. The Office of Volunteer Resources will provide the individual with a copy of his/her CORI Report and a copy of the CORI Policy of the Archdiocese of Boston. If the individual believes that his/her CORI Report is inaccurate, the Office of Volunteer Resources will provide the individual with a copy of the CHSB's "Information Concerning the Process in Correcting a Criminal Record." If the individual's criminal record is thereafter corrected, the individual will be provided an opportunity to undergo another CORI check in accordance with this Policy. The Office of Volunteer Resources will notify the pastor/administrator if the individual's subsequent CORI check is cleared.

An individual who is disqualified from employment or serving as a volunteer may appeal the disqualification in accordance with this Policy.

## **6.) Disqualification**

Once a pastor/administrator has been notified that an individual has been disqualified from employment or serving as a volunteer, the Office of Volunteer Resources will generate a CORI Report Form which is attached to the individual's CORI Request Form and CORI Return. The Office of Volunteer Resources keeps these documents in a separate file marked "Ineligible for Employment/Volunteer Service."

The Office of Volunteer Resources will send a Confirmation Letter to the pastor/administrator within two weeks after he has been notified that an individual within the parish has been disqualified from employment or serving as a volunteer. The letter confirms that the individual is not employed by the parish and is not serving as a volunteer. The pastor/administrator is required to acknowledge the letter and return it as soon as possible to the Office of Volunteer Resources. The Office of Volunteer Resources will keep the Confirmation Letter in its records. (A sample form of the Confirmation Letter is attached to the Appendix at A14.)

## **7.) Acknowledgement of CORI Checks**

Each year, the Office of Volunteer Resources will send all pastors/administrators an "Acknowledgement Form" which confirms that the parish has conducted all required CORI Checks. The Form must be signed by the pastor/administrator and returned to the Office of Volunteer Resources. A copy of the Form is attached to the Appendix at A15.

## **8.) Appeals**

If an individual decides to appeal their disqualification, the decision to appeal must be made in writing by the individual to the Director of the Office of Volunteer Resources within 14 days of receipt of the notice of disqualification. The individual shall explain in writing to the Director why he/she believes that they should continue their employment or volunteer service. (The individual is not permitted to be employed or serve as a volunteer during the appeal process.)

The appeal shall be reviewed by the CORI Appeals Board of the Archdiocese of Boston, which shall consist of the following individuals who have been cleared by the CHSB to review CORI Returns: Office of Archdiocesan General Counsel, a pastor/administrator, a Professional Parish/School Staff Member and a Volunteer. The CORI Appeals Board shall meet once a month (if necessary) to review any appeals. Meetings of the CORI Appeals Board shall require a quorum of 3 members. A decision to allow the individual to be employed or serve as a volunteer in the Archdiocese, must be made by a majority vote of the CORI Appeals Board at a meeting of the CORI Appeals Board at which a quorum is present. Once the CORI Appeals Board has reached a decision with respect to the appeal, it will notify the individual in writing of its decision.

If the CORI Appeals Board informs the individual that the decision for disqualification has been affirmed, the individual will be notified that he/she may send a final appeal letter to the Vicar General of the Archdiocese of Boston. The individual will have 14 days from the receipt of the decision of the CORI Appeals Board to send the final appeal letter to the Vicar General. Once the Vicar General has reached a decision with respect to the appeal, the individual will be notified in writing.