

TOWN OF BOURNE
CORI POLICY FOR USE OF TOWN FACILITIES

This policy was approved by the Town of Bourne on July 10,2007. All prior drafts and copies are null and void effective immediately.

PURPOSE:

Massachusetts General Law requires that all youth organizations where volunteers/staff have the potential for unmonitored access to children conduct CORI checks. It is the responsibility of all organizations to conduct these background checks and adhere to all laws, policies and regulations set forth by the Commonwealth of Massachusetts and the Town of Bourne.

POLICY:

All groups/programs supported, licensed, funded by the Town of Bourne as well as any group issued a permit by the Recreation Department to use Town facilities are required to comply with the following:

All groups need to have a CHSB authorized representative who conducts CORI checks in compliance with State and Town regulations.

All groups need to list the 3 members of the Appeals Committee on their non-disclosure form. This allows the Appeals Committee to review a ruling.

In order to receive a permit to use Town facilities, a copy of your organization's certification letter from the CHSB must be submitted along with a list of approved volunteers to the permitting agency. Permits will not be issued without them.

**Please be advised that recent changes to the CORI regulations mandate that background checks are conducted after any break in service.

It is the organization's responsibility to be aware of all changes in the CORI regulations.

SCOPE:

These regulations apply to candidates seeking volunteer positions in the Town of Bourne and its licensed, supported and/or funded programs.

ORGANIZATION RESPONSIBILITIES:

The organizations shall:

Ensure that each candidate signs a written request for a CORI investigation and provides a copy of a government issued photo identification.

Conduct additional CORI checks upon a volunteers break in service.

Comply with all CHSB policies and regulations regarding background checks.

APPEALS COMMITTEE:

A three-member Appeals Committee will be established. The members are: A member from the Bourne Police Department, the Town Administrator's designee, and a CHSB authorized person from a non-involved organization. All three members must be current CHSB certified representatives and must be listed on all organizations non-disclosure forms. The Appeals Committee will meet on an as-needed basis only.

WHAT TO DO WHEN A CORI INVESTIGATION REVEALS A RECORD:

No applicant shall be disqualified from a volunteer position until the following steps have been taken:

1. The CORI representative must confirm with the applicant that the information submitted to CHSB as well as the findings are correct.
2. Upon verification, the CORI representative must inform the applicant of the status of their request.
3. The applicant must then be informed of their right to have their application reviewed by the Appeals Committee. Appeals must be submitted in writing to the CORI authorized individual who conducted the background check. The appeal will then be heard by a three member appeals committee made up of a member of the Bourne Police Department, the Recreation Director and a CORI authorized representative from another volunteer organization. The Appeals Committee will set a review time with the applicant. Decisions made by the Appeals Committee are considered final.

ALL APPLICANT'S SEEKING AN APPEAL MUST BE INFORMED OF THE FOLLOWING:

By requesting the appeal, the CORI background check information will be shared amongst the appeals committee.

Confirmed conviction of or cases pending relative to the following offenses shall constitute a permanent presumptive disqualification:

A&B

A&B ON PUBLIC SERVANT

A&B ON POLICE OFFICER

A&B OR ASSAULT ON CORRECTIONAL OFFICER

A&B, DANGEROUS WEAPON, VICT 65+

A&B CHILD W/ INJURY

A&B ON RETARDED PERSON

ASSAULT BY DANGEROUS WEAPON, VICT 65+

ADMINISTERING DRUGS/SEX

ARMED ASSAULT W/INTENT TO MURDER OR ROB

ARMED ASSAULT W/INTENT TO MURDER OR ROB, VICT 65

ARMED ASSAULT, DWELLING, W/FELONY INTENT

ARMED ROBBERY

ASSAULT W/INTENT TO MURDER OR MAIM

ASSAULT W/INTENT TO RAPE

ASSAULT W/INTENT TO RAPE CHILD

ATTEMPT ESCAPE OR ESCAPE BY PRISONER OR SEX/DANG

ATTEMPT TO MURDER

BURGLARY

BURNING BUILDING

BURNING DWELLING HOUSE

DERIVING SUPPORT FROM PROSTITUTE

DISTRIBUTE CONTROLLED SUBSTAN, MINOR

EXHIBIT POSING CHILD

EXTORTION

INCEST

INDECENT A&B, CHILD 14 OR OVER

INDECENT A&B, CHILD UNDER 14

INDECENT A&B, RETARDED PERSON

INDUCE SEX, MINOR

INTIMIDATION OF WITNESS

KIDNAPPING

KIDNAPPING MINOR BY RELATIVE, ENDANGER SAFETY

MANSLAUGHTER

MANSLAUGHTER, NEGLIGENCE (MINOR/CHILD)

MURDER

NARCOTICS/ ILLEGAL SUBSTANCE – ALL CHARGES

PERJURY

POSSESS FIREARM, SERIAL/ID NUM OBLIT, COMM FELONY

RAPE

RAPE AGGRAVATED

RAPE, STATUTORY

UNNATURAL ACTS W/CHILD UNDER 16

CONSPIRACY TO COMMIT ANY OF ABOVE OFFENSES

Confirmed conviction of or cases pending relative to the following offenses shall constitute a permanent presumptive disqualification:

Continued:

A& B DANGEROUS WEAPON

A&B INTIMIDATION, RACE/COLOR/RELIGION

AID ESCAPE FROM CUSTODY

ATTEMPT TO BURN DWELLING HOUSE

ATTEMPTED EXTORTION

BOMB SCARE

B&E DAY, INTEND COMM FELONY, FEAR

BRIBERY OF A POLICE OFFICER

BURGLARY, UNARMED

CARRYING DANGEROUS WEAPON, COMMITTING FELONY

CARRYING DANGEROUS WEAPON, SUB OFFENSE

CIVIL RIGHTS VIOLATION, BODILY INJURY

COMPOUNDING FELONY

CONTRIBUTE DELINQUENCY CHILD

DISTRIBUTING OBSCENE PICTURES

FORGERY, ALTER PRESCRIPTION

FUGITIVE FROM JUSTICE

INDUCE PROSTITUTION

KIDNAPPING MINOR BY RELATIVE

LARCENY FIREARM

LARCENY, PERSON 65+

M/V HOMICIDE, UNDER INFLUENCE DRUGS, NEGLIGENT OR RECKLESS

M/V HOMICIDE, UNDER INFLUENCE LIQUOR

M/V HOMICIDE, UNDER INFLUENCE LIQUOR, NEGLIGENT OR RECKLESS

POSSESS FIREARM W/O LICENSE

POSSESS FIREARM, SERIAL/ID NUM OBLIT

POSSESS INFERNAL MACHINE

POSSESS MACHINE GUN W/O LICENSE

POSSESS SHOTGUN, BARREL UND 18 "SAWED OFF"

POSSESS MACHINE GUN OR SAWED OFF SHOT GUN, SUB OFFENSE

POSSESS SHOTGUN, BARREL UND 18 "SAWED OFF, SUB OFF

SELL AMMUNITON W/O LICENSE

SELL OBSCENE LITERATURE, UNDER 18

SELL FIREARM W/O LICENSE

SODOMY

THROW EXPLOSIVES

UNARMED ROBBERY

UNARMED ROBBERY, VICTIM 65+

UNLAWFUL POSSESSION, BOMB

UNLAWFUL POSSESSION, EXPLOSIVES

UNLAWFUL POSSESSION, FIREARM, COMMISSION FELONY

UNLAWFULLY PLACE EXPLOSIVES

UTTER FALSE PRESCRIPTION

VIOLATE DOMESTIC PROTECTIVE ORDER

VIOLATION OF PROTECTIVE ORDER (209A)

CONSPIRACY TO COMMIT ANY OF ABOVE OFFENSES

Confirmed conviction of or cases pending relative to the following offenses shall constitute a 10 year presumptive disqualification:

ACCESSORY BEFORE FACT

ACCESSORY AFTER FACT (VARIABLE)

ASSAULT BY DANGEROUS WEAPON

ATTEMPT TO COMMIT CRIME (VARIABLE)

B&E DAY, INTENT COMM FELONY

B&E NIGHT, BLDG/SHIP/M/V, INTEND COMM FELONY

B&E TRUCK, INTEND COMM FELONY

BURNING M/V OR PERSONAL PROPERTY

BURNING TO DEFRAUD INSURANCE CO.

CARRYING LOADED RIFLE/SHOTGUN, PUBLIC WAY

CRUELTY TO ANIMALS

DELIVER ARTICLES TO INMATE

DRUG PARAPHENELIA

ENTER W/O BRK, BLDG/SHIP/M/V, INT FEL , FEAR

ENTER W/O BRK, NIGHT, DWELL, INTEND COMM FELONY

ENTICE FEMALE, SEX, INTERCOURSE

ESCAPE, FURLOUGH

FALSE INFORMATION FOR GUN PERMIT

LARCENY, BANK EMPLOYEE OR OFFICER

LARCENY, CONTROLLED SUBSTANCE, FROM AUTHORIZED PERSON

LARCENY, PERSON

MANUFACTURE/DISTRIBUTE CLASS D SUBSTANCE

M/V HOMICIDE, NEGLIGENT OPERATION

M/V HOMICIDE, RECKLESS OPERATION

OPERATE M/V UNDER INFLUENCE, SERIOUS INJURY

OPERATE M/V UNDER INFLUENCE, DRUGS, 3RD OFFENSE

OPERATE M/V UNDER INFLUENCE, LIQUOR, 3RD OFFENSE

POSSESS BURGLARIOUS TOOLS

POSSESS M/V MASTER KEY

POSSESS MATTER HARMFUL MINOR

RECEIVE/BUY STOLEN M/V

UNARMED ASSAULT, INTENT TO ROB

UNNATURAL ACTS

VANDALIZE CHURCH/SYNAGOGUE/CEMETERY

VANDALIZE SCHOOL/CHURCH/EDUCATIONAL BLDG

VIOLATE STALKING LAW

CONSPIRACY TO COMMIT ANY OF ABOVE OFFENSES

Confirmed conviction of or cases pending relative to the following offenses shall constitute a 5 year presumptive disqualification:

ABANDON W/O SUPPORT OF SPOUSE, OR MINOR CHILD
ABANDON M/V
ACCOSTING
ADULTERATION ALCOHOLIC BEVERAGE
AFFRAY
ALIEN IN POSSESS OF FIREARM
ANNOYING PHONE CALLS
ASSAULT
ATTEMPT TO INJURE DEPOSITORY OF VALUABLES
B&E, INTEND TO COMM MISDEMEANOR
B&E RAILROAD CAR
B&E RECOGNIZANCE VIOLATION
BEING PRESENT WHERE HEROIN KEPT
CIVIL RIGHTS VIOLATION, NO BODILY INJURY
CREDIT CARD, LARCENY OF
DISCHARGING FIREARM, 500FT
DISCHARGING WEAPON NEAR HIGHWAY/DWELL, HUN
DISPENSE CONTROLLED SUBSTANCE, NOT REGISTERED
DISTRIBUTE CONTROLLED, SUBSTAN W/O PRESCRIPTION
ENGAGING IN SEX, PROSTITUTION, "JOHN"
ENTER W/O BRK, TRUCK, INTEND COMM FELONY
FAIL TO KEEP RECORDS ON CONTROLLED SUBSTANCE
GAMING, IMPLEMENTS FOUND PRESENT, MANAGER
GAMING, IMPLEMENTS FOUND PRESENT, OWNER
HOUSE OF ILL FAME
INDECENT EXPOSURE
LARCENY BY CHECK
LARCENY IN BLDG, SHIP, VESSEL, OR RR CAR
LARCENY IN TRUCK/TRAILER
LARCENY, M/V OR TRAILER
LEAVE COMM W/O SUPPORT MINOR CHILD OUT OF WDLOCK
LEAVE COMM W/O SUPPORT OF SPOUSE & MINOR CHILD
LEAVE SCENE AFTER PERSONAL INJURY, M/V
LEWD & LASCIVIOUS SPEECH & BEHAVIOR
MALICIOUS DESTRUC, PERS/REAL PROP, OVER \$250
MANUFACTURE/DISTRIBUTE CLASS E SUBSTANCE
NON-SUPPORT OF MINOR CHILD OUT OF WEDLOCK
NON-SUPPORT OF MINOR CHILD(REN)
OBSCENE TELEPHONE CALLS
OBSTRUCT JUSTICE
OPEN & GROSS LEWDNESS
OPERATE M/V AFTER LICENSE REVOKED FOR DRUNK DRIVING
OPERATE M/V UNDER INFLUENCE, DRUGS
OPERATE M/V UNDER INFLUENCE, LIQUOR
OPERATE M/V W/O LICENSE, 2ND OFFENSE
POSSESS ALTERED FID CARD
POSSESS COUNTERFEIT SUBS W/INTENT DISTRIBUTE

Confirmed conviction of or cases pending relative to the following offenses shall constitute a 5 year presumptive disqualification:

POSSESS DANGEROUS WEAPON UNLAWFULLY
POSSESS HYPODERMIC SYRINGE OR NEEDLE
POSSESS OBSCENE "PORNOGRAPHIC" MATERIAL
PROCURE LIQUOR FOR MINOR
PROSTITUTION
RECEIVE STOLEN PROPERTY, OVER 250
RIOT
SELL/DELIVER ALCOHOLIC BEVERAGES PERSON UNDER 21
SOLICITING PROSTITUTE
SHOPLIFTING, 3RD OR SUB OFFENSE
TAKING M/V W/O AUTHORITY, STEAL PARTS
TELECOMMUNICATIONS FRAUD
UNAUTHORIZED USE, CREDIT CARD, OVER \$250
UNLAWFUL POSSESSION, SHOTGUN
UNLAWFULLY OBTAIN CONTROLLED SUBSTANCE
USE M/V, COMMISSION OF FELONY
UTTER FORGED INSTRUMENT
VIOLATE SUPPORT ORDER
VIOLATE SUPPORT ORDER, MINOR CHILD OUT OF WDLCK
WILLFULLY & MALICIOUSLY BURN M/V
WILLFULLY & MALICIOUSLY KILL BEAST
WANTON DESTRUCTION, PERS/REAL PROPERTY
CONSPIRACY TO COMMIT ANY OF ABOVE OFFENSES