

Camp Ramah in New England
CORI, SORI, & Criminal Record Check Procedures

Updated 4/10

1. Staff Member accepts position at CRNE.
2. Staff member is mailed a packet with his/her contract and a variety of other required forms (I-9, W-4, medical form, etc.), including a CORI request form, as mandated by the State of MA. All staff members must sign and return a CORI form, indicating that the applicant consents to a criminal background inquiry.
3. Staff member is instructed to sign and return the CORI request form.
4. In the spring, once we have collected signed CORI forms from all staff members, CRNE submits these forms to the CHSB (Criminal History Systems Board) of the State of MA by visiting <http://coriweb.chs.state.ma.us>. The CHSB checks the records of ALL of our staff members, to be sure that they do not have a criminal record in the State of MA.
5. CRNE also submits SORI forms to the State of MA for EVERY staff member, to be sure no staff member has ever been convicted of any sort of sexual crime.
6. Staff members who live OUTSIDE the State of Massachusetts must also submit to a local criminal record check. We have contracted with an outside agency, BISSTECH, to run these criminal record checks on all summer staff members. Before starting work all staff members must sign a consent form, giving BISSTECH permission to run these criminal record checks.
7. CORI and SORI reports returned. Josh Edelglass, Director of Programming, has been cleared by the State of MA to have access to CORI records. Josh reviews the CORI reports.
8. For any staff member for whom the CORI report returns with any information other than "no record," CRNE shall mail that staff member a copy of his/her CORI report along with a copy of *Information Concerning the Process in Correcting a Criminal Record*, and *Information Concerning Establishing Yourself as a Victim of Identity Theft*, two documents created by the CHSB.
8. BISSTECH checks returned, which are also reviewed by Josh.
9. In the event that a staff candidate is denied employment on the basis of the information returned in a CORI, SORI, and/or BISSTECH report, that candidate will have an opportunity to dispute the accuracy and relevance of the CORI, SORI, and BISSTECH report. The candidate will have an opportunity to provide, in a timely manner, additional documentation for CRNE administrators to review.

10. CORI, SORI, and BISSTECH request forms and CORI, SORI, and BISSTECH reports are kept in locked staff files. These files are stored separately from the rest of our staff members' personnel files.