

TOWN OF DEDHAM
CIVIL FINGERPRINTING POLICY

**State and National Criminal History Record Checks of Applicants for
Licenses in Specified Occupations**

1. POLICY STATEMENT

It is the goal of the Town of Dedham to ensure the safety of its citizens and to regulate the use of occupational licenses to ensure they are used responsibly and that such licensed activities are conducted lawfully and do not detract from the quality of life in neighborhoods or in the Town as a whole. The Policy contained herein has been promulgated to achieve the above stated safety goals and objectives pursuant to the Town's adoption of the Civil Fingerprinting Bylaw, Chapter 42, ("Bylaw") consistent with the authorizing statute, G.L. c. 6, §172B½.

2. APPLICABLE LICENSES

Pursuant to the Bylaw under the authorizing statute, G.L. c. 6, §172B½, applicants for the following licenses shall submit fingerprints to the Dedham Police Department to conduct a state and national fingerprint-based criminal history check:

- A. Hawker and Peddler;
- B. Liquor Licensee Manager of Record;
- C. Alternate Manager of Record for a Liquor Licensee;
- D. Solicitors and Canvassers;
- E. Dealers in Junk, Second-Hand Articles and Antiques;
- F. Second Hand Motor Vehicle Dealers
- G. Hackney Carriage (Taxi) Operator; and
- H. Ice Cream Truck Vendor.

3. SUBMISSION OF FINGERPRINTS

- a. All applicants required under Section 2 of this Policy to submit fingerprints prior to action on their license application must submit fingerprints to the Dedham Police Department within seven (7) days of the submittal of their license application to the Licensing Authority.
- b. All licensing applicants must consent to the collection and submission of their fingerprints for the purposes of conducting state and national criminal history screening by completing the "Civil Fingerprinting Consent Form." Consent forms will be retained for at least one year but for no longer than three years.
- c. Before being fingerprinted, all licensing applicants are required to present government-issued identification for verification. A licensing applicant's fingerprints will not be collected until his or her identity has been verified. The following forms of identification will be accepted:

- Valid Driver's License
 - Valid Passport
 - Massachusetts Registry of Motor Vehicles Identification Card
- d. Applicants may appear for fingerprint collection at the Dedham Police Department, 600 High Street, Dedham, MA at scheduled times. To schedule an appointment for fingerprint collection, applicants are instructed to call the Dedham Police Department Administrative Commander at (781) 751-9323.
- e. An application shall be considered "complete" and therefore accepted by the Licensing Authority when all forms required have been fully completed and the necessary fingerprints have been submitted to the Police Department. The Licensing Authority shall not process or review a license application until it receives information from the Police Department relative to the criminal history check, as authorized.

4. FEES

- a. Fingerprinting fees include federal, state and local fees. Before being fingerprinted, all licensing applicants must pay the statutory fingerprint fee of thirty dollars (\$30.00) with a money order or bank check payable to the "Commonwealth of Massachusetts." In addition to a signature, the money order or bank check shall include the name of the applicant hand-printed in block letters.
- b. In addition, licensing applicants must pay the municipal fingerprint fee of twenty dollars (\$20.00) with a money order or bank check payable to the "Town of Dedham." In addition to a signature the money order or bank check shall include the name of the applicant hand-printed in block letters.

5. PROCESSING BY THE POLICE DEPARTMENT

- a. The Police Department, through authorized and designated personnel, will forward the applicant's fingerprints either electronically or manually to the State Identification Section of the Massachusetts State Police which will submit them to the FBI. All fingerprint submissions pursuant to the Town's Bylaw must contain the Town's Bylaw number in the "Reason Fingerprinted" block of the fingerprint submission form.
- b. The results of the state and national criminal history records will be returned directly to the live scan fingerprint device of the submitting department and/or a designated secure website managed by the Massachusetts Department of Criminal Justice Information Services ("DCJIS"). For results that are returned without a disposition to a charge, the submitting department is responsible for gathering the

- missing disposition(s). The DCJIS may be used to contact out-of-state agencies using the International Justice and Public Safety (Nlets) message keys.
- c. The Police Department shall transmit the results of the criminal background check to the Licensing Authority. The Licensing Authority shall, in turn, review the results of the criminal history check and determine suitability of the license applicant at its sole discretion.
 - d. The state and national criminal history records background check for civil licensing purposes may only be conducted based on a fingerprint check as authorized by the Town's Bylaw and may not be conducted based on name and date of birth.
 - e. A federal background check may not be conducted for Town employment applicants unless such employment involves a position requiring the licenses issued by the Town referenced in Section 2 of this Policy and the Town's Bylaw, as approved by the FBI.

6. ACCESS, REVIEW AND AMENDMENT OF CRIMINAL HISTORY RECORD

- a. All state and national criminal history information obtained by the Police Department pursuant to the Bylaw and this Policy is confidential and can only be disseminated as authorized by law and regulation. Access to the information shall be limited to those individuals with a direct need for criminal history in performing their official duties and functions pursuant to the Bylaw and this Policy. The Police Department shall maintain a central secondary dissemination log to record any dissemination of criminal background information outside of the Police Department, including dissemination at the request of the individual seeking a license.
- b. Any non-law enforcement Town employee who as a result of this process receives and reviews, or maintains state and national criminal history records check results must first complete DCJIS's information security/identification verification training, as well as DCJIS CORI training. All records will be securely maintained in accordance with state and national disclosure, retention and security requirements.
- c. After receiving criminal history information from the Police Department, prior to questioning the individual about his or her criminal history or determining an applicant's suitability due to criminal history, the Licensing Authority shall provide the applicant with written notice of the criminal history results and an

opportunity to challenge the accuracy or completeness of the criminal history within fourteen (14) days of the date of the written notice.

- d. The Licensing Authority shall not deny an applicant the license based on information in the record until the applicant has been afforded the opportunity to correct or complete the information, and/or has declined to do so within fourteen (14) days from the date of the written notice.
- e. If an applicant wants to challenge the accuracy or completeness of the record, the applicant must do so in writing to the Licensing Authority within fourteen (14) days of the date of the written notice as set forth in Title 28 CFR 16.34. In order to change, correct or update criminal history record in question, the licensing applicant must follow the procedures listed below:

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should apply directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her FBI record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that the agency verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

- f. As part of the application package issued by the Town of Dedham's licensing authority, all applicants will be supplied with information regarding the procedures for obtaining a change, correction, or updating of a criminal record, including a copy of "FBI Procedure for Changing, Correcting or Updating a Record" pertaining to FBI Identification records and DCJIS's "Information Concerning the Process in Correcting a Criminal Record."
- g. Any non-law enforcement Town employee who, pursuant to the disclosure requirements contained in this Policy, receives and reviews or maintains state and national criminal history records check results as a result of their role in the licensing process must become familiar with the confidentiality, dissemination and disclosure limitations as set forth by DCJIS and the FBI.
- h. Fingerprint-based state and national criminal history record information shall not be retained or stored except for the purpose of allowing an applicant the

opportunity to challenge the criminal history record. During the challenge stage, the fingerprint-based state and national criminal history record information shall be stored in a secure location and access to the information shall be restricted to authorized personnel.

- i. When fingerprint-based state and national criminal history information is no longer needed, it shall be destroyed by burning, shredding, or other method rendering the information unreadable.

7. **LICENSING DECISIONS AS A RESULT OF THE CRIMINAL HISTORY CHECK**

- a. The Licensing Authority is hereby authorized to deny an application for any license specified herein who is determined unfit for the license due to criminal history information obtained on the applicant after the provisions of Section 6 have been met.
- b. Factors that the Licensing Authority may consider in making a determination regarding fitness may include, but are not limited to:
 - (1) whether the individual has been convicted of, or is under pending indictment for a crime that bears upon said individual's ability or fitness to serve in that capacity, including any felony or misdemeanor that involved force, possession of a controlled substance or a sex-related offense;
 - (2) relevance of the records to the license sought;
 - (3) time since the conviction;
 - (4) age of the individual at the time of the offense;
 - (5) the number of offenses;
 - (6) the seriousness and specific circumstances of the offense;
 - (7) any relevant evidence of rehabilitation or lack thereof; and
 - (8) any other relevant information, including information submitted by the individual or requested by the organization.
- c. The applicant is to be notified of the Licensing Authority's decision and the basis for it in a timely manner.

8. **PENALTIES**

- a. Any applicant who submits false information to the Police Department, including a false identification of an applicant or his/her authorized agent or responsible manager, and/or violates the within Policy may be subjected to suspension or revocation of rights of their license by the Licensing Authority. Said revocation shall be initiated by the Licensing Authority by written notification of such intent

to suspend or revoke, sent to the license holder. The Licensing Authority shall hold a hearing upon such suspension or revocation. The hearing shall be commenced within two weeks of the notice of intent to suspend or revoke said privileges.

523704/DEDH/0001



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
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613
MASS.GOV/CJIS

**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
(SAFIS)**

**HOW TO CHANGE, CORRECT, OR UPDATE YOUR NATIONAL CRIMINAL
HISTORY RECORD RESPONSE**

The Federal Bureau of Investigation (FBI) Identification Division maintains fingerprint-supported national criminal history record information (CHRI) and also provides access to CHRI maintained by the states. Organizations authorized to submit CHRI checks pursuant to state and federal laws are required to provide individuals with information on how to change, correct, or update their criminal records in accordance with 28 CFR 16.34.

If, after reviewing your CHRI, you believe it contains incomplete or incorrect information, you may submit a request to the law enforcement agency which submitted the information to correct or update your CHRI. The information provided in this document outlines the steps that you must follow to change, correct, or update your CHRI.

ARRESTS SUBMITTED BY MASSACHUSETTS LAW ENFORCEMENT AGENCIES

INCOMPLETE INFORMATION

If you believe an arrest listed on your CHRI submitted by a Massachusetts law enforcement agency is incomplete (i.e. the disposition is missing), you must first request a certified copy of the docket sheet associated with the arrest. You can obtain a certified copy of the docket sheet by going to the clerk's office at the court where you were arraigned on the charges.

For a listing of courts and contact information, please go to:
<http://www.mass.gov/courts/court-info/courthouses/>

If you are not sure which court heard your case, you may request a copy of your Massachusetts Criminal Offender Record Information (CORI) from the Department of Criminal Justice Information Services' (DCJIS) iCORI system. The CORI will contain information regarding the docket number and phone number for the court that heard the case.

For information on how to register for an individual iCORI account to request your own CORI online:
<http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/icori-training-documents.html>





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**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
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Alternatively, you may submit a personal CORI request by mail to the DCJIS by completing the form available at:

<http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/cori-forms-and-applications.html>

IMPORTANT: It is possible for Massachusetts arrest information to not appear in a CORI response. If this occurs, please contact the DCJIS at 617.660.4640.

After obtaining a certified copy of the docket sheet, in order to update an incomplete CHRI arrest, you must complete and submit the Massachusetts State Police (MSP) Disposition Update Request form (see attached) to:

ATTN: DISPO UPDATE
Massachusetts State Police
State Identification Section
59 Horse Pond Road
Sudbury, MA 01776

Please be sure to include the docket sheet with the completed Massachusetts State Police Disposition Update Request form.

INCORRECT INFORMATION

If you believe your CHRI contains a Massachusetts arrest that is incorrect (i.e. does not belong to you or the offense is incorrect), you will need to contact the police department that submitted the arrest information to the State or to the FBI to request a review of the arrest report or a fingerprint comparison to the fingerprints on file for the arrest. The police department that submitted the information will be listed on the CHRI. *Please be sure to call the police department and schedule an appointment for this type of review.*

If after reviewing your information, the police department finds the CHRI submission should be corrected, the police department will submit a request on your behalf to the Massachusetts State Police State Identification Section (MSP SIS). The MSP SIS will correct the information in the SIS database and forward the corrected information to the FBI.





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**STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES
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ARRESTS SUBMITTED BY OUT-OF-STATE LAW ENFORCEMENT AGENCIES

Requests to change, correct, or update arrest information submitted to the FBI by an out-of-state law enforcement agency must be made to the agency that submitted the information to the FBI. You may also contact the repository in the state that submitted the arrest data for more information on how to change, correct, or update a record in that state.

A listing of state criminal history repository contact information is available at:
<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/state-identification-bureau-listing>

FBI INFORMATION ON HOW TO CHALLENGE A CRIMINAL HISTORY

The FBI has published information on its website on how to correct a criminal history record.

This information is available at:
<http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary>





**THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF STATE POLICE
State Identification Section**
59 Horse Pond Road, Sudbury, MA 01776
TEL: 508-358-3170 | FAX: 508-358-3192
MASS.GOV/MSP

DISPOSITION UPDATE REQUEST

REQUESTOR INFORMATION

Full Name: _____
First Name Middle Name Last Name

_____ Date of Birth _____ Social Security Number _____ Phone Number

Reason for Request: _____

Requestor's Signature: _____ Request Date: _____

OFFENSE INFORMATION

Arresting Department:	OBTN:
State ID Number:	FBI Number:

DISPOSITION INFORMATION TO BE UPDATED

Date of Arrest	Charges	Disposition to Be Added

SIS ID Tech: _____
 Date Completed: _____

SIS Comments:

Send this coversheet with certified court records and documentation.

INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD

1. If you have undergone a background check by an agency that has received a criminal record from the DCJIS, you may ask the agency to provide you with a copy of the criminal record. You may also request a copy of your adult criminal record from the Department of Criminal Justice Information Services, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 or by calling (617)660-4640 or go to the [Massachusetts iCORI service](#)
2. The DCJIS charges \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the DCJIS waive the fee.
3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please contact the Constituent Assistance and Research Unit at 617.660.4640 between 8:00AM and 6:00PM Eastern Time, Monday – Friday or via email at iCORI.INFO@state.ma.us
4. The DCJIS does not offer “walk-in” service but you may call our Legal Division at (617)660-4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at (617)727-5300.
5. If you believe that a case is opened on your record that should be marked closed, you may contact the Office of the Commissioner of Probation Department at the court where the charges were brought and request that the case(s) be updated.
6. If you believe that a disposition is incorrect, contact the Chief Probation Officer at the court where the charges were brought or the CARI Unit at the Office of the Commissioner of Probation and report that the court incorrectly entered a disposition on your criminal record.
7. If you believe that someone has stolen or improperly used your identity and were arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers please click [here](#).
8. In some situations of identity theft, you may need to contact the DCJIS to arrange to have fingerprints analysis conducted.
9. If there is a warrant currently outstanding against you, you need to appear at the court and ask that the warrant be recalled. You cannot do this over the telephone.
10. If you believe that an employer, volunteer agency, housing agency or municipality has been provided with a criminal record that does not pertain to you, the agency should contact the CORI Unit for assistance at (617)660-4640.

TOWN OR PD LETTERHEAD

CIVIL FINGERPRINTING CONSENT FORM

I, _____, consent to the collection of my fingerprints as part of the application process for the following license: _____.

I acknowledge and understand that my fingerprints will be searched against the database maintained by the Federal Bureau of Investigation.

Signature

Date

Name (printed)