

POLICY # A1-3.12

CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY ALL EMPLOYEES

It is the policy of the Town of Wayland to conduct CORI checks as authorized by the Criminal History Systems Board (CHSB) in conjunction with general background checks for any prospective employee, including full-time, part-time or contract employees, interns, volunteers, independent contractors, or for licensing purposes, where applicable. For purposes of this Policy, the term "Applicant" shall include: all prospective employees, interns, volunteers, independent contractors, and prospective licensees.

1. CORI checks will be conducted as authorized by the CHSB, or its successor, the Department of Criminal Justice Information Services (CJIS). Applicants will be notified that a CORI check is planned and will be required to sign an authorization form prior to the CORI check being conducted. Additionally, the Town is required to verify the Applicant's identity by reviewing a form of government-issued identification.
2. All Applicants will be supplied with a copy of the Town of Wayland CORI policy.
3. All personnel authorized to review information received from CORI checks will be familiar with the educational materials made available through CHSB. Said personnel will also be familiar with the Town's CORI policy. If a criminal record is received from CHSB, the authorized individual will compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the Applicant, to ensure the record relates to the Applicant.
4. Unless otherwise provided by law, a criminal record will not automatically disqualify an Applicant from consideration. However, information contained in a CORI check may be used in making the final determination in offering employment or authorizing service as an intern, volunteer, or independent contractor. Offers of employment may be made contingent upon receipt and review of CORI information. Determinations of suitability based on CORI checks will be made consistent with this policy and any applicable laws and regulations.
5. Prior to questioning any Applicant about their criminal history, the Town shall provide the Applicant with a copy of the Applicant's CORI record. The Applicant shall be afforded the opportunity to dispute the accuracy of the information contained in the CORI record.

6. An adverse employment decision may be made based upon the results of a CORI check. If the Town is inclined to make an adverse employment decision based upon the results of a CORI check, the Town will notify the Applicant of the potential adverse decision based on the CORI check, provide the Applicant with their CORI record, and provide information concerning the process of correcting a criminal record.
7. If an Applicant disputes the accuracy of the information in the CORI check, the Applicant will be provided with a copy of the CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the Applicant, the Town will make a determination based on a comparison of the CORI record and documents provided by the Applicant. The Town may contact CHSB and request a detailed search consistent with CHSB policy.
8. If the Town reasonably believes the information contained in the CORI record is accurate, then a determination will be made regarding the suitability of the Applicant. Unless otherwise provided by law, contributing factors to the decision may include but not be limited to the following:
 - a. Relevance of the offense(s) to the position in question;
 - b. Nature of the work being performed;
 - c. Length of time since the offense(s) occurred;
 - d. Seriousness of the offense(s);
 - e. Age of the Applicant at the time of the offense(s);
 - f. Number of offense(s);
 - g. Any pending charge(s);
 - h. Relevant rehabilitation efforts or lack thereof; and
 - i. Any other relevant or pertinent information submitted by the Applicant or requested by the Town.
9. Applicants will be notified of decisions and the basis of the decisions in a timely manner.
10. CORI information will only be disseminated to individuals within the Town who have a need to know the contents of the CORI check to serve the purpose for which the information was obtained, or as otherwise required by law or in accordance with a Court order. A Dissemination Log will be maintained for a period of one (1) year which shall include the following:
 - a. Name of the Applicant
 - b. Applicant's date of birth
 - c. Date the information was disseminated
 - d. Name of the person who received the information
 - e. Reason the information was disseminated

11. Unless otherwise provided by law or Court order, the Town shall not maintain a copy, electronic or otherwise, of requested CORI information obtained from the CHSB for more than seven 7 from the last date of employment, volunteer service or internship, or 7 years from the final decision of the Town regarding the Applicant.

Personnel Board Approved: November 1, 2010