



CITY OF WORCESTER HUMAN RESOURCES DEPARTMENT

Room 109, City Hall
Worcester, Massachusetts 01608

CORI POLICY*

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). The city will conduct a CORI check on personnel who may enter private residences while on municipal business and/or have the opportunity for direct contact with children, disabled persons, or the elderly. All applicants will be notified that a CORI check will be conducted. If requested, applicants will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB. The city, consistent with CHSB policy, will not disseminate or share CORI information except with those authorized personnel granted access to CORI.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely 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.
- V. If the city is inclined to make an adverse decision based on the results of the CORI check, the Applicant will be notified immediately. The Applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the record shall be provided a copy of 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 city will make a determination based on a comparison of the CORI record and documents provided by the Applicant. The city may contact CHSB and request a detailed search consistent with the CHSB policy.
- VII. If the city reasonably believes the record belongs to the Applicant and is accurate, based on the information as provided in Section IV of this policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include:
 - (a) Relevance of the offense to the duties and qualifications of the position in question;
 - (b) Date of the offense;
 - (c) Age of the candidate at the time of the offense;
 - (d) Nature, seriousness and circumstance of any past criminal conviction or pending charge;
 - (e) Sentenced imposed and length of any period of incarceration;
 - (f) Any reasonable available information concerning compliance with conditions of parole or probation, including orders of no contact with victim and witnesses;
 - (g) The individual's conduct and experience in the time since the offense, including, but not limited to, education or professional certification obtained since the time of the offense;
 - (h) Any other evidence of rehabilitation.
- VIII. If after review the city makes an adverse decision, it will promptly notify the Applicant in writing stating the reasons thereof.
- IX. The city will maintain the CORI request form for the same period of time that the CORI result is maintained. The CORI will only be maintained for a period of 3 years post employment/volunteer service.

*Non public safety positions