



CORI Policy

Criminal Offender Record Information

Personnel Board

Town of Boxborough, MA

Intent and Purpose

This policy is applicable to the criminal history screening of prospective and current employees, subcontractors, vendors, volunteers, interns, professional licensing applicants, municipal employees, and applicants as those terms are defined in M.G.L. c. 268, § 1.

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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.

Screening

CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.

Training

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 the CHSB.

Qualifications of Applicant

Prior to initiating a CORI check, the Town will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The Town will not conduct a CORI check on an applicant who is not otherwise qualified for the relevant position.

Criminal Record

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

If a criminal record is received from CHSB, the authorized individual Town Administrator or the TA's designee 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.

Non-Authorized Information

If, in receiving a CORI report, the Town receives information it is not authorized to receive (e.g., cases with dispositions such as not guilty or dismissal, in circumstances where the Town is only authorized to receive convictions or case-pending information), the Town Administrator or the TA's designee will inform and provide the applicant with a copy of the report and CHSB's "Information Concerning the Process in Correcting a Criminal Record," so that the applicant may pursue correction with the CHSB.

Adverse Decision

If the Town is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The Town Administrator or the TA's designee shall provide the applicant with a copy of the applicant's criminal record and the Town's CORI policy in order to show the applicant the part(s) of the criminal record that make the applicant unsuitable for the position. The applicant has the right to dispute the accuracy and relevance of the CORI record.

This policy revokes and replaces all previous policies on this topic.