

CRIMINAL OFFENDER RECORDS INFORMATION POLICY

PURPOSE:

In order to promote security for Library patrons, especially children, the elderly and the disabled, all volunteers aged 18 and over will undergo a Criminal Offender Records Information (CORI) check as part of the application process. Authority for this check is given to the Tewksbury Public Library by the MA Department of Criminal Justice Information System (DCJIS) under M.G.L. Chapter 6, §172H. This is a final check in the volunteer screening process.

POLICY:

1. CORI will only be accessed for applicants who are otherwise qualified for the volunteer position for which they have applied.
2. Volunteers must complete the Acknowledgement and Request forms that a CORI check will be conducted using the (DCJIS) iCORI website.
 - a. Staff members accepting the Acknowledgement and Request form must verify the identification of the applicant via a government-issued photo ID.
 - b. Access to CORI is limited to the Library Director.
 - c. Upon request, CORI results will be shared with the volunteer to whom it pertains.
3. A volunteer's CORI record will not be disseminated to any other person or agency.
 - a. CORI records are not part of the public record, and will be kept in a secure location separate from other files, and may be retained for not more than three years.
 - b. Only one copy of an individual's CORI will be kept in the file at any time.
 - c. Superseded copies will be shredded.
4. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant.
 - a. When a criminal record is received from DCJIS, the authorized individual will ensure that the record relates to the applicant.
 - b. If the Tewksbury Public Library is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately.
 - c. The applicant shall be provided with a copy of the criminal record and the Tewksbury Public Library CORI Policy, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute with the DCJIS the accuracy and relevance of the CORI record.
 - d. Applicants challenging the accuracy of the CORI record shall be provided a copy of DCJIS's ***Information Concerning the Process in Correcting a Criminal Record***.
5. When the Tewksbury Public Library reasonably believes the record belongs to the applicant and is accurate, the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - a. Relevance of the crime to the position sought;
 - b. The nature of the work to be performed;
 - c. Time since the conviction;
 - d. Age of the candidate at the time of the offense;
 - e. Seriousness and specific circumstances of the offense;

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- f. The number of offenses;
 - g. Whether the applicant has pending charges;
 - h. Any relevant evidence of rehabilitation or lack thereof;
 - i. Any other relevant information, including information submitted by the candidate or requested by the hiring authority.
6. The Tewksbury Public Library will notify the applicant of the decision and the basis of the decision in a timely manner.

Modeled after the Department of Criminal Justice Information Services “Model CORI Policy”.