



# Boys & Girls Club of Lower Merrimack Valley

## CORI Policy

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

1. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. The applicant will be provided with a copy of the CORI Policy.
2. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
4. 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.
5. If the Boys & Girls Club of Lower Merrimack Valley 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, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record.
6. Applicants challenging the accuracy of the policy 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, Boys & Girls Club of Lower Merrimack Valley will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Boys & Girls Club of Lower Merrimack Valley may contact CHSB directly and request a detailed search consistent with CHSB policy.
7. If the Boys & Girls Club of Lower Merrimack Valley reasonably believes the record belongs to the applicant and is accurate, based on information as provided in section 4 of this Policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in the determining suitability may include, but not limited to the following:
  - a. Relevance of the crime to the position sought
  - b. The nature of work to be performed
  - c. Time since the conviction
  - d. Age of the candidate at the time of conviction
  - e. Seriousness and specific circumstances of the offense
  - f. 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

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Signature of Applicant

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Date

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Printed Name of Applicant