



BOARD OF SELECTMEN

Town Offices

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Kenneth Lefebvre, Chair
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CORI POLICY

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

- I. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services ("DCJIS") and G. L. c. 6, § 172. All applicants will be notified that a CORI check will be conducted. No CORI check will be conducted until after the applicant has completed a CORI Acknowledgement Form. If requested, the applicant 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 DJCIS. All CORI information is confidential, therefore access to CORI information will be limited to persons having a "need to know", including hiring managers, staff submitting CORI requests and staff charged with processing applications. The Town will maintain and keep a current list of individuals authorized to access CORI information. Such list shall be updated every six (6) months.
- III. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review or access CORI for the Town of Chelmsford will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

All personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, this CORI Policy.

- IV. CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically

disqualify a applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

- V. If a criminal record is received from DJCIS, the authorized individual will closely compare the record provided by DJCIS with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant, to ensure the record relates to the applicant. If the information in the CORI record provided does not exactly match the identification provided by the applicant, a determination is to be made by an individual authorized to make such determination based upon a comparison of the CORI record and documents provided by the Applicant.

- VI. In connection with any decision regarding employment, volunteer opportunities, housing, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about it. The source(s) of the criminal history record is also to be disclosed to the subject.

- VII. If the Town of Chelmsford makes a determination based upon the information provided in Section V of this Policy, that the criminal record belongs to the applicant, and the applicant does not dispute the record's accuracy, then the determination of suitability for the position or license 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 position or license 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;
 - (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 applicant or request by the hiring or licensing authority.

The applicant is to be notified of the decision and the basis for it in a timely manner.

- VIII. If the Town of Chelmsford is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified in accordance with the requirements of 803 CMR 2.18 and/or 2.19, as applicable. The applicant shall be provided with a copy of the criminal record and the Town's CORI policy (unless copies were provided

previously), 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. The applicant shall also be provided a copy of the DCJIS's Information Concerning the Process for Correcting a Criminal Record.

- IX. All CORI information obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI information outside the Town, including dissemination at the request of the applicant.

Approved: March 9, 2020