

Pembroke Public Library Policy on Criminal Offender Records Information (CORI)

In order to promote security for Library patrons, especially children, the elderly and the disabled, all volunteers and staff aged 18 and over will undergo a Criminal Offender Records Information (CORI) check as part of a general background check. Authority for this check is given to the Pembroke Public Library under M.G.L. Chapter 6, section 172H.

Applicants must complete the request form acknowledging that a CORI check will be conducted. CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). Access to the CORI is limited to the Library Director. It will not be disseminated to any other person or agency, and will be kept in a secure location separate from other files. It may be retained for not more than 3 years. Only one copy will be kept at any one time. Superseded copies will be shredded. If requested, the applicant will be provided with a copy of the CORI.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. If a criminal record is received from CHSB, the Director will ensure that the record relates to the applicant. If the Pembroke Public Library 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 Library's CORI policy, 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. Applicants challenging the accuracy of the CORI record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*.

If the Pembroke Public Library reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the staff position or volunteer opening 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;
- (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

The Pembroke Public Library will notify the applicant of the decision and the basis of the decision in a timely manner.

Policy modeled after the Criminal History Systems Board "Model CORI Policy".

Policy voted and adopted by the Trustees on: April 14, 2011