

TOWN OF SEEKONK CORI POLICY **Administrative Policy # 57**

The Town of Seekonk shall establish a Criminal Offender Record Information (CORI) Board to administer the program for the town.

The Board of Selectmen shall appoint two (2) individuals as the Town's CORI Administrators to manage such program in accordance with Massachusetts General Law and the Massachusetts Criminal History Systems Board (CHSB) guidelines.

The School Committee shall appoint one (1) individual as the CORI Administrator for the School Department to manage the program for school department functions only.

CORI Administrators shall be responsible for:

- Managing and maintaining the Town's CORI policy
- Administering the program in accordance with CHSB and Massachusetts General Law
- Maintain listings and certifications of CORI certified individuals

A CORI representative from the Police Department, Fire Department, Public Works Department, Library, Human Services, Recreation and any and all other town departments or organizations will be assigned by the CORI Administrator for the purpose of collecting CORI forms and submitting them to the CORI Administrator in accordance with the rules and regulations set forth by the CHSB.

The Town shall establish a CORI Board for the purpose of evaluating disqualifying CORI factors. The Board shall consist of:

- CORI Administrator(s)
- Town Administrator
- Seekonk Police Department School Resource Officer
- Seekonk Police Department Detective

Where 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.

CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided a copy of the CORI policy.

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 CHSB.

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

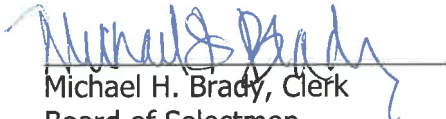
If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the individual to ensure the record relates to the individual.

If the town reasonably believes the record belongs to the individual and is accurate based on the information provided by the individual, 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:

- Relevance of the offense to the position sought
- Nature of the work to be performed
- Time since the offense
- Age of the individual at the time of the offense
- Seriousness and specific circumstances of the offense
- Number of offenses
- Whether the individual has pending charges
- Any relevant evidence of rehabilitation or lack thereof
- Any other relevant information, including information submitted by the individual or requested by the hiring authority

If the Town of Seekonk is inclined to make an adverse decision based on the results of the CORI check, the individual will be notified immediately. The individual will be provided with a copy of the criminal record and the town's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or the license, and given an opportunity to dispute the accuracy and relevance of the CORI record.

Individuals challenging the accuracy of the policy shall be provided a copy of the Information Concerning the Process in Correcting a Criminal Record policy issued by the CHSB. If the CORI record provided does not exactly match the identification information provided by the individual, the Town of Seekonk will make a determination based on a comparison of the CORI record and documents provided by the individual. The Town of Seekonk may contact CHSB and request a detailed search consistent with CHSB policy.


Michael H. Brady, Clerk
Board of Selectmen

Adopted November 17, 2008

Amended October 14, 2009