

Thomas Crane Public Library

Policy on Criminal Offender Record Information (CORI) Requests for Volunteers in the Library

Policy Statement

The Thomas Crane Public Library requests CORI information for prospective and current library volunteers. The following practices and procedures will be followed, in accordance with the recommendations of the Mass. Department of Criminal Justice Information Services (DCJIS).

Definition

A *volunteer* is any individual, aged 14 years or older, who contributes time, energy and talents directly to or on behalf of the library, without remuneration from the library.

Regulations

General Provisions

1. CORI checks will only be conducted as authorized by the DCJIS and MGL c. 6, §. 172, and only after a Volunteer CORI Request Form has been completed.
2. If a new CORI check is to be made on a volunteer within a year of his/her signing of the Volunteer CORI Request Form, the volunteer shall be given seventy two (72) hours notice that a new CORI check will be conducted.

Access & Training

3. All CORI obtained from the DCJIS is confidential, and access to the information will be limited to those individuals who have a “need to know”. This may include, but not be limited to, staff submitting the CORI requests, and staff charged with processing volunteer applications.
4. All CORI obtained from the DCJIS is confidential and will only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record *any* dissemination of CORI outside this organization, including dissemination at the request of the applicant.
5. The library will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six (6) months.
6. All personnel authorized to review or access CORI at the library will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.
7. Additionally, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

Use of Criminal History

8. A criminal record will not automatically disqualify a volunteer applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.
9. If a criminal record is received from the DCJIS, the information will be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the volunteer applicant to ensure the record belongs to the applicant.
10. If the information in the CORI record provided does not exactly match the identification information provided by the volunteer applicant, a determination will be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.
11. In connection with any decision regarding volunteer opportunities, the applicant 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 his or her criminal history. The source(s) of the criminal history record will also be disclosed to the subject.

Determining Suitability

12. If a determination is made 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 volunteer position. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:
 - (a) Relevance of the record to the position sought;
 - (b) The nature of the work to be performed;
 - (c) Time since the conviction;
 - (d) Age of the applicant 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; and
 - (i) Any other relevant information, including information submitted by the applicant or requested by the organization.

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

13. If the library is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately, and provided with a copy of the library's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The applicant will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

Adopted by Vote of the Library Board of Trustees, February 11, 2013