City of Northampton, Massachusetts
Human Resources Department

Effective Date: 12/1/98
Revision Date: 12/28/2005

Criminal Offender Record Information Policy

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.

1.) 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 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 the 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, determinations 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 City of Northampton 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 organization's CORI policy, 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.

6.) Applicants challenging the accuracy of the record 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, the City of Northampton will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City may contact CHSB and request a detailed search consistent with CHSB policy.

7.) If the City reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section 4 on this policy, 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 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

8.) The Human Resources Department will notify the applicant of the decision and the basis of the decision in a timely manner.

Approved:

Mary Clare Higgins
Mayor

Glenda G. Stoddard
Human Resources Director

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