



## Town of Dennis

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### Town of Dennis 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 be generally followed.

1. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. 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. Town of Dennis Authorized Positions
  - **Recreation Director**- MGL c 6 Section 172 H-Activities and Programs to children 18 years of age or less.
  - **Recreation Director**- MGL c 6 Section 172 G- operators of camps for children.
  - **HR Department**- HR Coordinator/Assistant Town Administrator - - MGL c 6 Section 172 H-Activities and Programs to children 18 years of age or less
  - **HR Department**- HR Coordinator/Assistant Town Administrator - - MGL c 6 Section 172C- Elderly or disabled persons.
  - **Police Dept.**- Criminal Justice Agency Certification –all staff
  - **Fire Dept.**- Deputy Inspector/Chief and Office Manager MGL c 6 Section 172- Screening current and otherwise qualified prospective Firefighters
  - **COA**- Principal Office Assistant/Director- MGL c 6 Section 172C- Elderly or disabled persons.
  - **Administration- Licensing Authority** – screening licensing applicants, Class I,II,III Motor Vehicle and Antique & Junk Dealers

A copy of current certifications on file in the Administration office. The town reserves the right to recertify CORIS on an annual basis on approved positions.

Copies of the CORI must be filed in a locked cabinet, not be filed in the personnel file and destroyed annually.

4. 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.
5. 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.
6. If the Town of Dennis 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. The CORI may be disseminated in the course of defending an employment action to the individual or his attorney/advocate. Any adverse action that may lead to termination is subject to the grievance procedures and does not exclude any rights promulgated under the collective bargaining agreement to which the position belongs.
7. Applicants challenging the accuracy of the policy 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 Town of Dennis may contact CHSB and request a detailed search consistent with CHSB policy.
8. If the Town of Dennis reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section 4. of this policy, then the determination of the suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not 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 Town of Dennis will notify the applicant of the decision and the basis of the decision in a timely manner.