SORI and CORI Guidelines

Policy Information

Series A Foundations and Commitments

SORI and CORI Guidelines
Policy # ADDA-R

File: ADDA-R

SORI AND CORI GUIDELINES

1. Applicants/employees must sign the "Statement of Employment / Volunteer Applicant" and complete the CORI / SORI form acknowledging that a CORI / SORI check will be conducted on them by the Criminal History Systems Board.

2. Access to CORI / SORI by any individual other than those individuals who are authorized is prohibited.

3. All persons authorized to submit requests for CORI to CHSB and/or to inspect CORI must have signed agreements of non-disclosure on file with CHSB.

4. CORI and SORI must be kept separate from any personnel files. CORI and SORI shall be kept in a separately located file cabinet, which shall be locked when not being inspected.

5. CORI / SORI should be destroyed when the applicant to whom it pertains has not been hired. It may be kept for up to one year for purposes of defending against any employment discrimination action.

6. Only one copy of the CORI and SORI is to be kept in the files at any time.

7. CORI and SORI may always be shared with the applicant/employee to whom it pertains.

8. CORI and SORI should not be disseminated to any other agency/person.

9. Willful dissemination of CORI to unauthorized individuals is punishable by up to a year in jail and/or a $5,000.00 fine.

Additional Guidelines

Applicants challenging the accuracy of the policy shall be provided a copy of the Criminal History Systems Board´s (CHSB) *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 Superintendent will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Superintendent may contact the CHSB and request a detailed search consistent with CHSB policy.

If the Superintendent reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in district 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

The Superintendent will notify the applicant of the decision and the basis of the decision in a timely manner.

Definitions

Applicant - Any person under consideration for hire or as a volunteer to provide services for any program within our School District.

Criminal History Systems Board (CHSB) - The division which processes requests for CORI information and offers technical assistance with any question arising from the results of a search.

Criminal Offender Record Information (CORI) - Information regulated by the Criminal History Systems Board and maintained by the Board of Probation regarding criminal information of persons within the Massachusetts Court System.

Hiring Authority - Superintendent-Director, Principal or other Administrators who conduct the interview process.

No Record - The conclusion from a CORI Unit search that applicable criminal records relating to the candidate have not been found.

Sex Offender Registry Board (SORB) - The Commonwealth of Massachusetts Sex Offender Registry Board is the State public safety agency responsible for protecting vulnerable members of the communities from sex offenders.

SORI - Information available to the public by the Sex Offender Registry Board for the protection against sexual offenders.

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