

Dear Employee or Volunteer,

In November 2002, the state legislature passed a law (Ch. 385 of the Acts 2002) which mandates that certain institutions, including public libraries, obtain criminal offender record information (CORI) for all current and prospective employees or volunteers who may have “direct and unmonitored contact to children” or “direct or indirect contact with elderly or disabled persons.”

All employees and volunteers will therefore be required to complete a CORI request form and provide a government issued picture I.D.

The Criminal Offender Record Information (CORI) will be obtained from the Criminal History Systems Board (CHSB), the state agency authorized to provide CORI checks.

Decisions about the impact of CORI information and suitability for paid or volunteer employment at the library will be based on the Shrewsbury Public Library CORI policy, a copy of which is attached.

If you have questions or concerns, or simply wish to have more information, please visit the CHSB section of the state of Massachusetts Website at www.mass.gov/chsb

Attached to this letter please find the CORI application form. By completing this form, you give the Shrewsbury Public Library permission to request a criminal background check. The library is responsible for all the paperwork, there is no charge to you and the information will be kept confidential.

Please allow a minimum of two weeks for processing of CORI form applications.

Thank you for your cooperation.

Sincerely,

Priya Rathnam
Library Director

CORI REQUEST FORM

The Shrewsbury Public Library has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction, and pending information.

As an applicant/employee for the position of _____, I understand that a criminal record check will be conducted for conviction, non-conviction, and pending criminal case information only, and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/employee signature

Date

If applicant is under 18 years of age, a parent or guardian must also sign this form:

Parent/guardian signature

Date

Applicant/Employee Information (PLEASE PRINT)

Lat Name

First Name

Middle Name

Maiden Name or alias (if applicable)

Place Of Birth

____/____/____
Date Of Birth

____-____-____
Social Security Number

Mother's Maiden Name

*ID Theft Index PIN (if applicable)

Current Addresses: _____

Sex: _____ Height _____ ft. _____ in. Weight _____ Eye Color _____

State Driver's License Number (include state of issue) _____

The above information was verified by reviewing the following form of government issue photographic identification: *(Applicants under 18 without a government issue picture ID may instead use a birth certificate.)*

Verified by _____ Date _____

* The CHSB Identity Theft Index PIN is to be completed by those applicants that have been issued an Identity Theft PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **All CORI request forms that include this field are required to be submitted to the CHSB via mail or fax to 617-660-4614.**

SHREWSBURY PUBLIC LIBRARY

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 generally be followed.

- I. 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.
- II. 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.
- III. 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.
- IV. 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.
- V. Any applicant whose CORI review results in a response from the CHSB other than “No Record” shall be provided a copy of the CORI, a copy of the CHSB’s Information Concerning the Process in Correcting a Criminal Record, and a copy of the CHSB’s Information on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes.
- VI. If the Shrewsbury Public Library 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.
- VII. 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, Shrewsbury Public Library will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Shrewsbury Public Library may contact CHSB and request a detailed search consistent with CHSB policy.
- VIII. If the Shrewsbury Public Library reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position 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.

- IX. Shrewsbury Public Library will notify the applicant of the decision and the basis of the decision in a timely manner.
- X. CORI Reports are repeated every three years for all ongoing employees or volunteers. Old reports are discarded (and shredded) three years after termination of service.

APPROVED: October 24, 2006

REVISED: May 27, 2008