

Acton Congregational Church CORI Policy

In order to ensure a safe and secure environment for all who worship or participate in the activities at Acton Congregational Church (ACC), Criminal Offender Record Information (CORI) checks will be done for all employees and certain volunteer positions, as described below.

- I. For employees of ACC, CORI checks will be conducted at the time of employment and every three years during the term of employment. Persons volunteering for any position serving children or youth will also be subject to CORI checks at the time the volunteer commences his/or her volunteer role and every three years thereafter. For those who work directly with minors, a national background check will be required from our provider SecureSearch.
- II. CORI checks will only be conducted as authorized by the Criminal History Systems Board (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.
- III. Those employees of ACC who are authorized to review CORI records will be thoroughly familiar with the educational materials made available by the CHSB.
- IV. 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.
- V. 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.
- VI. If ACC intends to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant will be provided with a copy of the criminal record and this policy, be advised of the part(s) of the record that make the individual unsuitable for the position and be given an opportunity to dispute the accuracy and relevance of the CORI record.
- VII. Applicants challenging the accuracy of the CORI record will 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, ACC will make a determination based on a comparison of the CORI record and documents provided by the applicant. ACC may contact CHSB and request a detailed search consistent with CHSB policy.

- VIII. If ACC reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section V of this policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered the 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. ACC will notify the applicant of the decision and the basis of the decision in a timely manner.
- X. All CORI records will be kept in a locked file cabinet maintained by the Church Administrator and will be destroyed three years after the date of application by the Church Administrator.