

## LIBRARY CORI POLICY

Whereas Criminal Offender Record Information (CORI) checks are part of a general background check for employees and volunteers seeking work at the J. V. Fletcher Library, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services (DCJIS). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of this CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI records in the decision-making process will be thoroughly familiar with the educational materials made available by the Criminal History Systems Board.
- 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 DCJIS, the authorized reviewer will closely compare the record provided by DCJIS 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. If the J. V. Fletcher 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 J. V. Fletcher Library's CORI policy, advised of the part(s) of the record that make the applicant unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the Commonwealth policy shall be provided a copy of *DCJIS'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 J. V. Fletcher Library will make a determination based on a comparison of the CORI record and documents provided by the applicant. The J. V. Fletcher Library may contact DCJIS and request a detailed search consistent with DCJIS policy.
- VII. If the J. V. Fletcher Library reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV of 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 J. V. Fletcher Library
- VIII. The J. V. Fletcher Library will notify the applicant of the decision and the basis of the decision in a timely manner.