

## **LANCASTER PARENT TEACHER ORGANIZATION CORI POLICY**

The Lancaster Parent Teacher Organization (PTO) will process Criminal Offender Record Information (CORI) checks on all members and/or volunteers on an annual basis. The CORI reports with authorization form will be kept on file for a 2 year period.

- I: CORI checks will only be conducted as authorized by the Division of Criminal Justice Information Services (DCJIS). All PTO members, vendors and volunteers are required to submit a completed Certification to Access CORI with a copy of a government issued ID to the PTO on an annual basis. A copy of the Lancaster PTO CORI Policy can be found on our website at (**[www.lancasterpto.net](http://www.lancasterpto.net)**).
  
- II: The Lancaster PTO will have a minimum of one administrator who will be authorized to review CORI in the decision-making process. Once the administrator is accepted by the DCJIS he/she will follow all regulations of the DCJIS, thoroughly familiarizes their self with the training materials available by the DCJIS and keep updated on all changes that take place while holding this position by login into the website on a monthly basis.  
**<http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/>**
  
- 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 individual 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 records relates to the applicant.
  
- V: If the administrator is inclined to make an adverse decision based on the results of the CORI check, that administrator will contact the President of the Lancaster PTO to discuss decision. If agreed by both administrator and PTO President that the volunteer would not be accepted 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 and given the opportunity to dispute the accuracy and relevance of the CORI record.

- VI: Applicants challenging the accuracy of the policy shall be provided a copy of the 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, administrator will make a determination based on a comparison of the CORI record and documents provided by the applicant. The administrator may contact DCJIS and request a detail search consistent with DCJIS policy.
- VII: If the administrator 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 volunteering 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 volunteering to be performed;
  - (c) Time since the conviction;
  - (d) Age of the applicant 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
- VIII: The administrator will notify the applicant of the decision and the basis of the decision in a timely manner.



Sheila S. Milioto, PTO CORI Administrator