TOWN OF PLYMOUTH

26 Court Street
Plymouth, Massachusetts 02360
(508)747-1620

Policy Number	SB-062811
Title	CRIMINAL OFFENDER RECORD INFORMATION
Established	JUNE 28, 2011
Revision Approval Dates	MARCH 12, 2024

1. PURPOSE

To establish guidelines and procedures for conducting criminal history checks in the Town of Plymouth in compliance with the Massachusetts Criminal Offender Record Information (CORI) regulations.

2. POLICY GUIDELINES

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, licensing purposes, appointments to a town board or committee or volunteer position, the following practices and procedures will generally be followed.

1. 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 the CORI policy.

2. An informed review of a criminal record requires adequate training. Accordingly, all personnel and appointing authorities authorized to review CORI in the decision making process and/or appointment process will be thoroughly familiar with the educational materials made available by DCJIS.

3. 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.

4. 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 record relates to the applicant.

5. If the Town of Plymouth 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, license or appointment with an opportunity to dispute said decision limited to the accuracy and relevance of the CORI record. The applicant will also be given copies of the following documents: "Information Concerning the Process in Correcting a Criminal Record"; and "Information on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes".

6. If the CORI record provided does not exactly match the identification information provided by the applicant, the Town of Plymouth will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Town of Plymouth may contact DCJIS and request a detailed search consistent with the DCJIS policy.

7. If the Town of Plymouth reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section 4 of this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by the 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

8. The Town of Plymouth will notify the applicant of the decision and the basis of the decision in a timely manner.

3. QUESTIONS

Please direct questions to the Human Resources Department.

Signed By:

_____
Chairman, Select Board

_____
Town Manager

March 12 2024
_____
Date

March 12 2024
_____
Date