



# TOWN OF SAUGUS

HUMAN RESOURCES  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906  
Telephone: (781) 231-4142 • Fax: (781) 231-5666

## C.O.R.I. POLICY

Where Criminal Offender Records Information (C.O.R.I.) checks are a part of a general background check for employment, volunteer work, or licensing purposes, the following practices and procedures will generally be followed:

- C.O.R.I. checks will only be conducted as authorized by the Criminal History Systems Board (C.H.S.B.). All applicants will be notified that a C.O.R.I. check will be conducted. All applicants must complete the appropriate C.O.R.I. form and sign in the presence of the C.O.R.I. authorized personnel. Proper identification must be presented at that time. If requested, the applicant will be provided with a copy of the C.O.R.I. Policy.
- An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review C.O.R.I. check results in the decision making process will be thoroughly familiar with the educational materials made available by C.H.S.B..
- Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on C.O.R.I. checks will be consistent with this policy and any applicable law or regulations.
- If a criminal record is received from C.H.S.B., the authorized individual will closely compare the record provided by C.H.S.B. with the information on the C.O.R.I. request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- If a criminal record is received, the applicant will be notified immediately. The applicant will be provided with a copy of the criminal record and the Town's C.O.R.I. 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 C.O.R.I. record.
- Applicants challenging the accuracy of the record shall be provided a copy of C.H.S.B.'s ***Information Concerning the Process in Correcting a Criminal Record***. If the C.O.R.I. record provided does not exactly match the identification provided by the applicant, the authorized individual will make a



# TOWN OF SAUGUS

HUMAN RESOURCES  
298 CENTRAL STREET  
SAUGUS, MASSACHUSETTS 01906  
*Telephone: (781) 231-4142 • Fax: (781) 231-5666*

determination based on a comparison of the C.O.R.I. record and documents provided by the applicant and make a recommendation to the Town Manager. The Town of Saugus may contact the C.H.S.B. and request a detailed search consistent with C.H.S.B. Policy.

- If the Town Manager reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in 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:
  - Relevance of the crime to the position sought;
  - The nature of the work to be performed;
  - Time since the conviction;
  - Age of the candidate at the time of the offense;
  - Seriousness and specific circumstances of the offense;
  - The number of offenses;
  - Whether the applicant has pending charges;
  - Any relevant evidence or rehabilitation or lack thereof;
  - Any relevant information, including information submitted by the candidate or requested by the Town;
  
- The Town of Saugus will notify the applicant of the decision and the basis of the decision in a timely manner.