



City of Westfield, Massachusetts

Personnel Department

CITY OF WESTFIELD CRIMINAL BACKGROUND CHECKS (CORI)

POLICY

It is the policy of the City of Westfield to require all applicants for employment with the City, upon receiving an offer of employment, consent to a criminal background check through DCJIS/CORI.

DEFINITIONS

CORI – Criminal Offender Record Information – Records compiled by the DCJIS including records and data in any communicable form compiled by a Massachusetts Criminal Justice Agency which concern an identifiable individual and relate to the nature or disposition of a criminal charge, an arrest, a pre-trial proceedings, other judicial proceedings, previous hearings conducted pursuant to M.G.L. c. 276 § 58A Where the defendant was detained prior to trial or released with conditions under M.G.L. c. 276 § 58A(2), sentencing, incarcerations, rehabilitation, or release. Published records of public court, judicial or administrative proceedings are excluded from CORI. Also excluded is information related to criminal proceedings that were initiated against an individual before he/she turned 18 unless the individual was adjudicated as an adult.

Employee – includes not only traditional employees but also volunteers, subcontractors, contractors, vendors, and special state, county and municipal employees.

DCJIS – Massachusetts Department of Criminal Justice Information Services

PROCEDURES

- A. The Personnel Department for the City of Westfield will register annually for iCORI service.
- B. Applicant must provide a suitable form of government issued identification which must contain a photograph. If the applicant does not have a government issued identification, a birth certificate may be used.
- C. Upon application for employment with the City of Westfield, applicant shall provide to the Personnel Department a completed CORI Acknowledgement Form (see Attachment A). CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172 and only after a CORI Acknowledgement Form has been completed. CORI will only be accessed for applicants who have received a conditional offer of employment.

- D. The applicant shall be informed on the face of the application or in a CORI Acknowledgement Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment.
- E. An additional CORI check may be obtained within one year.
- F. All CORI obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a "need to know."
- G. All personnel authorized to review or access CORI will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.
- H. Once the completed CORI Acknowledgement Form is received by the Personnel Department, a CORI request will be submitted using the iCORI service.
- I. If a criminal record is received from the DCJIS, the information is to be verified to ensure the record belongs to the applicant.
- J. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.
- K. Factors considered in determining suitability may include, but not limited to:
 - a. Relevance of the record to the employment sought;
 - b. Nature of the work to be performed;
 - c. Time since 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.
- L. If the City is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed.



Brian P. Sullivan
Dated: 4-30-18



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
 Department of Criminal Justice Information Services 200
 Arlington Street, Suite 2200, Chelsea, MA 02150
 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
 MASS.GOV/CJIS



This form is not to be faxed. Please return form to organization .

**Criminal Offender Record Information (CORI)
 Acknowledgement Form**

To be used by organizations conducting CORI checks for employment or licensing purposes.

_____ City of Westfield _____ is registered under the
 (Organization)
 provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to
 _____ City of Westfield _____
 (Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing _____ City of Westfield _____
 (Organization)

with written notice of my intent to withdraw consent to a CORI check,

I also understand, that _____ City of Westfield _____ may conduct
 (Organization)
 subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



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SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
 The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____

* Last Name: _____ Suffix (Jr., Sr., etc.): _____

Former Last Name 1: _____

Former Last Name 2: _____

Former Last Name 3: _____

Former Last Name 4: _____

* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____

* Last **SIX** digits of Social Security Number: _____ -- _____ No Social Security Number

Sex: _____ Height: _____ ft. _____ in. Eye Color: _____ Race: _____

Driver's License or ID Number: _____ State of Issue: _____

Father's Full Name: _____

Mother's Full Name: _____

Current Address

* Street Address: _____

Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date