

Criminal Offender Record Information (CORI) Check Policy:

Approved by Belmont Recreation Commission, September 17, 2007

*Amended November 18, 2014

In order to protect the safety of children while in our care, the Belmont Recreation Commission has adopted the following policy on obtaining criminal record information:

- All potential volunteers and employees will be subject to a CORI background check conducted only by an authorized representative of the CHSB (Criminal History Systems Board)
- All prospective employees and volunteers will be notified that a CORI check will be performed. If requested, applicants and/or volunteer will be provided with a copy of the Recreation Department's CORI check policy.
- Recreation Department personnel who are authorized to review CORI records will make themselves thoroughly familiar with training materials made available by the CHSB.
- In reviewing a criminal record report, authorized Belmont Recreation Department staff will closely compare the information provided to the information received from the CHSB to be sure the report relates to the individual.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant/volunteer for a position. If the Belmont Recreation Department uses a criminal record as a deciding factor to disqualify an applicant/volunteer, the Belmont Recreation Department will promptly notify the person so that their record may be discussed or disputed. An individual wishing to dispute the accuracy of a criminal record will be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. However, the decision by the Recreation Department to disqualify an applicant/volunteer based on information found in a criminal record is final and non-appealable.

Some factors to be taken into consideration when a criminal record is found to be accurate are:

- Relevance of the crime to the position sought
- Length of time since conviction
- Age of the candidate at the time of conviction
- Seriousness and specific circumstances of the offense
- Number of offenses
- Pending charges
- Evidence of rehabilitation or the lack of attempt at rehabilitation

*CORI checks will be performed on current employees every year, volunteers every 2 years and will be kept on file (locked, separate from a personnel file) for 3 years post employment/participation. The Belmont Recreation Department will maintain and respect the privacy of all prospective employees/applicants.