

Simmons University Criminal Offender Record Information (CORI) Policy

Information about all checks Simmons conducts on references, work history, educational credentials and criminal history, can be found in the Policy on Background Checks and Credential Verifications.

All Simmons employees who work on campus (non-remote) will be required to complete a CORI check as part of their background check. The CORI Acknowledgment Form must be completed in person with a member of the Simmons HR department. If a candidate is unable to meet with a member of the HR department, the CORI Acknowledgment Form may be completed with a notary public.

Any candidates seeking positions for which a CORI check is required or deemed appropriate must undergo a CORI background check as a condition of hire. These checks will be conducted by our third party vendor, Creative Services Inc. (CSI). This CORI certification allows the CORI-certified representative to use the Massachusetts Department of Criminal Justice Information Services (DCJIS) on-line process to review the applicant's Criminal Offender Record.

Whenever a CORI check is performed, the following practices and procedures will be followed.

POLICY REQUIREMENTS

CORI checks will only be conducted as authorized by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and MGL c.6, § 172, and only after a Simmons University CORI Disclosure and Authorization Form ("Authorization Form") has been completed.

If a requestor is screening for the rental or leasing of housing, a CORI Acknowledgment Form shall be completed for each and every subsequent CORI check.

A CORI acknowledgement form shall be completed on an annual basis for checks submitted for any other purpose, provided that the requestor has adopted the language from the DCJIS CORI acknowledgement form that notifies individuals that their CORI may be requested at any time within the one year that the acknowledgement form is valid. If the requestor has not adopted the DCJIS CORI acknowledgement form language, then it must ensure that an acknowledgement form is completed for each and every subsequent CORI check.

Any personnel of the College authorized to conduct criminal history background checks and/or to access or review CORI information will review and will be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

CORI information used **for employment purposes** shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

All offers of employment and/or continued employment for faculty and staff hires are contingent upon acceptable results of a criminal record check as determined by those designated at Simmons University to interpret such investigations.

PROCEDURE:

The University has implemented standardized procedures for the review of criminal and sex offender records.

1. The Human Resources Department or other designated CORI-certified administrative units hereafter referred to as University Certified CORI Checkers will initiate a CORI check for current employees or candidates seeking positions for which a CORI check is required or deemed appropriate. All subjects of a CORI check must complete and sign the Authorization Form acknowledging that a CORI Check will be performed, and must provide a valid form of government-issued identification. The University will use the identification to verify the subject's identity.
2. Certified CORI Checkers will then submit the CORI Request either directly to the DCJIS or another Credit Reporting Agency ("CRA") selected by the University, such as Creative Services, Inc.
3. If a criminal record is received from the DCJIS, the information will be compared with the information on the Authorization Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, an authorized individual will make a determination based on a comparison of the CORI record and documents provided by the applicant.
4. Once the University Certified CORI Checkers have ensured that the record relates to the individual using the process outlined above, the CORI Checkers will consult with the appropriate Hiring Manager on the relevance of the record to the placement and if it would disqualify the individual.
5. If the record does not disqualify the individual, the appropriate CORI Checker will document the reasons for that decision, and proceed with the application/hiring process. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the record 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; and

- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.
6. An applicant or employee will be notified in a timely manner if the University determines his/her criminal history disqualifies him/her from employment, internship or volunteer work with Simmons and the basis for that determination.

The subject of the CORI check will be provided with a copy of this policy, a copy of the DCJIS' ***Information Concerning the Process for Correcting a Criminal Record***, and a copy of his/her criminal history. The University will advise the individual of the part(s) of the record that make him/her unsuitable for the position, disclose the source of the criminal history record, and give him/her an opportunity to dispute the accuracy of the CORI record. All explanations of any discrepancies between the job application and the results of the background check will be reviewed prior to the final determination.

IMPORTANT NOTES

All CORI information obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI information outside the University, including dissemination at the request of the subject.

All University Certified CORI Checkers will have a signed Confidentiality Agreement on file in the Human Resources Office.

All CORI check information will be kept in the strictest of confidence to the extent possible. Access to any information collected will be limited to those individuals who have a "need to know". This may include, but not be limited to: hiring managers, staff submitting the CORI requests, the agency performing the CORI checks and staff charged with processing job applications. The University will update the list of individuals with access to CORI information every six (6) months and it is subject to inspection by the DCJIS at any time.

All CORI check records or other information generated by background checks will be maintained in confidential files at the University for seven (7) years after which time they will be destroyed.

This policy and procedure is subject to change at the discretion of the University, within the scope of the current DCJIS regulations. Please contact HR for a copy of the current CORI policy or with questions regarding this policy.

Some individual University Certified CORI Checking units may have more restrictive CORI requirements than contained in this document. It is the responsibility of the unit to be aware of and to comply with the CORI law, regulations and the requirements of their respective unit.

CORI ACKNOWLEDGEMENT FORM INSTRUCTIONS

Please read the instructions completely before proceeding as it may be necessary to execute this form in the presence of a notary public.

In order to process a statewide criminal record search in Massachusetts, the Commonwealth requires that the attached release form be completed.

Step 1: Please read page one of the attached document and then sign at the bottom.

Step 2: On page two, please complete the sections titled **Subject Information** and **Current Address**.

Step 3: The final step requires either an authorized individual from your prospective employer or a notary public view your government issued identification and then sign off at the bottom of page two under **Subject Verification**.

Code of Massachusetts Regulations

803CMR2.09 (5)

If an employer or governmental licensing agency is unable to verify a subject's identify and signature in person, the subject may submit a completed CORI Acknowledgement Form acknowledged by the subject before a notary public.



**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 using consumer reporting agencies to conduct CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

Simmons University 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, current licensees, and applicants for the rental or lease of housing. Simmons University has authorized
(Organization)
Creative Services, Inc. to submit CORI checks
(Consumer Reporting Agency)
to the Massachusetts Department of Criminal Justice Information Services (DCJIS) on its behalf.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Creative Services, Inc.

(Consumer Reporting Agency)

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 Simmons University
(Organization)

with written notice of my intent to withdraw consent to a CORI check. I also understand that this form is a CORI acknowledgement form and I am entitled to additional consumer reporting disclosure forms under the Fair Credit Reporting Act. If I have not received those disclosures, I should contact Simmons University
(Organization)

to request this information.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

I also understand that the Creative Services, Inc., on behalf of
(Consumer Reporting Agency)
Simmons University 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



**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



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

SUBJECT VERIFICATION BY NOTARY PUBLIC (if employer is unable to verify in person)

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____
(name of document signer), proved to me through satisfactory evidence of identification, which were _____
(type of document), to be the person whose name is signed on the preceding or attached document,
and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires On _____

(seal)

EMPLOYER: Check the box if the annual salary of the position for which this subject is being screened is \$75,000.00 or more.
IMPORTANT NOTE: If unchecked, salary is under \$75,000.00.