

## **Windrush Farm's CORI Policy**

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed by Windrush Farm .

### **1. CONDUCTING CORI SCREENING**

CORI checks will only be conducted as authorized by the DCJIS and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed for employment/volunteer applicants seventeen years or older. Volunteers applying who are under the age of seventeen will not be CORI'd. By signing the Acknowledgement Form, all applicants seventeen years and older, understand that a CORI check will be conducted. If requested, the applicant will be provided with a copy of Windrush Farm's CORI policy. It is also published on our website and available to our clients, volunteers and employees.

### **2. ACCESS TO CORI**

All CORI information obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a "need to know" and staff who have completed and signed the non-disclosure and confidentiality agreement. This includes, but is not limited to, hiring managers, staff submitting the CORI requests, staff charged with processing job applications, instructors, Volunteer Coordinators and Barn Manager.

Windrush Farm maintains and keeps a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six (6) months.

### **3. CORI TRAINING**

As Windrush Farm is an agency required by MGL c. 6, s. 171A, to maintain a CORI Policy, all personnel who have signed the non-disclosure and confidentiality agreement, and who have access to CORI, have been provided with the relevant educational and training materials regarding CORI laws and regulations made available by the DCJIS.

### **4. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING**

Any individual considered by Winrush Farm for employment or volunteer opportunities understands that a criminal record will not automatically disqualify them for a position they have applied for and are otherwise qualified for. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulation and is left to the discretion of the authorized staff at Windrush Farm.

### **5. VERIFYING A SUBJECT'S IDENTITY**

If a criminal record is received from the DCJIS, the information will be

compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant. Windrush will request a state identification card provided by the applicant at the time of application for employment or volunteer service for those seventeen years or older. Windrush will have the leeway to determine identity by other means when a state identification card is not available. This includes having a standing relationship with an individual and/or staff being able to make a visual identification. Not having a government issued form of identification does not eliminate an individual from participating as a volunteer. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by a Windrush Farm staff member authorized to make such determinations, based on a comparison of the CORI record and documents provided by the applicant with regard to ability to serve as a volunteer.

## **6. INQUIRING ABOUT CRIMINAL HISTORY**

In connection with any decision made by Windrush Farm regarding employment, volunteer opportunities, or professional licensing, the subject shall be provided with a copy of the criminal history record obtained from the DCJIS, prior to questioning the subject about his or her criminal history. The source of the criminal history record is also to be disclosed to the subject.

## **7. DETERMINING SUITABILITY**

If a determination is made by Windrush Farm, based on the information provided in section 5 of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for a position or license will be made by Windrush Farm. 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.

The applicant will be notified of the decision and the basis for it in a timely manner.

## **8. ADVERSE DECISIONS BASED ON CORI**

If an authorized official of Windrush Farm 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 organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will

also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' ***Information Concerning the Process for Correcting a Criminal Record***.