



Volunteer Criminal Offender Record Information (CORI) Policy

The Concord Free Public Library ("CFPL") seeks to provide a safe environment for its employees and patrons. Accordingly, it is the policy of the CFPL to conduct criminal background ("CORI") checks on all prospective volunteers over the age of eighteen (18).

Conducting CORI Screening

CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services ("DCJIS"), and only after a CORI Acknowledgment Form has been completed. All applicants will be given a seventy-two-hour notice that a new CORI check will be conducted.

Access To CORI

All CORI obtained by the CFPL is confidential, and access to the information will be limited to those individuals who have a "need to know." This may include, but not be limited to, staff submitting the CORI requests, and staff charged with processing volunteer applications. The CFPL will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

CORI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to conduct or review CORI checks at the CFPL will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

Use of Criminal History in Background Screening

Prior to initiating a CORI check, the CFPL will review the qualifications of a prospective volunteer to determine if they are otherwise qualified for the relevant position. CORI checks used for screening purposes will 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.

Verifying a Subject's Identity

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgment 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, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant. The CFPL may contact DCJIS and request a detailed search consistent with DCJIS policy and procedures.

Inquiring About Criminal History

In connection with any decision regarding volunteer opportunities, the applicant will be provided with a copy of the criminal history record whether obtained from the DCJIS or from any other source, prior to questioning the applicant about their criminal history. The source(s) of the criminal history record will be disclosed to the applicant.

Determining Suitability

If a determination is made, based on the information provided, that the criminal record belongs to the applicant, and the applicant does not dispute the record's accuracy, then the determination of suitability for the volunteer position will be made. 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.

Adverse Decisions Based on CORI

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The applicant will be provided with a copy of the CFPL's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The applicant will then be provided with an opportunity to dispute the accuracy of the CORI record. Applicants will also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

Secondary Dissemination Logs

All CORI 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 outside this organization, including dissemination at the request of the subject.

Approved by the Concord Free Public Library Committee November 4, 2025.