



City of Springfield

CTYSG

Criminal Offender Record Information (CORI) Policy

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

1. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services (DCJIS). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
2. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision making process will be thoroughly familiar with the educational materials made available by the DCJIS and the Human Resources Department.
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be consistent with this policy, particularly in consideration of determining suitability of employment in position classifications, and any applicable law or regulations.
4. If a criminal record is received from DCJIS, the authorized individual will closely compare the record provided by DCJIS with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
5. If the City of Springfield is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City of Springfield's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record.
6. Applicants shall be provided a copy of DCJIS' "Information Concerning the Process in Correcting a Criminal Record" which will assist them in challenging the accuracy of the record if necessary. Applicants will also be provided with "Information Concerning Establishing Yourself as the Victim of Identity Theft or Criminal Offender Record Information (CORI) Purposes" If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Springfield will make a determination based on a comparison of the CORI record and the documents provided by the applicant. The City of Springfield may contact DCJIS and request a detailed search consistent with DCJIS policy.
7. If the City of Springfield reasonably believes the record belongs to the applicant and is accurate, based on the information provided in section 4 of this policy, then the determination of suitability for the

position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not limited to the following:

- a. Relevance of the crime to the position sought;
 - b. The nature of the work to be performed;
 - c. Time since the last 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;
 - i. Any other relevant information, including information submitted by the candidate or requested by the City of Springfield hiring authority.
8. The City of Springfield's Human Resources Department and/or the Hiring Authority will notify the applicant of the decision and the basis of the decision in a timely manner.

Addendum to CORI Policy related to services provided by the Park, Facilities, and Recreation Management Division and factors that disallow employment of seasonal or permanent staff:

Any child abuse, molestation, sex offender, or other pending charges or convictions deemed physically or mentally harmful to children, including child support or abandonment charges.

Any pending charges or convictions of possession or distribution of any illegal classification of drug(s), pharmacy violations, or related charges.

Any pending charges or convictions related to burglary, larceny, breaking and entering, or fraud, with some consideration given to the length of time since the charges or final disposition of the charges.

Any liquor related or Driving Under the Influence of Alcohol related charges or convictions, with consideration given to the length of time since the charges, severity and/or final disposition.

Motor vehicle charges that result in the injury of other persons, with consideration given to the length of time since the charges and severity of the offense and final disposition.

Any assault and battery (with or without a dangerous weapon) or related charges or convictions, with some consideration given to the length of time since charges and severity of the offense and final disposition.

Any possession of firearms or dangerous weapons charges or convictions.