



Waltham Track Club

88 Russell St.
Waltham MA 02453

WALTHAM TRACK CLUB CORI POLICY

The Waltham Track Club CORI policy is applicable to the criminal history screening of prospective and current Board of Directors members, coaches, and volunteers.

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of the general background check for volunteer work, the following practices and procedures will be followed.

1. CONDUCTING CORI SCREENING

Cori checks will only be conducted as authorized by the DCJIS and MGLc.6s.172 and only after a CORI Acknowledgement Form has been completed by a prospective employee or volunteer. CORI Acknowledgement forms will only be kept for one year, after which they will be destroyed.

2. ACCESS TO CORI

All CORI obtained from the DCJIS is confidential and access to the information must be limited to those individuals who have a “need to know” and have been authorized and improved by the Board of Directors of the Waltham Track Club and who have been properly authorized by the DCJIS. The Waltham Track Club will maintain and keep a list of names of those authorized to access and/or view CORI. This list will be reviewed and updated every six months and be subject to inspection by request by the DCJIS at any time.

3. CORI Training

All Waltham Track Club personnel authorized to access or review CORI, will review and be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.



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4. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING CORI

CORI used for volunteer 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 within this policy and any applicable law or regulation.

5. VERIFYING A SUBJECT'S IDENTITY

If a criminal record is received by the DCJIS, the information is to be closely 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. If the information in the CORI record 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.

6. INQUIRING ABOUT CRIMINAL HISTORY

In connection with any decision regarding employment or volunteer opportunities, the subjects shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or any other source, prior to questioning the subject about his or her criminal history. The source of the criminal history record is to be disclosed to the subject.

7. DETERMINING SUITABILITY

If a determination is made, based on the information as 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 the 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) Time/date of the offense
- c) Time since the conviction



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- d) Age of the candidate at the time of the offense
- e) Seriousness and specific circumstances of the offense
- f) The number or offenses
- g) Whether the applicant has any 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 Club

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

8. ADVERSE DECISION BASED ON CORI

If an authorized official is inclined to make an adverse decision based on the result of a criminal history background check, the applicant will be notified immediately. The subject will be provided a copy of the Club's CORI policy and a copy of the criminal history report. The source 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 will be provided a copy of the DCJIS' Information Concerning the Process for Correcting a Criminal Record.

9. SECONDARY DISSEMINATION LOG

All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. The Club will keep a central secondary dissemination log to record any dissemination of CORI outside of our organization, including dissemination at the request of the subject.