

CORI POLICY

Hiring authorities of public library personnel may access and receive conviction and pending case CORI for the purpose of screening otherwise qualified prospective employees or volunteers of the library who may have direct and unmonitored contact to children. – CHSB, Grants concerning Children

Agencies providing elder care services may receive CORI pertaining to conviction and pending criminal case data for the purpose of screening current and otherwise qualified prospective employees and volunteers who have the potential for unmonitored access to elders. – CHSB, Grants concerning the Elderly and Disabled

The Flint Public Library will conduct Criminal Offender Record Information (CORI) checks on serious applicants, employees (including short-term employees), and volunteers who work with senior citizens or children. These practices and procedures will generally be followed:

1. CORI checks will be conducted only as authorized by the Criminal History Systems Board (CHSB). 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. The Flint Public Library Director is authorized to review CORI and is familiar with the educational materials made available by the CHSB.
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
4. If a criminal record is received from the CHSB, the Director will compare the record provided by the CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure that the record relates to the applicant.
5. If the Library Director 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 Library'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 challenging the accuracy of the policy shall be provided a copy of the CHSB's "Information concerning the Process in Correcting a Criminal Record." If the CORI record provided does not exactly match the identification information provided by the applicant, the Library Director will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Director may contact the CHSB and request a detailed search consistent with CHSB policy.

7. If the Director believes that the record belongs to the applicant and is accurate, based on the information as 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 be limited to, the following:

- i. Relevance of the crime to the position sought
- ii. The nature of the work to be performed
- iii. Time since the conviction
- iv. Age of the candidate at the time of the offense
- v. Seriousness and specific circumstances of the offense
- vi. The number of offenses
- vii. Whether the applicant has pending charges
- viii. Any relevant evidence of rehabilitation or lack thereof
- ix. Any other relevant information.

8. The Library Director will notify the applicant of the decision and the basis of the decision in a timely manner.