

Easton Recreational Basketball League CORI / SORI Policy
10/01/07

It is the policy of the Easton Recreational Basketball League to obtain Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) checks as part of a general background check for either recreational or travel basketball coaching (head or assistant) applicants. The following practices and procedures will generally be followed.

1. CORI and SORI checks will only be conducted as authorized by CHSB (Criminal History Systems Board) and the SORB (Sex Offender Registry Board) respectively.
 - a. All applicants will be notified that a CORI / SORI check will be conducted.
 - b. If requested, the applicant will be provided with a copy of this CORI / SORI policy.
2. All personnel authorized to review CORI / SORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB and SORB.
 - a. One (1) individual will be identified to request and act upon CORI / SORI checks.
 - b. If said individual requires assistance in reviewing the information returned from the CORI / SORI request, he shall request this assistance only from the President of this organization.
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI / SORI checks will be made consistent with this policy and any applicable law or regulations.
4. If a criminal record is received from CHSB or SORB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI / SORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
5. If the Easton Recreational Basketball League is inclined to make an adverse decision based on the results of the CORI / SORI check, the applicant will be notified immediately by the President of the Easton Recreational Basketball League.
 - a. The applicant shall be provided with a copy of the criminal record and the organization's CORI / SORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI / SORI record.

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6. Applicants challenging the accuracy of the CORI record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*.
 - a. If the CORI record provided does not exactly match the identification information provided by the applicant, the Easton Recreational Basketball League will make a determination based on a comparison of the CORI record and documents provided by the applicant.
 - b. The Easton Recreational Basketball League may contact CHSB and request a detailed search consistent with CHSB policy.
7. Applicants challenging the accuracy of the SORI record can contact the Sex Offender Registry at www.mass.gov/sorb or at 1(800) 93-MEGAN.
8. If the Easton Recreational Basketball League reasonably believes the CORI / SORI record belongs to the applicant and is accurate, based on the information as provided in section IV 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:
 - a. Relevance of the crime 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
 - i. Any other relevant information, including information submitted by the candidate or requested by this organization
9. Easton Recreational Basketball will notify the applicant of the decision and the basis of the decision in a timely manner.
10. Easton Recreational Basketball will employ the following storage and disposal methods to ensure the privacy of CORI / SORI information:
 - a. All information will be stored at a bank safe deposit box
 - b. Only CORI / SORI approved delegates as identified in Section II of this policy will have access to this information
 - c. All CORI / SORI information will be disposed of using a cross-cut shredder.