

Burlington Parks & Recreation
Criminal Offender Information Request (CORI) Policy



In order to insure that employees, volunteers or other persons regularly providing services or support to any program which has the potential for unsupervised contact with children, people with disabilities or the elderly, a Criminal Offender Record Information (CORI) check shall be performed. It is the policy of the Burlington Parks & Recreation Department that convictions of a certain crime pose an unacceptable risk to the vulnerable populations that are served.

CORI checks will only be conducted 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. The Burlington Parks & Recreation Department will use the Massachusetts Department of Mental Health Mandatory Disqualifications as a guideline when considering disqualification. (A copy of this list can be requested at the Burlington Parks & Recreation Department office.)

Procedure

All employees, volunteers or other persons providing services or support to programs developed for children, people with disabilities or the elderly shall complete a CORI form and provide a government issued identification. The CORI form will then be sent to the CHSB for review and a finding will be returned to the Burlington Parks & Recreation Department.

- The Burlington Parks & Recreation Department shall review findings from the CORI check. If the CORI investigation finds “No Record,” such finding shall be documented in the applicant’s file.
- If a criminal record is received, the Burlington Parks & Recreation Department will contact the CHSB to provide other identifying information to ensure that the record relates to the applicant.
- No applicant shall be hired who has a pending criminal case listed under any category of disqualification.

If the Burlington Parks & Recreation Department 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, the CHSB’s ***Information Concerning the Process of Correcting a Criminal Record*** and ***Information on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes***, and the organization’s CORI 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 relevancy of the CORI record.

Challenges

Applicants challenging the accuracy of the policy shall be provided with a copy of the CHSB’s ***Information Concerning the Process of Correcting a Criminal Record*** and ***Information on How to Establish Yourself as a Victim of Identity Theft for CORI Purposes***. If the CORI record provided does not exactly match the identification provided by the applicant, the Burlington Parks & Recreation Department will make a determination based on a comparison of the CORI record and documents

provided by the applicant. The Burlington Parks & Recreation Department may contact CHSB and request a detailed search consistent with the CHSB policy.

Decision

If the Burlington Parks & Recreation Department reasonably believes the record belongs to the applicant and is accurate, based on the information as provided, then the determination of suitability for the position or license will be made. The following factors considered in determining suitability may include but are not limited to:

- Age of the conviction;
- Age of the applicant at the time of offense;
- Degree of satisfaction of any parole or probation conditions;
- Seriousness and specific circumstances of the offense;
- Relationship of the criminal act to the nature of the work performed;
- The number of offenses;
- Any relevant evidence of rehabilitation or lack thereof.

Duration

CORI checks will be completed on all personnel in contact with vulnerable populations on a yearly basis.

Approved by Commission: 3/3/2025