

**Criminal Offender Record Information (CORI) Policy**  
**Summer Programs**  
**Hampshire College**

Hampshire College Summer Camps request all available criminal offender record information (“CORI”) and juvenile data on current and prospective employees from the Criminal History Systems Board (the “CHSB”) pursuant to Chapter 6, § 172G, the CHSB regulations, 803 C.M.R. 2.00-9.00 *et seq.*, and Massachusetts Department of Public Health (“DPH”) regulation, 105 C.M.R. 430.00 *et seq.* The College’s criminal background checks are aimed *only* at those criminal activities that would threaten the health and safety of our community. Offers of employment are conditional, pending a successful completion of the criminal background investigation process.

Where CORI checks are performed, the College will generally follow these practices and procedures:

CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. Applicants must sign a request form authorizing receipt by the College of all available CORI data from the CHSB. If requested, the applicant will be provided with a copy of the College’s CORI policy.

If the College receives CORI from the CHSB, the College will closely 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 the record relates to the applicant. If, based on this information, the College reasonably believes the CORI belongs to the applicant, then the determination of suitability for the position will be made in accordance with the factors set forth herein.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

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 the hiring authority

If the College determines it will make an adverse decision based on the result of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record, the College's CORI policy, and information concerning the process for correcting a criminal record. The applicant will be 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.

An informed review of a criminal record requires adequate training. Accordingly, all College personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB. The process is confidential. Records and information received are held in the strictest of confidence and “need-to-know” basis.

If after the check is completed, and an applicant has been hired, the employee were to be convicted of a crime, that person would be expected to immediately notify Human Resources. Reports of any convictions will not necessarily result in an adverse employment action, however, the College may take any action it deems necessary to safeguard the well-being of its students, staff, and the overall college community