

/ SCOPE:

This policy applies to candidate for positions which include employees, volunteers, interns, trainees, or other persons regularly offering support to any program or facility in either a paid or unpaid capacity whose services entail the potential for unsupervised contact with vulnerable populations. This policy may, at the discretion of the Hiring Authority, also include employees, volunteers, interns, trainees, or other persons regularly offering support to any program or facility in a paid or unpaid capacity whose services do not entail the potential for unsupervised contact.

/ POLICY DEVELOPMENT:

Mount Wachusett Community College has recognized the need to ensure a safe environment for our service population. Given the diversity of our population, it is imperative we provide the highest degree of moral standards, care and safety. As one guarantee for providing a safe and credible environment, we have implemented a Criminal Offender Records Information (CORI) check procedure. This procedure is effective immediately, and will be reviewed on an annual basis.

/ POLICY STATEMENT:

In order for a student/employee/trainee or volunteer to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the individual may be required to undergo a Criminal Offender Record Information (CORI) check. Individuals found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. In such a case the individual will be notified of the finding by the College, be provided with a copy of the CORI

information, and given information concerning the process for correcting a criminal record. The College is authorized by the Commonwealth's Department of Criminal Justice Information Services, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the Vice President of Human Resources and Payroll/Affirmative Action Officer.

/ POLICY PURPOSE:

To establish standardized procedures for the review of criminal records of candidates under consideration for employment, or regular volunteer or training service where they will be in contact with vulnerable populations (i.e. children, the elderly, the disabled). The Department of Criminal Justice Information Services (DCJIS) has authorized Mount Wachusett Community College to receive criminal record information regarding present or prospective employees working with vulnerable populations and for trainees / students who will need CORI clearance to work in educational worksites.

DEFINITIONS

PROCEDURE:

All persons applying for positions in which may or may not have unsupervised contact with persons of vulnerable populations must complete a CORI application. The application will be sent to the DCJIS and DCJIS will provide a response to the College.

CANDIDATE:

Any person under consideration for hire, or any trainee/student enrolled in the physical therapy or nursing program, or any volunteer/student providing services for or on behalf of Mount Wachusett Community College.

DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES (DCJIS):

The Executive Office of Health and Human Services sponsored unit that processes request for CORI information and offers technical assistance with any questions arising from the results of a search.

CRIMINAL OFFENDER RECORD INFORMATION (CORI):

Information regulated by the Criminal History Systems Board and maintained by the Board of Probation regarding criminal information of persons within the Massachusetts Court system.

CORI COORDINATOR:

The person designated by the hiring authority to send request and receive responses from the DCJIS.

EOHHS:

Executive Office of Health and Human Services

HIRING AUTHORITY:

The person designated to make hiring decisions within the affected agency, department, office, program, or facility.

NO RECORD:

The conclusion from a CORI Unit search that applicable criminal records relating to the candidate have not been found. A finding of “no record” does not necessarily mean, however, that criminal information is not present on the CORI database.

POTENTIAL FOR UNSUPERVISED CONTACT WITH PERSONS OF VULNERABLE POPULATIONS:

Contact with a person who is underage, elderly, disabled, or receiving care due to illness when no other supervisory staff person is present. A person who has access to areas where clients may be unsupervised such as locker rooms, classrooms, offices, shall be considered to have the potential for unsupervised contact.

LIFETIME PRESUMPTIVE DISQUALIFICATION OFFENSES:

A category of offenses for which conviction of any such offense results in a presumption of a lifetime disqualification for clinical placement eligibility or other service which entails potential unsupervised contact with vulnerable persons or populations, due to the presumed unacceptable risk posed by the nature of the crime to such persons or populations.

VENDOR AGENCY:

Any individual, corporation, partnership, organization, trust, institution association or other entity licensed or contracted to provide services to clients served by state agencies within EOHHS.

VOLUNTEER:

Any person who works in an unpaid capacity for state agencies with EOHHS or at state funded programs, and who may have unsupervised client

contact, provided, however that individuals who provide unpaid services on an occasional basis shall not be considered volunteers for the purposes of this policy. For the purposes of this policy, a current consumer of a facility or program who provides unpaid services at the facility or program shall not be considered a volunteer at that facility or program.

TRAINEE/STUDENT:

Any person enrolled in an academic program or participating in a pre or post training program that is affiliated with an accredited educational institution or hospital, who receives a placement to an EOHHS agency-operated or funded facility

WORK RELEASE PROGRAM:

A program of unpaid work performed by any individual who is under the custody of the state or county correctional system.

Coordinated by:

Division of Human Resources And
Payroll/Affirmative Action
www.mwcc.mass.edu

HR/Cori policy
5/12

CORI POLICY

(Criminal Offender

Records Information)



**Mount Wachusett
Community College**

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