



## **CRIMINAL OFFENDER RECORD INFORMATION (CORI) AND BACKGROUND CHECK POLICY**

Sunshine Village requires Criminal Offender Record Information (CORI) and Fingerprint-Based background checks as part of a general background check for employment at Sunshine Village. Where CORI and background check are required for employment, volunteer work or licensing purposes, the following practices and procedures will be followed in this policy.

### **Authorization**

CORI and background checks will only be conducted as authorized by the Department of Criminal Justice Information Services (DCJIS). All applicants will be notified that a check will be conducted. If requested, the applicant will be provided with a copy of the policy.

### **Training**

An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by DCJIS.

### **Disqualification**

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

### **Confirmation of Identity**

If a criminal record is received from DCJIS, the authorized individual will closely compare the record provided by DCJIS 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 the CORI record provided does not exactly match the identification information provided by the applicant,

Sunshine Village will make a determination based on a comparison of the CORI record and documents provided by the applicant. Sunshine Village may contact DCJIS and request a detailed search consistent with DCJIS policy.

### **Notification**

If Sunshine Village is inclined to make an adverse decision based on the results of the check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's 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 record. The applicant will then be provided with an opportunity to dispute the accuracy of the CORI record, and shall also be provided a copy of DCJIS' Information Concerning the Process for Correcting a Criminal Record.

### **Determining Suitability**

If Sunshine Village reasonably believes the record belongs to the applicant and is accurate, based on the information as provided by the applicant, then the determination of suitability for the position or license 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 the hiring authority

### **Timeliness**

If Sunshine Village decides to take adverse action against an applicant or employee because of his or her background check results, Human Resources will notify the applicant of the decision and the basis of the decision in a timely manner.