CORI POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.

I. Conducting CORI Screening

CORI checks will be conducted by the Massachusetts Department of Criminal Justice Information Services (DCJIS). All applicants for whom a CORI check is to be conducted will be notified that a CORI check will be conducted and will be required to complete a CORI Acknowledgement Form. If requested, the applicant will be provided with a copy of the Massachusetts Institute of Technology’s CORI Policy.

II. 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 familiar with the educational materials made available by DCJIS.

III. Access to CORI

All CORI obtained from DCJIS is confidential, and access to the information by individuals at MIT is limited to those who have a “need to know.” This may include, but not be limited to, hiring managers, human resources staff and administrative and support staff processing background checks documents. MIT will maintain a list of each individual authorized to have access to or view CORI. This list will be updated every six (6) months.

IV. Use of CORI for Employment

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. In most cases, MIT’s practice is to obtain CORI checks only for finalists for positions.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant from employment at MIT. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations. Determinations will generally be made by a committee that includes representatives from the MIT Police Department and the Security and Emergency Management Office (SEMO); the committee may also include representatives from other offices, such as Human Resources.

V. Verifying an Applicant’s 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 that individual.

VI. Inquiring About Criminal History

Prior to questioning an applicant about his or her criminal history, MIT, or its authorized consumer reporting agency, will provide that person with a copy of the criminal history record, whether obtained from the DCJIS or any other source.

The source(s) of the criminal history record will also be disclosed to the applicant.
VII. Adverse Decisions Based on CORI

If MIT 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, MIT’s CORI Policy and information regarding the process for correcting criminal records. The applicant will be provided an opportunity to dispute the accuracy of the CORI record.

VIII. Determining Suitability

If MIT reasonably believes the record belongs to the applicant and is accurate, 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 record to the position sought;
(b) The nature of the work to be performed;
(c) Time since the conviction;
(d) Age of the applicant 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 applicant or requested by MIT.

MIT will notify the applicant of the decision and the basis of the decision in a timely manner.

IX. Applicant Challenges

Applicants challenging the accuracy of their criminal record shall inform MIT and be provided a copy of DCJIS’s Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not exactly match the identification information provided by the applicant, MIT will make a determination of the accuracy of the criminal record based on a comparison of the CORI record and documents provided by the applicant. MIT may contact DCJIS and request a detailed search consistent with DCJIS policy.

X. Secondary Dissemination Log

All CORI obtained from DCJIS is confidential and can only be disseminated as authorized by law and regulation. MIT will maintain a central secondary dissemination log to record any dissemination of CORI outside of MIT, including dissemination at the request of the applicant.