



Lakers Junior Lacrosse: Criminal Offender Record Information (CORI) Policy

It is the policy of Lakers Junior Lacrosse to obtain and review Criminal Offender Record Information (CORI) checks as a general background check for all volunteer positions. The following practices and procedures will be followed.

CORI Checks

CORI checks will only be conducted as authorized by CHSB (Criminal History Systems Board).

- All volunteers will be notified that a CORI check will be conducted.
- If requested, the volunteer will be provided with a copy of this CORI policy.

Authorized Personnel

Personnel authorized to review CORI information in the decision-making process will be thoroughly familiar with the educational and training materials made available by CHSB.

- One (1) Board Member --designated the CORI Officer-- will be identified to request and review CORI checks.
- The designated CORI Officer may elect to review CORI results with other board members to enable the decision-making process.
- The Lakers Junior Lacrosse Board will appoint a CORI officer each season.

Disqualification

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

Identification

If a criminal record is received from CHSB, the CORI Officer will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the volunteer, to ensure the record relates to the volunteer.

Adverse Decisions

If Lakers Junior Lacrosse is inclined to make an adverse decision based upon the results of the CORI check, the volunteer will be notified immediately by the CORI Officer.

The volunteer shall be provided with a copy of this CORI Policy the CORI record



and the advised of the portion(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and the relevance of the CORI record.

Corrections to Criminal Record

Volunteers challenging the accuracy of the CORI record shall be provided a copy of CHSB'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 volunteer, the CORI Officer –in conjunction with the Board-- will make a determination based upon a comparison of the CORI record and documents provided by the volunteer.
- The Lakers Junior Lacrosse CORI Officer may contact CHSB and request a detailed search consistent with CHSB policy.

Disqualification Criteria

If the Lakers Junior Lacrosse CORI Officer reasonably believes the CORI record belongs to the volunteer 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 crime to the position sought
- B. The nature of the volunteer activities 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 volunteer 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 this organization

Notification

Lakers Junior Lacrosse CORI Officer will notify the volunteer of the decision and the basis of the decision in a timely manner.

Information Handling

Lakers Junior Lacrosse CORI Officer will employ the following storage and disposal methods to ensure the privacy of CORI information:

- A. No personally identifiable CORI information shall be printed.
- B. All personally identifiable CORI information will be viewed and decisions dispositioned electronically.
- C. Access to electronic CORI information shall be appropriately secured using appropriate information security procedures.
- D. All CORI information will be permanently deleted from non-iCORI systems immediately upon decision.