

## **LANCASTER PARENT TEACHER ORGANIZATION CORI POLICY**

The Lancaster Parent Teacher Organization (PTO) will process Criminal Offender Record Information (CORI) checks on all members and/or volunteers on an annual basis. The CORI reports with authorization form will be kept on file for a 3 year period.

- I: CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All PTO members and volunteers are required to submit a completed Certification to Access CORI with a copy of a government issued ID to the PTO on an annual basis. A copy of the Lancaster PTO CORI Policy can be found on our website at ([www.lancasterpto.net](http://www.lancasterpto.net)).
  
- II: The Lancaster PTO will have a minimum of one administrator and one submitter who will be authorized to review CORI in the decision-making process. Once the individuals are accepted by the CHCB they follow all regulations of the CHCB, thoroughly familiarizes themselves with the educational materials available by the CHSB and be required to attend a CHSB training program every two years while holding this position.
  
- III: 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.
  
- IV: If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the records relates to the applicant.
  
- V: If the Lancaster PTO 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 and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given the opportunity to dispute the accuracy and

relevance of the CORI record.

- VI: Applicants challenging the accuracy of the policy shall be provided a copy of the 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 applicant, The Lancaster PTO will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Lancaster PTO may contact CHSB and request a detail search consistent with CHSB policy.
- VII: If the Lancaster PTO reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the volunteering 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 volunteering 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 candidate or requested by the hiring authority
- VIII: The Lancaster PTO will notify the applicant of the decision and the basis of the decision in a timely manner.