

HALIFAX FIRE DEPARTMENT R&R ARTICLE 26	Criminal Offender Record Information (CORI)
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CORI checks will be a part of a general background check for employment and volunteer work with the Halifax Fire Department. The following practices and procedures will be followed:

- I. CORI checks will only be conducted as authorized by the Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of this policy.
- II. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- III. 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 record relates to the applicant.
- IV. If the Halifax Fire Department is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified as soon as possible. Upon request the applicant will be provided with a copy of the criminal record and the department's CORI policy, advised of the part(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.
- V. Applicants challenging the accuracy of the CORI 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 applicant, the Halifax Fire Department will make a determination based on a comparison of the CORI record and the documents provided by the applicant.

VI. If the Halifax Fire Department reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section III of this policy, 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 work to be performed.
- c. Time since the offense.
- d. Age of the candidate at the time of the offense.
- e. Seriousness and 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.

VII. Halifax Fire Department will notify the applicant of the decision and the basis of the decision as soon as possible.