

NAMCO Criminal Offender Record Information Policy- revised October 27, 2010

NAMCO complies with Massachusetts law regarding Criminal Offender Record Information (CORI), and provides this policy to all applicants.

Application:

NAMCO makes no inquiry about the criminal background of an applicant for employment in its initial written application. NAMCO endeavors to perform a criminal background check on every applicant.

NAMCO may make an adverse decision regarding an application for employment based on the applicant's criminal records.

Authorization:

Prior to performing a criminal background check, NAMCO obtains written and signed authorization from the applicant granting permission to obtain criminal records from the Massachusetts Department of Criminal Justice Information Services. NAMCO retains the authorizations for a minimum of one year following the date of the request by NAMCO to obtain an applicant's criminal records.

Disclosure of Criminal Records:

Upon receipt of an applicant's criminal records, NAMCO will disclose those records only to individuals within NAMCO who have a need to know the information contained in the records. NAMCO maintains a log of every individual to whom criminal record information was disclosed. That log contains (1) the name of the subject of the criminal record; (2) the date of birth of the subject; (3) the date of the dissemination; (4) the name of the person to whom the information was disseminated; and (5) the purpose for the dissemination. The log is maintained for a minimum of one year following the date the records were disseminated.

Questioning Applicants:

NAMCO may question applicants about the information contained in their criminal records ONLY AFTER the applicant is provided with a copy of the record.

Adverse Decisions:

Additionally, if NAMCO makes an adverse decision regarding an individual's application for employment based on the applicant's criminal record, NAMCO provides that individual with a copy of the criminal record. However, if an applicant was provided with a copy of the record for purposes of questioning the applicant, NAMCO is not required to provide the applicant with a second copy.

Successful Applicant's Records:

If an applicant is successful in obtaining employment with NAMCO, a copy of their criminal record is available upon written request to NAMCO's Human Resources Department.

Contacting the Criminal History Systems Board:

For information on how to correct information in a criminal record, individuals may contact the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150 by calling (617) 660-4640 or go to www.mass.gov/chsb/cori/cori_forms.html#pers.