

**BOARD OF STATE AND COMMUNITY CORRECTIONS  
CONFLICT OF INTEREST CODE**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Board of State and Community Corrections (Board)**.

Individuals holding designated positions shall file their statements of economic interests with the **Board**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statements for the Executive Director and Board Members, the **Board** shall make and retain copies and forward the original to the **Fair Political Practices Commission**. The **Board** shall forward **copies** of all other statements for appointed members of multi-member boards and commissions to the **Fair Political Practices Commission**. All other statements will be retained by the **Board**.

NOTE: Authority cited: Sections 81008, 87300, 87306, Government Code. Reference: Section 87302, Government Code.

**APPENDIX A  
DESIGNATED POSITIONS**

<b>Designated Positions</b>	<b>Disclosure Categories</b>
Members of the Board	1, 2, 3, 4, 5
Members of Executive Steering Committee/SACJJD	1, 2, 3, 4, 5
Executive Director	1, 2, 3, 4, 5
Chief Deputy Director/General Counsel	1, 2, 3, 4, 5
Communications Director	1, 2, 3, 4, 5
Deputy Director (Except Administration, Research and Program Support Division)	1, 2, 3, 4, 5
Deputy Director, Administration, Research and Program Support Division	1, 5
Staff Services Manager III (Chief of Administration)	1, 2, 3, 4, 5
Associate Information Systems Analyst	6
Program/Project Director (All Levels)	1, 2, 3, 4
Field Representative, — Facilities Standards and Operations/County Facilities Construction	1, 2, 3, 4, 5
Field Representative, — Corrections Planning and Programs	7, 8
Staff Services Manager I	8
Data Processing Manager II (Chief Information Officer)	1, 4, 5
Staff Information Systems Analyst (Information Security Officer) Staff Information Systems Analyst Supervisor	1
Consultants/Legal Counsel/New Positions	61
	*

Note: Members of the Executive Steering Committee vary and a current list of committee members is maintained by the filing officer.

\*Consultants, legal counsel and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, legal counsel or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s, legal counsel’s or new position’s duties and, based on that description, a statement of the extent of the disclosure requirements. The Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008.)

**Commented [AM1]:** Members of SACJJD already subject to the disclosure requirements; this change explicitly adds SACJJD to the Board’s conflict of interest code

**Commented [AM2]:** The Chief Deputy Director no longer exists. The General Counsel will frequently make or participate in making decisions that have a material effect on all the entities in the required disclosure categories.

**Formatted:** Tab stops: 0", Left + 4.63", Right + Not at -0.44" + 0.19" + 0.5" + 5.31"

**Commented [AM3]:** There should be no distinction between these deputy director positions. All deputy director positions should be subject to the same level of disclosure as the Members and Executive Director.

**Commented [AM4]:** This position has significant supervisory duties over decision makers in the office as well as participates in policy and budget decisions as well as employment and procurement.

**Commented [AM5]:** This position does not have decision making authority and is being deleted. The supervisory position shall remain a designated position.

**Commented [AM6]:** This change fixes an inadvertent typo in the prior conflict of interest policy.

**Commented [AM7]:** Project Directors have significant decision making authority over jail construction projects; these revised disclosure categories are more consistent with other positions having significant decision making authority.

**Formatted:** Tab stops: 4.63", Right

**Formatted:** Tab stops: 4.63", Right + Not at 0.19"

**APPENDIX B  
DISCLOSURE CATEGORIES**

**Category 1**

Individuals assigned to this category must report:

Investments and business positions in business entities and sources of income, including receipt of gifts, loans and travel payments, from sources that provide services or supplies, including but not limited to, information technology and telecommunications sources, of the type utilized by the Board.

Commented [AM8]: Including descriptions from category 6, which is being eliminated and consolidated with other categories.

**Category 2**

Individuals assigned to this category must report:

Investments and business positions in business entities, and sources of income, including gifts, loans, and travel payments, from sources, that filed a claim or appeal, or have a claim or appeal pending, against the Board during the previous two years.

**Category 3**

Individuals assigned to this category must report:

Interests in real property of the type purchased or leased by the Board for its use or real property located within two miles of a correctional facility or proposed correctional facility of the type to receive funds from or through the Board.

Commented [AM9]: This edit is being made to eliminate category 5 and consolidate the number of categories.

**Category 4**

Individuals assigned to this category must report:

Investments and business positions in business entities, and sources of income, including receipt of loans, gifts, and travel payments, from sources of the type to receive financial or technical assistance, including grants, from or through the Board.

Formatted: Left

**Category 5**

Individuals assigned to this category must report:

Interests in real property of the type purchased or leased by the Board for its use.

Commented [AM10]: This category is being consolidated into category number 3.

**Category 6**

Individuals assigned to this category must report:

~~Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from information technology and telecommunications sources, including but not limited to, computer hardware or software companies, computer consultant services, training, data processing firms, microfilm, and media services.~~

**APPENDIX B-Continued  
DISCLOSURE CATEGORIES**

**Category 7**

Individuals assigned to this category must report:

- Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources of the type to receive financial or technical assistance, including grants, from or through the designated position's Division.
- Interests in real property located in the county to which the designated position is assigned that are located within two miles of a correctional facility or proposed correctional facility of the type to receive funds from or through the Board.
- Investments and business positions in business entities, and sources of income, including receipt of gifts, loans, and travel payments, from sources of the type to be inspected by the designated position.

**Commented [AM11]:** Field Representatives will now provide statements of economic interest regardless of what division the Field Representative belongs. Consequently, this category is redundant to Categories 1-4.

**Category 85**

Individuals assigned to this category must report:

Investments and business positions in business entities, and sources of income, including receipt of loans, gifts, and travel payments, from sources of the type to be appointed to the Board's standing committees or to an Executive Steering Committee.

**Commented [AM12]:** The standing committees and executive steering committees can make significant recommendations that shape the policy direction of the Board. Consequently, financial interests associated with those that might be selected to serve on the committees should be disclosed.