

**ARIZONA BOARD OF EXECUTIVE CLEMENCY
BOARD POLICY #102**

Policy Title: Ethical Standards	Draft Date: January 10, 2014	Policy #102
	Effective Date: January 29, 2014	
	Previous/New: July 29, 1997	Pages: 2

Purpose:

The purpose of this policy and procedure is to establish ethical standards for all Board Members.

Policy:

It is the policy of the Arizona Board of Board of Executive Clemency to establish the highest standards of honesty, integrity, conduct and impartiality. These standards are necessary to merit the trust, confidence and respect of officials, employees and the general public. Therefore, Board Members shall be held accountable for complying with these standards when conducting their official and personal affairs.

Authority:

ARS § 31-401	Board of Executive Clemency; qualifications; appointments; officers; quorum, meeting
ARS § 31-203	Persons disqualified as officers or employees; removal for intoxication
ARS § 31-204	Interest of employee in contracts; gifts to or from prisoner; penalty
ARS § 38-501	Conflict of interest of officers and employees; application of article
ARS § 38-532	Prohibited personnel practice; violation; exceptions
ARS § 41-770	Cause for discipline or dismissal
ARS § 41-772	Political activity
ARS § 41-773	Improper use of official position
ARS § 41-775	Criminal penalty for violation of statutes prohibiting political activity or improper use of office
AAA R2-5-501	Standards of Conduct
5 U.S.C.	Sections 1501 to 1508 (Federal Hatch Act)
AG Opinion	I88-032

Procedure:

Board Members of the Arizona Board of Executive Clemency shall:

- Maintain high standards of honesty, integrity, confidentiality and impartiality;
- Demonstrate ethical conduct at all times in the performance of their duties;
- Cooperate with all officials in a courteous manner;
- Accept job responsibilities and comply with State and Federal laws, Arizona Administrative Codes and the Board’s policies and procedures; and
- Shall not demean any opinion expressed by another Board member.

Integrity and Impartiality of Board Hearings:

- Board Members will not discuss any material fact related to any hearing scheduled to be heard before the Board when a quorum of the Board is present.
- Board Members shall report to the Chairman of the Board any attempt to persuade them on how to vote at an individual hearing or set of hearings from any internal or external source. The Chairman of the Board, upon receiving information from a Board Member that someone is trying to influence their decision making process will gather all information possible and submit their findings to the Attorney General's Office for possible criminal prosecution.
- Board Members may discuss technical issues related to the hearing process when a quorum of the Board is or is not present.
- Board Members shall review all information provided to them by administrative staff and information provided by all interested parties prior to a scheduled hearing. Information submitted to Board Members just before or during a Board hearing may be reviewed upon acceptance by the Chairperson. It is understood that proper review and contemplation of any information supplied just before or during a Board hearing *may* not be weighed similarly as previously submitted material.

Implementation:

This policy was adopted by the Arizona Board of Executive Clemency in accordance with law.