

**ARIZONA BOARD OF EXECUTIVE CLEMENCY
BOARD POLICY #108**

Policy Title: Relevant Material	Draft Date: February 2014	Policy #108
	Effective Date: 2-26-14	
	Previous/New: NEW	Pages: 2

Purpose:

The purpose of this policy is to outline how submitted material is obtained, processed, provided to board members for a hearing.

Policy:

It is the policy of the Arizona Board of Executive Clemency to conduct Board hearings in accordance with the Arizona Open Meeting laws. All hearings shall be conducted within the guidelines of this policy.

Authority:

**ARS § 38-424
ARS § 38-431
ARS § 31-401(I)**

Procedure:

1. All board hearings shall be held in accordance with ARS § 38-431 et. Seq.
2. Administrative staff shall make available all current information and correspondence related to a hearing in accordance with Administrative Policy #403. Additionally, staff will provide all material contained in the BOEC files for the prior two hearings related to the matter before the Board. If additional historical information is needed board members may access information from the case file.
3. Board members shall review all documents provided to them by administrative support staff prior to a hearing.
4. Board members may request to review a current Adult Information Management System (AIMS) report and the AZDOC file for any inmate appearing before the Board. Any request to view an AZDOC file must follow AZDOC procedures. Board members requesting AZDOC files are responsible for the contents of the file and their timely return to AZDOC.
5. Board members shall not discuss any material issue related to an upcoming hearing while a quorum is present.

6. The panel chairperson may accept documents, pictures, written statements, etc. at the time of or during a hearing. Items submitted will be passed to each board member for review. Any items submitted shall become part of the case record and will be retained by the panel chairperson for submission and inclusion in the case file.
7. Testimony may be provided by phone, via teleconferencing or in person at any hearing and will be recorded and thus become part of the evidentiary record and case file.

Implementation:

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