



**LOUISIANA
BOARD OF PARDONS & PAROLE**

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Page: 1 of 3

BOARD POLICY

SUBJECT: ETHICS POLICY/CONFLICTS OF INTEREST

PURPOSE: To establish a Louisiana Board of Pardons and Committee on Parole (Board) ethics policy that prescribes the standards of conduct for all current members of the Board and for Board staff..

AUTHORITY: *Code of Governmental Ethics* (R.S. 42:15, et seq); LAC, Part XI, Department of Public Safety & Corrections Regulation No. A-01-002, "Code of Ethics".

POLICY: All Louisiana Board of Pardons and Parole staff and Board members are subject to the provisions of the Louisiana Code of Governmental Ethics. Board members and staff shall familiarize themselves with and comply with the Code, this ethics policy, and DPS&C Regulation No. A-01-002, "Code of Ethics". This ethics policy does not supersede any applicable federal or Louisiana law or administrative rule.

I. ETHICS:

A. Board members shall not:

- 1) Accept or solicit any gift, favor, or service that might reasonably tend to influence the member in the discharge of official duties or that the member knows or should know is being offered with the intent to influence the member's official conduct;
- 2) Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another;
- 3) Use their position to influence other decision-makers in the criminal justice system;
- 4) Disclose confidential information, information that is excepted from public disclosure under the Louisiana Public Records Law (R.S. 44.1 et seq.), or information that has been ordered sealed by a court, that was acquired by reason of the member's official position; or accept other employment, including self-employment, or engage in a business, charity, nonprofit organization, or

professional activity that the member might reasonably expect would require or induce the member to disclose confidential information, information that is excepted from public disclosure under the Louisiana Public Records Law (R.S. 44.1, et seq.), or information that has been ordered sealed by a court, that was acquired by reason of the member's official position.

- 5) Engage in any professional activity that could reasonably be expected to impair the member's independence of judgment in the performance of the member's official duties;
- 6) Make personal investment, or have a personal or financial interest, that could reasonably be expected to create a substantial conflict between the member's private interest and the public interest;
- 7) Utilize state time, property, facilities, or equipment for any purpose other than official state business, unless such use is reasonable and incidental and does not result in any direct cost to the State or the Board, interfere with the member's official duties, and interfere with the Board's functions;
- 8) Utilize his or her official position, or state issued items, such as a badge, indicating such position for financial gain, obtaining privileges, or avoiding consequences of illegal acts;
- 9) Knowingly make misleading statements, either oral or written, or provide false information, in the course of official state business; or
- 10) Engage in any political activity while on state time or utilize state resources for any political activity.
- 11) Allow political influence to color their decision.

B. Board members **shall**:

- 1) Perform his or her official duties in a lawful, professional, and ethical manner befitting the state and the Board; and
- 2) Report any conduct or activity that he or she believes to be in violation of this ethics policy to the Chairman and the Board's General Counsel.

- C. Board staff shall familiarize themselves with, and are subject to, the requirements of DPS&C Regulation No. A-01-002, "Code of Ethics".

II. CONFLICTS OF INTEREST FOR BOARD MEMBERS

- A. Any member of the Board who has a conflict of interest must recuse himself or herself from a matter pending before the Board. A conflict of interest may include, but not be limited to the following:
- 1) The Board member is a witness;
 - 2) The Board member has been employed as an attorney for the offender;
 - 3) The attorney for the offender is the spouse of a Board member or is related to a Board member;
 - 4) The offender is a relative of a Board member; or
 - 5) The Board member is biased, prejudiced, or interested in the case or its outcome, or biased or prejudiced toward or against the offender or the offender's attorney to the extent that he/she would be unable to fairly and impartially participate in the hearing.
- B. If a Board member fails to recuse himself or herself, any interested person may request in writing to the Chairman of the Board that a member be recused. This request should include detailed reasons why a member should be recused.
- C. If the member fails to recuse himself or herself, the matter shall be referred to the Board.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*