



CALIFORNIA ASSOCIATION OF CRIMINALISTS

POLICY STATEMENT

Number: 13-005

Title: Ethics Committee Duties

Date Approved: August 12, 2013

Related to By-Laws/Policy Statement number: Article II, Section 5.D.3.

Superseded by Policy Statement number: N/A

Purpose of this Policy Statement:

To clearly state the scope and extent of the duties assigned to the Ethics Committee.

Detailed Policy:

The Ethics Committee is the only standing committee that is mentioned in the Bylaws of the California Association of Criminalists. Although this fact emphasizes the importance of the function this committee is to serve, a clear, Board-approved statement of its assigned duties has never existed.

To that end, the Board of Directors hereby sets forth this official list of duties assigned to the Ethics Committee.

- I. Investigatory duties
 - A. Conduct investigations into allegations of unethical conduct forwarded to the committee by the President (*according to the guidelines set forth in the Code of Ethics Enforcement*)
 - B. Prepare and maintain such files as are appropriate to document those investigations
 - C. Maintain the confidentiality and respect of any accused member of the CAC by:
 1. Never disclosing information about an investigation until such time as it is proper to do so (*if ever*)
 2. Taking care with printed and/or electronic documents (*i.e. shredding documents, deleting or password-protecting files containing confidential information*)
- II. Educational duties
 - A. Ensure that a presentation concerning ethics is given at every CAC seminar
 - B. Provide general advice about the application of the Code of Ethics to members, provided that all inquiries are:
 1. submitted in writing
 2. very specific and framed exclusively as hypothetical scenarios
 3. cite applicable sections of the Code that are relevant to questions in #2 above
 4. made with the understanding that the committee is unable to answer questions of a legal nature
 - C. Support the publication and distribution of ethics-related topics in the *CACNews*

III. Duties of the Chairperson

- A. Maintain all documents (*not already available online*) relating to the general business of the Committee (*exclusive of investigations of alleged Code violations*). This file should be forwarded to the next Chairman to help maintain continuity and should contain:
 - 1. copies of all synopses which have been prepared and published by the Board describing the results of any Ethics Hearings in the past
 - 2. general correspondence generated or received by the Committee (*not related to specific allegations of unethical conduct*)
- B. Make each new committee member aware of the committee's duties
- C. Promptly inform other committee members of relevant correspondence and other actions taken
- D. Prepare committee report in advance of each Board of Directors meeting
- E. Maintain separate, confidential files for each investigation conducted by the committee. This file should include:
 - 1. a chronological log of all correspondence, phone calls, interviews, and other activity related to the investigation
 - 2. a list of all persons contacted or interviewed (*including last known address and phone number*), evidence, documents and/or exhibits reviewed (*including last known location*)
 - 3. original copies of the allegation, notice of referral, statements, declarations of witnesses, requests for continuation, records of certified mail, etc., generated as part of the investigation
- F. All records of ethics investigations should be transferred to the appropriate, long-term, secure storage location when the chair's term expires.

Definitions: N/A

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Board of Directors at Approval

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