

**California Prison Industry Authority (CALPIA)
Conflict of Interest Code**

Division 8 of Title 15 is amended as follows:

Chapter 1. California Prison Industry Authority – Conflict of Interest Code

Section 8125. General Provisions

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, Title 2, California Code of Regulations, section 18730, which contains the terms of a standard Conflict-of-Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of Title 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 along with the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict-of-Interest Code of the California Prison Industry Authority (CALPIA), which includes the Prison Industry Board.

Individuals holding designated positions shall file their statements of economic interests with CALPIA, which will make the statements available for public inspection and reproduction. (Government Code sec. 81008.) Upon receipt of the statements for the members of the Prison Industry Board, CALPIA shall make and retain copies and forward the originals to the Fair Political Practices Commission. All other statements will be retained by CALPIA.

NOTE: Authority cited: Sections 12838.5, 87300 and 87302, Government Code; and 2809 Penal Code. Reference: Sections 87300, 87302 and 87306, Government Code; and Section 2800, 2802, 2808 Penal Code.

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Appendix A

Designated Positions - California Prison Industry Authority (CALPIA)

Designated Position (Statutory or Working Title).....Disclosure Category

Executive Offices

General Manager	1
General Counsel	1
Chief, External Affairs.....	1
Staff Counsel III (Supervisor / Specialist)	1
Staff Counsel.....	1
Lead ISO Auditor.....	3, 8
Administrative Assistant II	8
Consultant(s)*	1

Administration Division

Assistant General Manager – Administration	1
Chief, Accounting Services	8
Accounting Administrator II	8
Accounting Administrator I (Supervisor / Specialist).....	8
Senior Accounting Officer (Supervisor)	8
Chief, Budget Bureau	8
Chief, Business Support Services	1
Contract and Procurement Manager	1
Contract Analyst (SSA / AGPA)	8
Business Service Officer	5, 6, 8
Chief, Human Resources	3, 8
Chief, Management Information Services	9
Data Processing Manager III.....	9
Data Processing Manager II.....	9
Data Processing Manager I	9
Senior Information System Analyst	9
Manager, Inventory Management Unit	8
Manager, Staff Development.....	3, 8

Marketing Division

Assistant General Manager – Marketing	1
Chief, Marketing Services	1
Products Management Specialist.....	8
Sales Manager	1

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Operations Division

Assistant General Manager – Operations	1
Branch Manager.....	1
Prison Industry Administrator	1
Prison Industry Manager	1
Prison Industries Superintendent	2, 8, 10
Industrial Warehouse and Distribution Manager	2, 8, 10
Industrial Warehouse and Distribution Supervisor	2, 7, 8
Construction Supervisor – I	4
Construction Supervisor – II	4
Construction Supervisor – III	1
Associate Industrial Hygienist	8
Associate Product Engineer	8
SSM 1, Administrative Assistant to AGM - Operations.....	8

Prison Industry Board

Board Members**	1
Executive Officer **	1
Consultants(s)*	1

***Consultants:**

Consultants shall be included in the list of designated positions and shall disclose financial interests pursuant to the broadest disclosure category in the CALPIA conflict-of-interest-code, subject to the following limitation:

The General Manager and/or Executive Officer of the Prison Industry Board may determine in writing that a particular consultant, although a “designated position” has been retained to perform a range of duties that is limited in scope, and thus not required to fully comply with the disclosure requirements of this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements that apply to that consultant. The General Manager’s / Executive Officer’s determination is a public record and shall be retained for public inspection in the same manner and location as the CALPIA financial disclosure documents filed pursuant to this conflict-of-interest-code.

** Any person holding this position who is already filing a statement with full disclosure and statewide jurisdiction and that statement is forwarded to the Fair Political Practices Commission (FPPC) will not have to file an additional statement under the provisions of this conflict-of-interest-code.

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Appendix B

Disclosure Categories - CALPIA

Disclosure Categories:

Category 1:

A designated position in this category must report investments, interests in real property, positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from entities of the type that may provide services, supplies, materials, machinery or equipment of the type utilized by CALPIA.

Category 2:

A designated position in this category must report investments, positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from entities of the type that may provide services, supplies, materials, machinery or equipment of the type utilized by CALPIA.

Category 3:

A designated position in this category must report investments, positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from entities of the type that provide training services and/or consultant services in the field of training, as well as investments, positions in business entities, and sources of income, including gifts, loans, and travel payments, from unions, entities or individuals that provide labor specialists, and entities or individuals that provide human resources management and departmental employees.

Category 4:

A designated position in this category must report investments, business positions in business entities, and sources of income (including receipt of loans, gifts and travel payments) from entities of the type that:

- provide construction related services, supplies, materials, machinery or equipment. This includes, but is not limited to, entities that engage in architectural and engineering services, construction alteration, improvements and maintenance.
- engage in services and provide supplies that relate to land development, real property leasing and purchases.

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Category 5:

A designated position in this category must report investments, positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from entities of the type that sell, rent, or service office machines, copiers, and reproduction equipment.

Category 6:

A designated position in this category must report investments, positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from entities of the type that sell, rent, service food and/or beverage vending machines, provide food and/or beverage vending machine services, including food and/or beverage product items offered for sale within vending machines.

Category 7:

A designated position in this category must report investments, positions in business entities, and sources of income, (including receipt of loans, gifts, and travel payments) from sources of the type that provide any of the following: graphic arts supplies, pressroom equipment, bindery equipment, trucking services, printing and machinery equipment, film projection, or any other paper or printing supplies.

Category 8:

A designated position in this category must report investments and business positions in business entities, and sources of income (including receipt of loans, gifts, and travel payments) from entities of the type that provide services, materials, or supplies for which the employee's division, office, branch or section has purchasing authority.

Category 9:

A designated position in 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 computer hardware or software companies, computer consultant services, training, data processing firms, telecommunications or security equipment and media services.

Category 10:

A designated position in this category must report investments, business positions in business entities, and sources of income (including receipt of gifts, loans, and travel payments) from entities of the type that submit bids to, or contract with, CALPIA to provide to, or purchase from CALPIA: products, services, equipment or machinery, agricultural services, products, including bi-products, veterinary supplies and veterinary services, including consulting services.