

# CALIFORNIA CODE OF REGULATIONS

## TITLE 15. CRIME PREVENTION AND CORRECTIONS

### DIVISION 8. CALIFORNIA PRISON INDUSTRY AUTHORITY

#### CHAPTER 1. RULES AND REGULATIONS OF CALIFORNIA PRISON INDUSTRY AUTHORITY

##### **ARTICLE 1. SCOPE OF AUTHORITY**

- § 8000. DEFINITIONS
- § 8001. CALIFORNIA PRISON INDUSTRY AUTHORITY
- § 8002. PRISON INDUSTRY BOARD

##### **ARTICLE 3. CALPIA INMATE WORK/TRAINING AND EDUCATION**

- § 8004. PARTICIPATION
- § 8004.1. CALPIA INMATE WORKER HIRING STANDARDS AND REQUIREMENTS
- § 8004.2. RECRUITMENT AND APPOINTMENT PROCESS
- § 8004.3. CONTROLLED SUBSTANCES/ALCOHOL USE
- § 8004.4. INMATE WORKFORCE ALLOCATION
- § 8006. INMATE PAY RATES, SCHEDULE AND MOVEMENT
- § 8007. CALPIA INMATE APPEALS
- § 8008. CALPIA HEALTH OR SAFETY COMPLAINTS

##### **ARTICLE 9. CONFLICTS OF INTEREST**

- § 8199. CONFLICT OF INTEREST CODE
  - APPENDIX A
  - APPENDIX B

#### CHAPTER 2. CALIFORNIA PRISON INDUSTRY AUTHORITY - CONFLICT OF INTEREST CODE

- § 8125. [REPEALED]

## **§8000. DEFINITIONS**

Board means Prison Industry Board, also known as PIB.

CALPIA means California Prison Industry Authority, also known as PIA, Prison Industry Authority.

CALPIA Program means a work program, specific to CALPIA inmates. Assorted programs within CALPIA are designed to teach inmates various trades and necessary skill sets including education and life application skills.

Enterprises mean organized business practices within CALPIA that comprise manufacturing, agriculture and various other services.

External Accreditation Certificate means a certificate issued by an accredited external organization that is under contract with CALPIA to train inmates to certain standards and then certify that the inmate is competent in a specific skill set.

General Manager means an individual appointed or contracted by the PIB to serve as the chief administrative officer of the CALPIA.

Health or Safety Complaint means any written allegation made by a CALPIA inmate worker regarding unhealthful or unsafe conditions or hazards at their place of employment.

Inmate Allocation means the current number of inmate workers needed in a specific enterprise to maintain adequate production levels, supporting the volume of sales orders and service contracts.

Inmate Candidate Pool means a pool of inmate candidates from all security level designations who have been screened by the facility/institution's Classification Committee and after program review have been found eligible for placement in CALPIA work/training programs at specific facility/institutional enterprises.

Inmate compensation means payment to the inmate worker with a graduated pay schedule based on the quality and quantity of work performed and the skill required of the inmate worker.

Learning disability means a broad range of cognitive deficits. Under the Americans with Disabilities Act of 1990 (ADA) definition, individuals with learning disabilities may have difficulty in one or more of the following: listening, speaking, reading, writing, spelling, and mathematics. They also may have problems in reasoning, remembering, organizing, managing time, and social skills. Specific learning disabilities are not the same as learning problems that result from mental retardation, blindness, deafness, or emotional disturbance.

PIB means the Prison Industry Board, also known as Board.

Prison Industries Revolving Fund means the fund described in PC 2806.

Test of Adult Basic Education (TABE) means a test designed to assess reading, mathematics, language, and spelling skills. It also assesses basic skills in work-related contexts.

Transient population means a population of inmates who are at an institution for a brief period of time such as at a reception center or inmates whose sentences are shorter in duration.

## **§ 8001. CALIFORNIA PRISON INDUSTRY AUTHORITY**

(a) The California Prison Industry Authority (CALPIA) has the authority to develop and operate, and assumes jurisdiction over industrial, agricultural, and service enterprises employing prisoners under the jurisdiction of the California Department of Corrections and Rehabilitation (CDCR) which may be located within an institution or elsewhere, as may be determined by CALPIA.

(b) CALPIA operates a work program for inmates which shall be self-supporting by generating sufficient funds from the sale of products and services to pay all program expenses, and provides goods and services which are or will be used by CDCR, thereby reducing the cost of CDCR's operation.

(1) Pursuant to PC sections 2804 and 2806 the Prison Industries Revolving Fund shall be used to meet the following list of operating expenses:

(A) purchasing of materials and equipment,

(B) salaries,

(C) construction,

(D) cost of administration of the prison industries program,

(E) refund deposits, and

(F) the actual and necessary expenses of travel in the commission of PIB duties that shall be paid from the Prison Industries Revolving Fund.

(c) Pursuant to the Administrative Procedure Act, the CALPIA shall create and maintain working conditions within the enterprises to assure employed inmates the opportunity to work productively, earn funds and acquire or improve effective work habits and occupational skills.

(d) CALPIA operates under a General Manager, who is appointed or contracted by the PIB to serve as the chief administrative officer.

## **§ 8002. PRISON INDUSTRY BOARD**

(a) The PIB, in the exercise of its duties, has all the powers and can do all the things which the board of directors of a private corporation would do, except as specifically limited by PC 2808.

(b) The PIB shall meet four times during each fiscal year, or more as deemed necessary by the call of the chairperson or the majority of the PIB.

(1) Six members of the PIB, including the chairperson, or his or her designee, shall constitute a quorum.

(c) The PIB shall hold public hearings pursuant to PC 2808(h) and (i) regarding the establishment, expansion, diminishment, or discontinuance of industrial, agricultural and services enterprises under the CALPIA's jurisdiction.

(d) A General Manager is appointed or contracted by the PIB to serve as the chief administrative officer of the CALPIA.

## § 8004. PARTICIPATION

(a) Inmates committed to the custody of the California Department of Corrections and Rehabilitation may apply to participate in CALPIA work and training programs. Inmates who have met the requirements in Section 8004.1 may be assigned to an appropriate work position allowing the inmate to earn funds and acquire or improve effective work habits and occupational skills.

(b) Inmates shall not be eligible for a CALPIA assignment under the following circumstances:

(1) Inmates serving life sentences without parole (LWOP); unless the inmate meets the exception found in 8004 (d)(4).

(2) Inmates with a history of escape; including, but not limited to an actual escape, an attempted escape, correspondence or any documentation describing an escape plan or escape contraband found in their living quarters including digging, cutting or other objects that could be used for escape;

(3) Inmates convicted of arson, elements of arson, or possession or use of explosive material, unless the arson conviction is more than 15 years prior to the date of application and all other eligibility requirements are met, then an exemption may be considered.

(c) Inmates who are otherwise eligible for a CALPIA assignment shall be restricted as follows:

(1) Inmates assigned to a work/training position within CALPIA, pursuant to Penal Code (PC) Section 5071, shall not have access to personal information of private individuals.

(2) Inmates convicted of a PC Section 290 offense shall not be assigned to the CALPIA optical program.

(3) Inmates convicted of forgery, fraud, or embezzlement shall not be assigned to the CALPIA Specialty Print Plants.

(4) Inmates convicted of computer related crimes shall not be assigned to CALPIA clerical positions.

(d) The following factors shall be taken into consideration on a case-by-case basis when determining the assignment or re-assignment of an inmate to a CALPIA program:

(1) Inmates with prior history of disciplinary actions, or disciplinary measures that resulted in removal from a CALPIA program may be considered for a re-assignment based upon the inmate's conduct of a minimum of six (6) months of disciplinary-free conduct.

(2) Inmates with Close B Custody designation may be considered for a CALPIA assignment that conforms with the requirements identified in California Code of Regulations (CCR), Title 15, Division 3, Section 3377.1(a)(4) or (5) on a case-by-case basis, with the approval of the Warden at the institution/facility.

(3) Institutions/facilities with a transient population resulting in inmate worker unavailability may utilize inmates with Life sentences, but shall not exceed twenty-five percent of the workforce per institution/facility.

(4) Institutions/facilities with a population resulting in inmate worker unavailability may utilize inmates with LWOP sentences with the approval of the Warden at the institution/facility on a case-by-case basis.

(e) Inmates placed on Immigration and Customs Enforcement (ICE) Hold status by CDCR shall not be issued a CALPIA external accredited certificate.

## **§ 8004.1. CALPIA INMATE WORKER HIRING STANDARDS AND REQUIREMENTS**

- (a) CALPIA shall fill vacant job/training positions based on the following standards:
- (1) Skill level evidenced by the inmate's technical expertise, ability, and knowledge.
  - (2) Behavior and relationships with others evidenced by the inmate's ability to work with staff and other authority figures, work/training supervisors, and other inmates.
  - (3) Attitude and adaptability evidenced by the inmate's willingness to learn, take directions, and orders.
  - (4) Work/training habits evidenced by the inmate's punctuality, dependability, care of equipment, and safety practices.
  - (5) Formal education and training evidenced by the inmate's preparation for the work/training assignment and the ability to read, write, and speak effectively.
  - (6) Ethnic Balance. Ethnic balance is achieved by assigning identified ethnicities for CALPIA work/training position in proportion to those represented within the inmate yards at the institution.
- (b) Inmates shall meet a minimum intake requirement of two (2) years and a maximum of five (5) years from their earliest possible release date (EPRD), on the date of application for all CALPIA assignments or apprenticeship/training positions.
- (c) Inmates assigned from the following locations, may utilize an alternate intake requirement of a minimum of two (2) months and a maximum of 60 months from their earliest EPRD, on the date of application:
- (A) Reception Centers with a temporary or transient inmate population resulting in inmate worker unavailability.
  - (B) Institutions with a Level 1 inmate population.
- (d) Inmates shall meet a minimum education requirement of a Test of Adult Basic Education (TARE) score of 9.0 prior to assignment.
- (e) Institutions with inmate populations whose educational levels do not meet the above minimum education level and are unable to meet CALPIA workforce needs may utilize the alternate intake requirement of a TABE score of 7.0 prior to assignment to a CALPIA position.
- (f) Inmates with qualified learning disabilities under the Americans with Disabilities Act of 1990 (ADA), as defined in Section 8000, and who have complied with CCR, Title 15, Division 3, Section 3085, may be accommodated with an exemption to 8004.1(d) or (e), unless the accommodation would result in financial or administrative burden, or unsafe working conditions for CALPIA.
- (g) Prior to utilizing any of the above alternate intake requirements, a written waiver of authorization shall be obtained annually from the CALPIA General Manager by the Warden at each institution/facility in coordination with the CALPIA Administrator/Lead Manager at each specific enterprise.
- (h) Within two years of initial CALPIA assignment, CALPIA inmate workers, regardless of their TABE score, shall be required to complete a General Education Diploma

(GED) or high school diploma. CALPIA inmate workers shall remain in their current skill level, as specified in Section 8006(d)(1), while completing a GED or high school diploma and shall not be allowed to promote to a higher pay skill level until this educational requirement is satisfied.

## **§ 8004.2. RECRUITMENT AND APPOINTMENT PROCESS**

(a) The CALPIA Prison Industries Administrator/Lead Manager at each facility shall be responsible for coordinating the recruitment of inmates with the institution/facility's correctional counseling staff or the classification services staff.

(b) The CALPIA Inmate Worker Application Form IEP-F002, Rev. E, 9-24-2012, which is incorporated by reference, shall be made available by CALPIA staff to the inmate population throughout facilities with CALPIA enterprises.

(c) Inmates applying for a CALPIA work/training position shall complete CALPIA Form IEP-F002 and shall submit it to the correctional counselor staff at the inmate's facility.

(d) The Prison Industries Administrator/Lead Manager shall, in coordination with the correctional counselor staff, conduct a central file review, ensuring eligibility standards and requirements, in sections 8004 and 8004.1 are met.

(e) Upon confirmation of program eligibility, inmates who have applied for a CALPIA position and have been placed into CALPIA's Inmate Candidate Pool (ICP) may be assigned to an appropriate work program in accordance with California Code of Regulations (CCR), Title 15, Division 3, Section 3040(c).

(f) Upon the availability of a vacant CALPIA position, CALPIA enterprise staff shall:

(1) Request a list of eligible inmates from the ICP from the institution/facility Assignment Lieutenant responsible for maintaining the ICP list.

(2) Interview inmates from the ICP and make the final selection of inmates.

(A) ICP shall be prioritized by the following educational achievements:

1. High School Diploma or GED

2. Enrolled in GED program

3. No Diploma/GED and not enrolled in an education program

(3) Submit a final list of successful inmate applicants in writing to the institution/facility's Assignment Lieutenant.

### **§ 8004.3. CONTROLLED SUBSTANCES/ALCOHOL USE**

(a) When there is reasonable suspicion to believe that a CALPIA inmate is under the influence of a controlled substance or alcohol, CALPIA shall contact the Investigative Services Unit (ISU) Lieutenant for the purpose of testing for the presence of controlled substances or for the use of alcohol.

(b) Any inmate found to be in violation of CCR, Title 15, Division 3, Section 3016 shall be immediately removed from the CALPIA work/training program, and may be subject to the provisions of CCR, Title 15, Division 3, Section 3315, Serious Rule Violations.

(c) Any CALPIA inmate found in violation of Section 3016 shall have a minimum of six (6) months of disciplinary/drug/alcohol-free conduct and a minimum of 90 days of satisfactory work as reported prior to reapplying for a CALPIA position on an institutional Work Supervisor's Report, CDC 101 (1/92), which is incorporated by reference.

## **§ 8004.4. INMATE WORKFORCE ALLOCATION**

(a) Prison Industries Administrators/Lead Managers at each facility shall be responsible to determine the inmate workforce allocation for each enterprise within their scope of authority.

(b) To maintain adequate production levels that support the volume of sales orders and service contracts, inmate positions shall be staffed in accordance with inmate worker hiring standards in Section 8004.1.

(c) A workforce allocation plan shall be submitted each fiscal year through the CALPIA budget process.

(d) The establishment of new or the revising of existing CALPIA inmate workforce allocations shall be accomplished as follows:

(1) New Enterprises. Prior to the activation of a new enterprise the Prison Industries Administrator/Lead Manager shall submit an inmate workforce allocation plan to the CALPIA Assistant General Manager, Operations Division via their CALPIA Enterprise Branch Manager for approval. The plan shall be jointly approved by the institution/facility's Warden or designee, and the CALPIA Assistant General Manager, Operations Division. The plan shall include:

(A) The projected total allocation of inmate workers required for each shift;

(B) A listing of positions designating no more than 25 percent of the total allocation of inmates in each of the skill level categories as specified in Section 8006(d)(1); and

(C) The job description based on the Federal Bureau of Labor Statistics' Standard Occupational Classification (SOC) for each position.

(2) Existing Enterprises with changes of 15 percent or more. Prior to any changes of an existing inmate workforce allocation plan of 15 percent or more, the Prison Industries Administrator/Lead Manager shall submit changes to the CALPIA Enterprise Branch Manager for approval. The plan shall include:

(A) The allocation of inmate workers required for each shift;

(B) The SOC job description for each position; and

(C) The justification for revising an existing inmate allocation.

(3) Existing Enterprises with changes of less than 15 percent. Prior to any changes of an existing inmate workforce allocation plan of less than 15 percent, the Prison Industries Administrator/Lead Manager shall submit an informational copy of the changes justifying the revision in the inmate workforce allocation plan to their CALPIA Enterprise Branch Manager.

(4) For existing enterprises, changes to the inmate workforce allocation plan shall be jointly approved by the institution/facility's Warden or their designee, and the Prison Industries Administrator/Lead Manager.

(e) Exceptions to the workforce staffing allocation include:

(1) Increase or decrease in the volume of sales orders or service contracts;

(2) Emergency facility lockdowns which prevent inmates from an entire skill level or security level from working at a specific enterprise; or

(3) Any security situations deemed as unsafe working conditions by CALPIA staff, including the facility Prison Industries Administrators/Lead Managers, Branch Managers, Assistant General Manager, Operations Division, General Manager, or the institution/facility staff including the Warden/Chief Deputy Warden or their designee.

**§ 8006. INMATE PAY RATES, SCHEDULE AND MOVEMENT**

(a) Inmates assigned to work programs within CALPIA shall receive compensation as determined by the General Manager and reviewed by the Prison Industry Board (PIB). Compensation shall be paid from the Prison Industries Revolving Fund, and shall be in accord with the graduated pay schedule, and based on quality and quantity of work performed, and technical skills and abilities required for its performance.

(b) Any proposed changes to the Inmate Pay Schedule shall be submitted by the General Manager to the PIB for review.

(c) Final determination of any disputes or interpretations of the Inmate Pay Schedule shall be made by the General Manager.

(d) CALPIA inmate pay rates shall be in accord with the following skill and step levels:

(1) Inmate Pay Schedule:

<i>Skill Level</i>	<i>Step I</i>	<i>Step II</i>	<i>Step III</i>
Level 1			
Leadperson (AA)	\$.75	\$.85	\$.95
Level 2			
Special Skills (A)	.65	.70	.75
Level 3			
Technician (B)	.55	.60	.65
Level 4			
Semi-Skill (C)	.45	.50	.55
Level 5			
Laborer/Entry Trainee (D)	.30	.35	.40

(e) The Prison Industries Administrator/Lead Manager at each facility shall be responsible for the administration of the CALPIA inmate pay program, ensuring pay positions are properly classified and allocated.

(f) Movement between one pay rate to another pay rate shall be based upon the following:

(1) Pay increases. Increases shall not be automatic or solely based on the inmate's longevity in an assignment. Increases in the pay rate shall be based on the inmate's productivity (quantity and quality of work performed), the supervisor's recommendation, the inmate's work/training performance report, and shall be subject to the review and approval of the Prison Industries Administrator/Lead Manager.

(A) Inmates may receive a pay increase for satisfactory performance after they complete three months of work in each step level, as described in subsection (d)(1) above.

(B) Inmate pay increases from Step I to Step II and finally Step III shall be effective upon the Prison Industries Administrator/Lead Manager approval on the first day of the following month after the pay increase is administratively processed.

(2) Pay decreases. Reduction in pay shall be based on the immediate supervisor's recommendation, inmate's less than satisfactory work performance, or inmate misconduct as described in Title 15, California Code of Regulations (CCR), Division 3, Sections 3312, 3314, or 3315.

(A) Inmate pay decreases shall be effective upon the Prison Industries Administrator/Lead Manager review and approval on the first day of the following month after the pay decrease is administratively processed.

(3) Advancement. Inmates may advance to a higher skill level, as described in subsection (d)(1), with the immediate supervisor's recommendation and based upon the inmate's demonstration of increased skill level, their work/training performance report, and shall be subject to the review and approval of the Prison Industries Administrator/Lead Manager.

(A) Inmates may advance from one skill level to the next, after they complete one month of work in their current skill level, as described in subsection (d)(1) above.

(B) Inmate advancement shall be effective upon the Prison Administrator/Lead Manager approval on the first day of the following month after the pay increase is administratively processed.

(C) An inmate's longevity shall not be used as criteria for the purpose of upgrading skill level.

(4) Removal beyond inmate control. Inmates removed from their work assignment for reasons beyond their control, including, but not limited to out-to-court or lengthy hospital stay, may return to a CALPIA assignment at the same or closest level of pay to their former position, if a position is available, via the institution classification committee process, CCR, Title 15, Division 3, Section 3040.

## **§ 8007. CALPIA INMATE APPEALS**

Unless otherwise stated in these regulations, CALPIA inmate workers are to utilize the regular appeal process which provides a remedy for inmates with identified grievances, in accordance with Title 15, Division 3, Chapter 1, Article 8 of the California Code of Regulations (CCR).

## **§ 8008. CALPIA HEALTH OR SAFETY COMPLAINTS**

(a) A health or safety complaint, as defined in Section 8000, shall not be submitted using the regular appeal process, Title 15, Division 3, Chapter 1, Article 8 of the CCR.

(b) Any urgent health or safety situation requiring immediate response should be reported to any CALPIA staff upon the inmate's initial discovery of the situation. A written health or safety complaint should not be used by inmates as a substitute for verbally or otherwise informing staff of any urgent situation.

(c) A CALPIA inmate alleging a health or safety hazard exists in a prison industry operation shall submit a written complaint, pursuant to Labor Code (LC) 6304.3(b). The written complaint shall be deposited in a readily accessible complaint box or by the complainant personally presenting the written complaint to any CALPIA staff member.

(d) Any CALPIA staff member receiving a written health or safety complaint shall personally present the complaint to a member of the local CALPIA Safety Committee.

(e) The CALPIA Safety Committee shall review and respond to the complaint within 15 calendar days of its filing. Any action taken by the Committee shall be in accordance with Title 8, CCR, Section 344.42.

(f) If the inmate complainant is not satisfied with the CALPIA Safety Committee response, the complainant may request the complaint be forwarded to the Division of Occupational Safety and Health, pursuant to LC 6304.3(b).

## **§ 8199. CONFLICT OF INTEREST CODE.**

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, and General Manager, CALPIA shall make and retain copies and forward the originals to the Fair Political Practices Commission. All other statements will be retained by CALPIA.

**CALIFORNIA PRISON INDUSTRY AUTHORITY (CALPIA)  
CONFLICT OF INTEREST CODE**

**APPENDIX A**

**DESIGNATED POSITIONS - CALIFORNIA PRISON INDUSTRY AUTHORITY (CALPIA)**

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

**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

## 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.

**CALIFORNIA PRISON INDUSTRY AUTHORITY (CALPIA)  
CONFLICT OF INTEREST CODE**

**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.

### **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.