

Connecticut Association of Zoning Enforcement Officials



CAZEO Ethics Violation Procedure Outline

Unlawful acts or violations of the CAZEO Code of Ethics or reasons as stated may be grounds for denial of memberships and/or decertification. Membership may be revoked/denied and/or a "CZEO" certification may be revoked/denied for any of the following reasons:

- Committing or participating in an act of fraud or deceit in obtaining "CZEO" certification
- Presenting false information to the CAZEO Certification Committee or Executive Committee on any application or document
- Falsifying, intentionally destroying or modifying official records or documents relating to his/her professional duties or otherwise knowingly providing misleading information related to his/her duties
- Makes deceptive, false, or misleading statements concerning professional qualifications or credentials
- Has been convicted of a crime or felony related to his/her profession
- Received or solicited money, goods, or services that may be expected to influence his/her actions or judgment
- Violates any provision of the CAZEO Code of Ethics
- Uses his/her position in an illegal, dishonest or unprofessional way to influence an enforcement matter for which the ZEO has jurisdiction over for the benefit of themselves, a board/commission member, family member or friend.

Filing Complaints

- Any person may make a complaint to the CAZEO Executive Committee alleging that a member and/or CZEO has violated the CAZEO Code of Ethics or committed an unlawful act as stated above. Such complaint shall be received in the following manner:
 1. All complaints must be received in writing. All violations alleged shall be clearly stated and supporting documentation shall be required. Documentation shall include, but not be limited to, any correspondence between the parties, newspaper articles, court actions, and minutes from meetings, etc.
 2. Once a complaint is received the CAZEO President will convene an Executive Committee meeting to review the information that has been provided in the complaint. If the Executive Committee decides there is sufficient information that a violation may have been committed the President will send a certified letter to the member and/ or CZEO that is the subject of the complaint.
 3. The member and/or CZEO will be provided a copy of the complaint and corresponding information and will be asked to send a response and any relative documentation to the Executive Committee, within thirty (30) days, for review for a possible hearing.
 4. Once the information is received by the President, the Executive Committee will meet, within thirty (30) days, and review both parties information. If the complaint is deemed to be not under the jurisdiction of the Executive Committee it will be closed.
 5. If the Executive Committee feels that there has been a possible violation the Executive Committee will request a formal hearing in order to take testimony from both parties and any witnesses. All hearings are closed to the public. Any and all documentation collected during this process is confidential.

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6. The CAZEO Executive Committee shall make its determination based on the preponderance of evidence standard. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in CAZEO's hearings or proceedings.
 - Information: Pertinent records, exhibits and written statements may be accepted as information for consideration by the CAZEO Executive Committee.
 - Evaluation: The CAZEO Executive Committee shall determine whether it is more likely than not that the accused violated or breached the Code of Ethics or committed an unlawful act by a preponderance of the evidence.
 - Recordings of Hearings: All hearings shall be digitally recorded by CAZEO. The recording shall be the property of CAZEO. No other recordings are permitted. Deliberations are not recorded.

Conduct and Order of the Hearing:

The CAZEO President shall conduct the hearing with a majority representation of the Executive Committee being present for the hearing. The conduct and order of the hearings shall be as shown below. The Executive Committee has the discretion to change the Order at any time based on appropriate circumstances which shall be stated upon the record. The Executive Committee may question any party or witness directly.

- Inform all parties of the recorded portion of the hearing.
- Begin recording the hearing.
- Call the hearing to order.
- Review the hearing procedures.
- Opening statement of the alleged violation.
- Presentation by the person who alleged a violation had been committed.
- Questioning by the Board.
- Presentation from the accused.
- Questions from the parties to one another must be made through the President. The President will direct the party to answer questions deemed appropriate.
- Closing statements.
- Deliberations by the Executive Committee. ****Deliberations may not necessarily take place on the same day as the hearing**.**
- Decision will be made by the Executive Committee within 14 calendar days. Decision will be sent via certified mail, return receipt requested, to the last known address of the accused.
- The Executive Committee's decision will show as "Responsible" or "Not Responsible" for each of the alleged violations. If the Executive Committee feels they cannot find the accused "Responsible" or "Not Responsible" the Executive Committee will make a finding of "Unfounded".
- If the accused is found "Responsible" the effective date of disciplinary action will be made a part of the Disciplinary letter. Disciplinary action may include training, suspension, or revoking/denial of membership and/or certification.

Date adopted: April 23, 2019