



# **ENFORCEMENT & PROCEDURES FOR CIAO CODE OF ETHICS & PROFESSIONAL CONDUCT**

**ADOPTED NOVEMBER 18, 2019  
EFFECTIVE JANUARY 1, 2020**

The Illinois Property Assessment Institute (IPAI), which owns and confers the Certified Illinois Assessing Officer (CIAO) designation and advanced designations, is a non-profit organization established in 1966 to elevate professional standards and provide educational opportunities to assessment professionals throughout Illinois.

The IPAI Board of Directors (Board) recognize the importance of codifying and making known to the profession and the general public the ethical principles that guide the work of assessment professionals. As part of its commitment to advance and implement the Code of Ethics and Professional Conduct (Code of Conduct), the IPAI provides a Code of Conduct education and enforcement process with two key elements:

1. Education of ethical standards
2. Sanctions for violations of the CIAO Code of Conduct

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## **RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

*It is the responsibility of the Board to appoint, and make public (via website or other widely communicated means) the name and contact information of a CIAO ethics officer, and to annually appoint an Ethics Committee consisting of three (3) to five (5) active CIAO designation holders.*

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### **1. EDUCATION**

- All candidates for the CIAO designation must successfully complete Ethics for New Assessment Professionals prior to being awarded the designation.
- All candidates for advanced designations who have not already completed Ethics for New Assessment Professionals or Exploring Assessment Ethics must successfully complete the course prior to being awarded the advanced designation.
- All current designees who have not already completed Ethics for New Assessment Professionals may take Exploring Assessment Ethics and be awarded 15 hours of continuing education credit upon successful completion of the course.

### **2. IMPOSING SANCTIONS FOR VIOLATIONS RELEVANT TO THE CIAO CODE OF CONDUCT**

CIAO designation holders or candidates are subject to disciplinary sanctions if they have:

- a) Been convicted of, or admitted into a program that defers or withholds the entry of a judgment or conviction for, a felony or relevant misdemeanor, or;
- b) Been named a defendant in a civil action alleging failure to comply with the laws, rules, or statutes governing property assessment within the state of Illinois and had the verdict of said civil action found in favor of the plaintiff, or;
- c) Been named a defendant in a civil action alleging fraud, theft, misrepresentation, or other dishonest conduct and had the verdict of said civil action found in favor of the plaintiff, or;
- d) Had a professional license, certification, designation, or membership revoked because of a violation of rules of the issuing organization's standards of conduct (example organizations include, but not limited to, International Association of Assessing Officers, Appraisal Institute, and Illinois Department of Financial & Professional Regulation), or;
- e) Been terminated for cause from employment, or permitted to resign in lieu of termination, when the cause of the termination or resignation involved allegations of dishonesty, unethical conduct, or compliance failures, or;
- f) Been removed from office for cause from employment, or permitted to resign in lieu of removal from office, when the cause of the removal or resignation involved allegations of dishonesty, unethical conduct, or compliance failures.

## 2.1 REPORTING

- a) Any individual may report a discipline or conviction as defined in this section against any CIAO designee or candidate for CIAO designation.
- b) Any CIAO designee or candidate for CIAO subject to a discipline or conviction as defined in this section is encouraged to report that discipline/conviction to the CIAO ethics officer as soon as possible after the discipline or conviction has been issued.
- c) For CIAO designees, reports must be submitted in writing to the IPAI ethics officer within four (4) years of the date the violation was committed or the date a conviction or discipline was issued, whichever is later.
- d) For CIAO candidates, reports must be submitted in writing to the IPAI ethics officer within the individual's candidacy period (CIAO candidates have up to four years to complete all required courses).
- e) The IPAI will not respond to anonymous reports; however, the Ethics Committee and Board will maintain the confidentiality of all reporting parties.
- f) Upon receipt of a report, the ethics officer will convene the Ethics Committee who will review the action and determine whether a violation as defined in this section has occurred. The Ethics Committee may dismiss a report at any time for insufficient information or lack of jurisdiction over the individual or subject matter. If the committee concludes a violation has occurred, the committee will issue a sanction relevant to the violation.
- g) The decision of the panel can be appealed to the Board.

## 2.2 SANCTIONS

Any violation of the Code of Conduct may result in sanctions including, but not limited to, those from the following list. In determining appropriate sanctions, consideration may be given to the nature of and circumstances surrounding the violation, the individual's acceptance of responsibility, prior violations, the impact of a sanction on the individual, precedent cases, the IPAI's interest in maintaining high standards and integrity, and any other information deemed relevant by the Board.

### **Possible sanctions include but are not limited to:**

1. Suspension of Active Designation. Suspension of an active designation for a period of time. A suspension shall require the individual to formally petition the Board for reconsideration of the matter and explain why such reconsideration should be made.
2. Denial of designation. A CIAO candidate's eligibility for designation may be denied. To be eligible for future candidacy, the individual must petition the Board for reconsideration of the matter and explain why such reconsideration should be made.
3. Permanent Revocation. The revocation of an individual's active designation which cannot be reinstated.

In conjunction with official sanctions, the IPAI may impose fines, educational requirements, and other conditions deemed necessary and appropriate.

### **3. NOTIFICATION AND RECORD OF THE OUTCOME**

The Board shall produce a written decision of the outcome with a brief explanation of the reasoning. In the event a sanction is imposed, a copy of the written decision will be sent to the individual, the Illinois Department of Revenue, and the individual's jurisdiction or employer, and a permanent record will be added to the individual's IPAI record. A public notice of any violation resulting in a sanction will also be published on the IPAI's website.

### **4. AUTHORITY OF THE BOARD**

In the event this document does not specifically cover a process or procedure to deal with a Code of Conduct matter, it is within the power of the Board to use additional resources to determine appropriate steps to follow in the processing of that matter. This document can be amended upon approval of the Board.



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