

ICADV
BATTERER INTERVENTION PROGRAM STANDARDS COMMITTEE
PROTOCOL FOR ETHICAL COMPLAINTS

1. Each certified batterer intervention program (BIP) will post a notice in a public place in their facility and distribute copies to all referral sources, inviting anyone who has reason to believe that a program or a service provider has violated the ethical standards to submit a written complaint to the ICADV BIP Standards Committee for consideration. The notice will also inform members of the public, including program participants and their families and victims, that they are entitled to have a copy of the ethical standards and the ICADV-approved complaint form.
2. The BIP committee will form and maintain a panel of qualified members to serve as its ethics subcommittee, whose purpose is to educate regarding BIP ethics, to maintain copies of the standards, and to review and facilitate filing and resolution of ethical complaints. The ethics subcommittee will include at least one attorney, one person who serves as a BIP provider (certified as a trainer), and an ICADV member or staff person. Others may be added to the subcommittee.
3. A written ethical complaint will be filed with the executive director of ICADV, who will immediately forward it to the chair of the BIP committee and to the members of the ethics subcommittee. The ethics subcommittee will immediately send a notice to the complainant acknowledging the complaint and explaining the procedures that will be followed. An ethics subcommittee member will contact the complaining party to conduct an initial interview for clarification, if needed.
4. Promptly thereafter, the ethics subcommittee will send a copy of the complaint and a letter explaining the procedures to be followed to the responding party, who will be given fourteen (14) calendar days to reply, in writing. An ethics subcommittee member will contact the responding party to conduct an initial interview for clarification, if needed.
5. The ethics subcommittee will consider the written statements of the parties, will interview any witnesses and review pertinent documents, as needed, and will issue a written recommendation to the full BIP committee, who will thereafter issue a written finding. The BIP committee may find that there was no violation of the standard, or may find that the respondent should be given an admonishment, a private reprimand, a public reprimand, a temporary suspension of certification, or a termination of certification. The BIP committee's written finding will be forwarded to the ICADV board, with a copy to the parties.
6. Either party may submit a written statement or argument to the ICADV board, within fourteen (14) days of issuance of the BIP committee finding.
7. For purposes of efficiency and privacy, the ICADV board may refer the matter to an ad hoc review committee, with deadlines for recommendations. The ICADV board will have the ultimate authority to issue a determination.
8. The ICADV board will review, modify, deny, or approve and adopt the BIP findings.
9. Timeliness. If the BIP committee has not issued a written finding within sixty (60) days of the receipt of a complaint, either party may file a motion requesting the

ICADV board to take over the investigation and to issue a determination without formal input from the BIP committee. If the ICADV board does not issue a determination within ninety (90) days of receipt of the BIP committee findings (or of a party's motion to transfer the matter directly to the board) the respondent may move for a dismissal.

10. Conflicts of interest. Any person (including members of the BIP committee, ethics subcommittee, or ICADV board, staff or volunteers) having a conflict of interest may not participate in, nor be privy to, the investigation, review, deliberations, decisions, or information pertaining to an ethical complaint or response. A conflict of interest includes, but is not limited to: any personal or business relationship or history that might impair, or appear to impair, the interests of fairness and safety of any party, witness or victim, or that might impair, or appear to impair, the ability of the person to exercise independent professional judgment, or that might increase, or appear to increase, the risk of exploitation. The duties of any person who is recused or removed from service due to conflict of interest will be filled by the next in succession under the rules of the committee, subcommittee or board upon which he or she serves.