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| <b>OUTFITTERS &amp;<br/>GUIDES LICENSING<br/>BOARD</b><br><br><b>POLICY MANUAL</b> | <b>POLICY NUMBER:</b><br>1009                                    | <b>PAGE NUMBER:</b><br>1 of 2                                       |
|  | <b>SUBJECT:</b><br>Delegation of Duties to Executive<br>Director | Drafted:<br>Adopted: 6/24/1991<br>Revised:<br>Reformatted: 10/26/15 |

### **1.00.00 POLICY OF THE AGENCY**

It is the policy of the Outfitters and Guides Licensing Board that the Agency complies with applicable state statutes regarding the Delegation of Duties to Executive Director.

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### **3.00.00 REFERENCES**

Idaho Code, Section 36, Chapter 2107.6g

IDAPA 25.01.01.064

### **4.00.00 PROCEDURE**

#### **4.01.00 ADMINISTRATIVE DUTIES**

The Idaho Outfitters & Guides Licensing Board delegates the following administrative duties to its Executive Director. The Executive Director is expressly vested with the power and authority to perform these delegated duties in the name of the Board. The Board reserves the right to review the actions of the Executive Director and may refuse, sustain or reverse, by majority vote, any action or decision of Executive Director.

- 4.01.01 The Executive Director shall serve as the Board's fiscal officer and be responsible for the preparation, accounting, collection, and payment of the Board's budget, payroll, accounts receivable, accounts payable and receipt of license fees and administrative fines.
- 4.01.02 The Executive Director shall prepare, issue and execute in the Board's name, such documents as are directed by Board action; including outfitter, guide and designated agent licenses, findings of fact, conclusions of law and orders, notices of hearing, subpoenas, orders and correspondence, and shall be the designated custodian of records for the agency.
- 4.01.03 The Executive Director shall review outfitter license amendment requests, and may approve, deny or defer the following routine amendment requests: business – name

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change; business – structure change; and special one-time hunts.

- 4.01.04 Designate the Executive Director as that individual authorized to sign approval of licenses that are issued.
- 4.01.05 The Executive Director shall have the authority to defer or deny outfitter, designated agent and guide license applications which indicate significant fish and game convictions, felony convictions, fraudulent first aid cards, and other significant disqualifying factors for the issuance of a license. The applicant may request a denial hearing before the Board on any application denied by the Executive Director.
- 4.01.06 The Executive Director shall conditionally approve outfitter, designated agent and guide license applications which indicate insignificant fish and game convictions, and other insignificant disqualifying factors for the issuance of a license.
- 4.01.07 The Executive Director shall act for the Board on all personnel related matters, except those directly affecting the Executive Director position, including the hiring, termination, and discipline of the Board's employees.
- 4.01.08 The Executive Director shall coordinate and approve all work assignments of the enforcement coordinator and enforcement staff, including covert operations, and will advise chairman.
- 4.01.09 The Executive Director shall coordinate and approve all work assignments of office supervisor and license staff, and will advise chairman.
- 4.01.10 The Executive Director shall represent the Board in all inter-agency matters, in public meetings, hearings, court appearances, and responses to the governor's office.
- 4.01.11 The Executive Director shall make preliminary investigation of all complaints against licensed outfitters and guides and Board employees, and take necessary action.
- 4.01.12 The Executive Director may approve waiver requests for the use of private boats by clients on a commercial trip, one-time exceptions to the number of boats authorized on a section of river, and exceptions to the established client/guide ratios.