

IDAHO BOARD OF VETERINARY MEDICINE

Policy Number: **2011-1**

Policy Name: **LIAISON OFFICER AUTHORITY**

Adoption Date: 10/24/2011

Revision Date: 10/15/2012; 4/22/2013

Purpose: To delegate Board authority to the Liaison Officer.

Policy: Under § 54-2105 (6), Idaho Code, the Veterinary Board member serving the fifth year of appointment shall be the Liaison Officer of the Board and shall render advice, review and mediate complaints, and perform other tasks assigned by the Board.

1. Administrative Complaints:

When a potential disciplinary matter requires the filing of an administrative Complaint, the Board delegates authority to the Liaison Officer to sign the administrative Complaint. In the Liaison Officer's absence, the Board's executive director is authorized to sign an administrative Complaint.

2. Non-disciplinary Actions Under § 54-2118(1)(b):

The Liaison Officer is the Board's authorized agent to (a) determine that a person has "violated the recordkeeping or continuing education requirements" for purposes of non-disciplinary action pursuant to § 54-2118(1)(b); and (b) enter agreements with persons under this statute. Agreements are not subject to full Board review, except in cases where the person has violated the terms of the agreement.

3. Emergency Proceedings:

Under §§ 54-2105(8)(c) and 67-5247, Idaho Code, the Board is authorized to commence emergency disciplinary proceedings when a situation involves an immediate danger to the public health, safety or welfare. By this policy statement, the Board delegates to the Liaison Officer the authority to make the initial determination of both the existence of grounds for discipline and an immediate danger to the public justifying emergency proceedings. The Liaison Officer is delegated authority to enter an emergency suspension order, or other appropriate order, on behalf of the Board, but only after consultation with the Board's executive director and the Board's prosecuting attorney. In the Liaison Officer's absence, the Board's executive director is authorized to exercise the authority otherwise delegated to the Liaison Officer, but only after consultation with the Board's prosecuting attorney.

After commencing emergency proceedings, the Board shall promptly institute and complete any further proceedings required by the applicable statutes.