

**IDAHO BOARD OF VETERINARY MEDICINE**

Policy Number: **2013-1**

Policy Name: **GENERAL GUIDANCE TO THE LIAISON OFFICER**

Adoption Date: 08/15/2013

Revision Date: 06/08/2018

Purpose: To provide general guidance and direction to the Board liaison officer in the processing of complaints.

Policy/Authority: 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.

Whenever feasible, the liaison officer shall seek the advice of the Board president in reviewing complaints lodged with the Board against licensees and certificate holders. If the president is unavailable, the liaison officer may, but need not, seek the advice of another Board member. Whether or not it is “feasible” in a given case to consult with the Board president, and whether or not the president is “unavailable” are both determinations made in the sole discretion and judgment of the liaison officer and are not subject to review by either the Board or anyone else.

Regardless of whether or not the liaison officer consults with another Board member, in all cases it is the liaison officer alone who makes the ultimate decision on whether and how to proceed in processing a complaint.

When a disciplinary case is brought before the Board for decision, the liaison officer does not vote on the resolution of the case. If the Board president or another Board member has assisted the liaison officer in the review of the complaint or given advice to the liaison officer regarding the merits of the complaint, that Board member also does not vote on the resolution of the case.

This policy becomes immediately effective upon the affirmative vote of a majority of the Board.