

380-X-5-.01 Procedure For Handling Alleged Violations Regarding The Practice Of Forestry Without A License. The State Board of Registration (SBRF) for Foresters shall use the following procedures to handle complaints regarding the practice of forestry without a license.

(1) Upon receipt of a complaint, oral or in writing, the Office Manager (OM) will acknowledge the complaint and send the complainant a standard Complaint Form (380-X-5-.01c) and transmittal letter (380-X-5-.01b). Complainant must submit a properly completed and notarized form in order for SBRF to take action on the allegations.

(2) When a properly submitted complaint is received by the OM at the SBRF office in Montgomery, the date of receipt will be noted, a unique case number assigned and a ~~permanent~~ file established. OM will acknowledge receipt to complainant and send a copy to the Chairman of the Violations Committee (CVC) and the Chairman of the Board (CB).

(3) Should CVC and CB agree that no action should be taken, said decision will be noted in the file and the complainant notified in writing. Such a decision will be reviewed by SBRF at its next scheduled meeting.

(4) Should CVC and CB agree action should be taken, CVC will notify the unlicensed party (UP) to “cease and desist” the alleged activity citing the pertinent sections of Chapter 12 of the Code and requiring a response within ten days of receipt affirming compliance with the law or explaining UP’s position regarding the complaint. Upon receipt of an affirming response, the case will be reviewed by SBRF and provided no additional investigation is required, the case will be closed and all parties notified of satisfactory resolution.

(5) Should UP’s response be inadequate or negative SBRF may designate legal counsel (AGO) to further investigate and prefer charges accordingly in the appropriate County. Section 34-12-12(a). The results of said prosecution will be reviewed by AGO for SBRF and all parties notified in writing. Any fines collected as a result of conviction(s) shall be placed in the “professional foresters fund” by OM.