Part 1 – Agency Profile

Agency Overview

IOGLB is a "self governing", "dedicated fund" state agency whose responsibility is to regulate the outfitting and guiding industry for the explicit purpose of safeguarding the health, safety, and welfare of the public. This mission is accomplished through a comprehensive educational process aimed at the industry, the general public, the legislature, and other cooperating agencies, and through appropriate enforcement of the Outfitters and Guides Act to ensure compliance with state law and Outfitters and Guides Licensing Board rules. The results of these efforts help to promote public awareness of recreation and tourism opportunities in Idaho, and also assist with conservation efforts to preserve the state's fish, wildlife, and natural resources.

The agency is governed by a five member board. One (1) member shall be a member of the Idaho fish and game commission, or a person selected by that body. Each appointment made by the fish and game commission shall be for a term of three (3) years. One (1) member shall be selected from the public. Three (3) members of the board shall be qualified and licensed outfitters and guides who have not had less than five (5) years' experience in the business of outfitting and guiding in the state of Idaho. Each appointment shall be for the term of three (3) years and each board member shall hold office for a term of three (3) years. The Board employ's an Executive Director, currently Jake Howard. Director Howard supervises the Education and Enforcement Supervisor who supervises 10 part time agents and investigator, and an office manager who supervises three Office Specialist II positions. Director Howard also coordinates and oversees two attorneys under contract to the Board.

Core Functions/Idaho Code

The Board's statutory authority is through Idaho Code Title 36, Chapter 21.

The BOARD has the following duties and powers:

(a) To conduct examinations to ascertain the qualifications of applicants for outfitter's or guide's licenses, and to issue such licenses to qualified applicants, with such restrictions and limitations thereon as the board may find reasonable.

(b) To prescribe and establish rules of procedure to carry into effect the provisions of this chapter including, but not limited to, rules prescribing all requisite qualifications of training, experience, knowledge of rules of governmental bodies, condition and type of gear and equipment, examinations to be given applicants, whether oral, written or demonstrative, or a combination thereof.

(c) To conduct hearings and proceedings to suspend, revoke or restrict the licenses of outfitters or guides, and to suspend, revoke or restrict said licenses for due cause in the manner hereinafter provided.

(d) The board is expressly vested with the power and the authority to enforce the provisions of this chapter including obtaining injunctive relief and to make and enforce any and all reasonable rules which shall by it be deemed necessary and which are not in conflict with the provisions of this chapter, for the express purpose of safeguarding the health, safety, welfare and freedom from injury or danger of those persons utilizing the services of outfitters and guides, and for the conservation of wildlife and range resources.

(e) The board shall have the power to cooperate with the federal and state government through its appropriate agency or instrumentality in matters of mutual concern regarding the business of outfitting and guiding in Idaho.

(f) The board shall have the power throughout the state of Idaho to request the attendance of witnesses and the production of such books, records and papers as may be required at any hearing before it, and for that purpose the board may request a district court to issue a subpoena for any witness or a subpoena duces tecum to compel the production of any books, records or papers. Subpoenas shall be directed to the sheriff of any county in the state of Idaho where such witness resides or may be found. Subpoenas shall be served and returned in the same manner as subpoenas in a criminal case. The fees and mileage of the sheriff and witnesses shall be the same as that allowed in district court criminal cases, which fees and mileage shall be paid from any funds in the state treasury available therefore in the same manner as other expenses of the board are paid. Disobedience of any subpoena issued by the district court or the refusal by any witness in failing to testify concerning any matter regarding which he may lawfully be interrogated, or the failure to produce any books, records or papers shall constitute a contempt of the district court of

any county where such disobedience or refusal occurs, and said court, or any judge thereof, by proceedings for contempt in said court, may, if such contempt be found, punish said witness as in any other case of disobedience of a subpoena issued from such court or refusal to testify therein.

(g) The board shall have the power to appoint an executive director to serve at the pleasure of the board. The executive director shall carry out such administrative duties as delegated to the director by the board.

(h) The board shall have the power to hire enforcement agents in order to conduct investigations and enforce the provisions of this chapter. All enforcement agents appointed by the board who are certified by the Idaho peace officer standards and training advisory council, shall have the power of peace officers limited to:

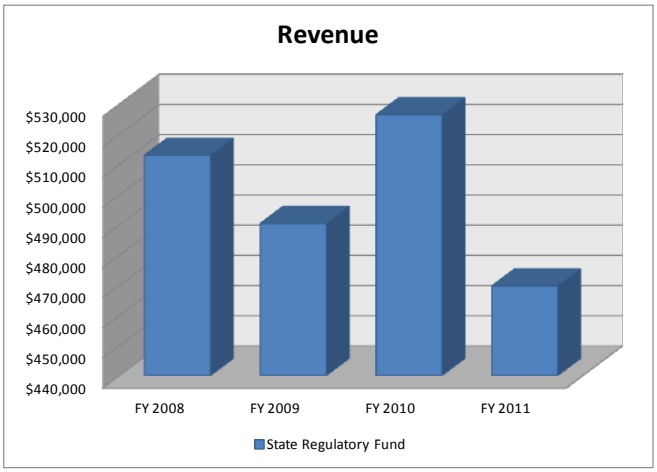
1. Enforcement of the provisions of this chapter.
2. Responding to express requests from other law enforcement agencies for aid and assistance in enforcing other laws. For purposes of this section, such a request from a law enforcement agency shall mean only a request as to a particular and singular violation or suspicion of violation of law, and shall not constitute a continuous request for assistance outside the purview of enforcement of the provisions of this chapter.

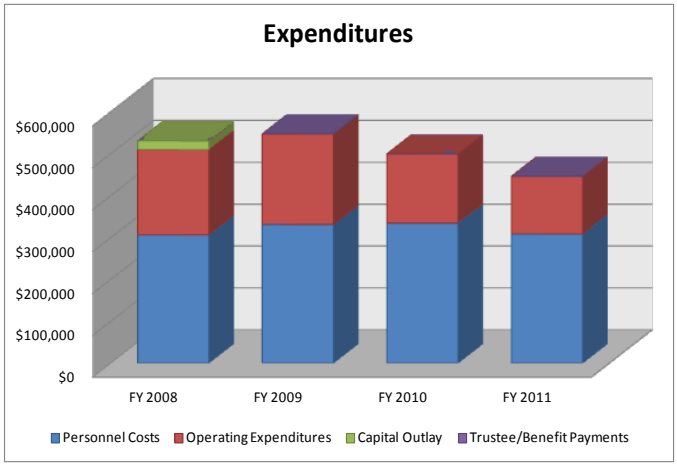
(i) By August 1 of each year, the board shall provide to the director of the department of fish and game, in a manner and form prescribed by the director, the number of each species of big game taken in each management unit by clients of licensed outfitters between July 1 of the immediately preceding calendar year and June 30 of the current calendar year.

(j) The board shall by rule designate the number of deer or elk tags allocated pursuant to section 36-408(4), Idaho Code, among the authorized operating areas within the game management area, unit or zone.

Revenue and Expenditures

Revenue	FY 2008	FY 2009	FY 2010	FY 2011
State Regulatory Fund	$513,000	$490,400	$526,400	$469,700
Total	**$513,000**	**$490,400**	**$526,400**	**$469,700**
Expenditure	**FY 2008**	**FY 2009**	**FY 2010**	**FY 2011**
Personnel Costs	$305,600	$330,700	$334,100	$307,900
Operating Expenditures *includes $34,500 encumbrance	$203,800	$216,300*	$165,100	$137,900
Capital Outlay	$20,900	$0	$0	$0
Trustee/Benefit Payments	$0	$0	$0	$0
Total	**$530,300**	**$547,000**	**$499,200**	**$445,800**





Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2008	FY 2009	FY 2010	FY 2011*
Outfitter Licenses Issued	412	405	410	388
Designated Agent Licenses Issued	356	356	344	336
Guide Licensing Issued	2344	2060	2066	1429
Outfitter License Major Amendments	26	18	22	12
Outfitter License Minor Amendments	45	37	37	13
Designated Agent Amendments	23	20	21	6
Guide Amendments	209	221	175	51
Enforcement Cases Processed	133	109	157	97
				* not complete

Part II – Performance Measures

Performance Measure	2008	2009	2010	2011	Benchmark
1. Complete outfitter renewal license applications are to be processed within 30 days.	23 days	9 days	9 days	11 days	30 days
2. Complete designated agents renewal license applications are to be processed within 30 days.	10 days	10 days	10 days	13 days	30 days
3. Complete guide renewal license applications are to be processed within 20 days. Note: guide licensing on-line are issued a license immediately.	20 days	8 days	8 days	9 days	20 days
4. Major outfitter amendments are processed within 90 days.	96 days	44 days	46 days	47 days	90 days
5. Minor outfitter amendments are processed within 30 days.	44 days	34 days	21 days	33 days	30 days
6. DA amendments are processed within 30 days.	76 days	27 days	44 days	18 days	30 days
7. Guide amendments are processed within 20 days.	5 days	9 days	7 days	8 days	20 days
8. Education programs will receive priority attentions at all times.	100%	100%	100%	100%	100%
9. Investigations into formal complaints against outfitters and guides will be initiated within fourteen (14) days and resolution determined as soon as possible.	100%	100%	100%	100%	100%
10. Alleged unlicensed activities will receive priority attention as resources permit.	100%	100%	100%	100%	100%

Performance Measure Explanatory Note:

The Board's ultimate goal and responsibility is to protect the public health, safety, and welfare, and assist with the proper regulation and use of the environment and natural resources of the State of Idaho. Licensing of qualified individuals who provide outfitter and guide services to the public is a primary concern. Board staff routinely tries to process complete applications for initial guide license issuance or renewal within seven (7) days. In 2004, the Board implemented an on-line licensing system which allows previously licensed guide to receive a 20 day temporary authorization to operate until their license is issued. This has minimized time constraints which may require the reconsideration of associated performance measures. The Board rewrote procedures for outfitter application and amendment in 2001 and improved processing time are shown in processing outfitter licenses and major amendment. The Board began the reorganization of the office staff responsibly in order to address issue in processing DA and minor amendments largely caused by matters related to staffing. The Board's education/information program is progressing satisfactorily. The Board continues to effectively use internet and web based information system to communicate with the public. Enforcement of outfitter and guide laws continues to demand increasing amounts of staff time and resources. Our revised approach to obtain compliance with the law through education rather than rigorous enforcement actions has continued to meet with positive results and strong approval from within and outside the industry. The Board continues to improve efforts to better manage outfitter use of assigned areas in order to improve outfitted opportunities sought by the pubic and to allow individuals interested in establishing an outfitter business to have a chance to apply for an area that is being underutilized.

For More Information Contact

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