State of New Hampshire

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
LICENSING AND BOARD ADMINISTRATION
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Lindsey B. Courtney
Executive Director

Joseph Shoemaker
Director

STANDING ORDER

(Board of Land Surveyors)

Complaint/ Response/ Investigation Process

Authorizing, pursuant to NH RSA 310-A: 1- d, II(2), the Office of Professional Licensure and Certification (OPLC) enforcement staff to receive and investigate complaints of alleged professional misconduct in violation of professional licensure statutes and/or administrative rules.

Complaints received by OPLC enforcement staff shall be mailed to the Respondent(s) via U.S. Postal Service certified mail, if appropriate, as determined by the Enforcement Administrator. Within thirty- (30) days of receipt, the Respondent shall file a response with OPLC enforcement staff. OPLC enforcement staff may grant an extension of time for good cause if requested by Respondent.

Upon receipt of a response, or in the event a Respondent fails to respond within the thirty (30) day time period, without requesting an extension, OPLC enforcement staff will conduct a cursory review of the matter and draft a confidential memorandum to be submitted to the Board/Commission.

The Board Administrator shall provide the Board/Commission with the information received by OPLC enforcement staff, as well as the confidential memorandum, to determine dismissal or the issuance of an Order of Formal Investigation.

If the matter is dismissed, the Complainant and Respondent shall be notified in writing by the Board, through the Board Administrator, with a copy to Enforcement staff. If a formal order of investigation is issued, OPLC enforcement staff or designee authorized by the Executive Director will conduct an investigation, which may include retaining experts or consulting with recused board members or volunteers. Upon completion of the investigation, OPLC enforcement staff or designee authorized by the Executive Director shall draft a Report of Investigation (ROI) to be submitted to the Board. The Board may dismiss or recommend disciplinary track. In the event the Board votes to proceed to disciplinary, OPLC enforcement staff is authorized to provide the ROI, redacting the legal analysis section, to the Respondent.

This Standing Order shall remain in effect until such time the order terminates by operation of law or the Board/Commission votes to rescind the Order.

By Order of the Board;

Date: 11/12/20

Board Chair