

Board of Appraisal

Complaint screened for minimal criteria

Case number assigned & letter sent to Respondent, giving 30 days to respond to the complaint, send in their appraisal & workfile.

One time 30-day extension allowed if needed by Respondent

Complaint given to staff investigator or SME if deemed necessary.

When investigation complete given to Board for Initial File Review meeting

Board decided to dismiss, offer consent agreement or asked for more investigation. OR see next step.

If the Board did not dismiss, want additional investigation or offer a consent agreement, they usually would invite the Respondent to an Informal Hearing. Notice had to be given to allow 35 days from the Initial Review to the next meeting.

DFI

Same

Same

Same

Same

Now given to Manager for review

Now when complete, it is reviewed and a recommendation by the Manager is given to the Superintendent for resolution. Recommendation is either to dismiss, offer consent agreement or ask for more investigation.

Now, if the Respondent wants to meet or if there are questions by staff, a meeting is set up with a mutually agreed upon time and place. We have met in Sedona, and have spoken on the phone. The meeting can take place either before or after the consent agreement is offered.

If the Respondent rejected the consent agreement, the Board could ask them to come into talk about a counteroffer, or decide to go to formal hearing either before the Board or usually it was at OAH.

The Board had the power to make all final decisions.

If warranted for the health, safety or welfare of the public, an order of Summary Suspension could be done almost immediately, with a hearing to follow at OAH within 60 days. (Rarely used & only for very severe issues).

The options are the same, but the formal hearing would probably be at OAH only.

The Superintendent has the power to make all final decisions.

Same