



Fire Management Handbook
Policy 826

Notice of Violation

This guidance document is not a new law. This document is an agency interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

Agency Contact

Fire Investigation Program Manager

Purpose

Provide an official Notice of Violation (NOV) form along with instructions on its use.

Applicability

IDL employees who enforce the fire protection laws.

1. Associated Policies

- A. Title 38, Section 132, Idaho Code
- B. Rules Pertaining to the Idaho Forest Practices Act, IDAPA 20.02.01
- C. Rules Pertaining to Forest Fire Protection, IDAPA 20.04.01

2. Definitions

None

3. Policy

Title 38, Section 132, Idaho Code requires that a written notice be furnished to the person violating the State Board of Land Commissioners Rules Pertaining to Forest Fire Protection before further legal action can be taken.

4. Procedures

The official form for accomplishing this is a **Notice of Violation, Attachment 1**. Preparation of the NOV form is self-explanatory. Be sure to complete all portions of the form. The specific rule/code must be included, and the violation explained. Check all boxes that apply and give explicit instructions in the "comments" section enabling the violator to understand what he/she must do to be in compliance with the rules.

A. Numbering System

The NOV is a dual-purpose form used by the Bureau of Fire Management and the Bureau of Forestry Assistance. In order to ensure the integrity of Violations issued, a numbering system at the Area/District/Association (A/D/A) level must be intact. Fire Wardens and Private Forestry Specialists must coordinate with each other by using a master Notice of Violation Number Log.

The following numbering system shall be utilized.

A NOV number consists of the following segments:

- **Unit (Three-Letter Designator):** Refer to the table below for the Three-Letter Designator assigned to each A/D/A. For example: “MCS” for Maggie Creek.
- **Calendar Year:** Use the last two digits of the current calendar year. For example: “11” would be used for 2011.
- **Sequential Number:** Begin with “001”. Make sure there are no duplications used within the A/D/A.

Example: CDS19001

Idaho Department of Lands Three-Letter Designators	
Idaho Department of Lands	IDS
Coeur d’Alene Staff Office	CDS
Priest Lake Supervisory Area	PLS
Kootenai Valley Fire District	KVS
Pend Oreille Supervisory Area	POS
Mica Supervisory Area	MIS
Cataldo Fire District	CAS
St. Joe Supervisory Area	SJS
Clearwater Supervisory Area	CWS
Ponderosa Supervisory Area	PDS
Maggie Creek Supervisory Area	MCS
Craig Mountain Fire District	CMS
Southwest Idaho Supervisory Area	SWS
Clearwater-Potlatch Timber Protective Association	CTS
Payette Lake Supervisory Area	PAS
Southern Idaho Timber Protective Association	SIS
Boise Staff Office	BOS
South Central Office	SCS
Eastern Idaho Supervisory Area	EIS

B. Distribution

Hand delivery is the preferred method. If this is not possible, the NOV form should be accompanied with a letter of transmittal explaining that the inspection took place. The name and telephone number of the Investigation Program Manager and Fire Warden should be included in the letter to give the violator an opportunity to contact the Fire Investigation Program Manager and Fire Warden.

Distribution of information is as follows:

1. NOV issued by the Bureau of Fire Management at the Coeur d'Alene Staff Office.
2. Original to the person in violation of the rules.
3. Copy retained in the A/D/A files and reviewed by Fire Warden and Area Manager.

5. Exception Authorization

Exceptions to this policy may be granted by the Chief, Bureau of Fire Management, or the State Forester.