

4775-2-08

Method of instituting complaints.

- (A) The board's enforcement officer(s), having reasonable grounds to believe a collision repair operator is in violation of the board's registration requirements, or upon the receipt of a complaint, shall report to the executive director and the board the name and address of a collision repair operator suspected of being in violation. The enforcement officer shall then notify the collision repair operator in writing by certified mail, return receipt requested, a suspected violation exists.
- (B) Within sixty days of providing the notification, the enforcement officer shall determine if the collision repair operator who has been notified of a suspected violation has come into compliance with the board's requirements for registration. If the collision repair operator fails to correct the suspected violation within sixty days after the date the operator receives the notification, the enforcement officer shall notify the executive director and the board of the operator's failure to correct the suspected violation. The enforcement officer shall then provide the collision operator with a second written notification of a suspected violation and shall provide the executive director a duplicate copy of the notification. Upon receipt of a second notification, the executive director shall notify the government entity having enforcement authority over the condition or activity giving rise to the suspected activity, the nature of the suspected violation, and the name and address of the operator suspected of the violation.
- (C) Thereafter, an enforcement officer shall periodically monitor the progress of any action taken in connection with the suspected violation with the appropriate government entity, including any investigation or charges that are filed in connection with the suspected violation. Upon obtaining such information, the executive director or the enforcement officer monitoring such progress shall notify the board of the progress of the suspected violation and any accompanying investigation, charges, or other action taken in connection with the suspected violation.

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Certification

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Date

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