

Number	Effective	Title	Owner
VI-120	12-04	SURCHARGE ENVELOPE	OPERATIONS DIVISION

Purpose

This policy describes the statutory authority and defines the process for issuing the fee collection surcharge associated with enforcing fee compliance.

Legal Authority

This policy sets forth procedures concerning the issuance of the fee collection surcharge on all lands owned or managed by the Idaho Department of Parks and Recreation. These procedures are promulgated pursuant to Idaho Code Section 67-4223(a) and shall be construed in a manner consistent with the duties and responsibilities of the Idaho Park and Recreation Board as set forth in Idaho Code Title 67, Chapter 42, and the use and protection of lands and facilities subject to its jurisdiction. This policy is in accordance with IDAPA 26 Title 01 Chapter 20, 26.01.20 - Rules Governing the Administration of Park and Recreation Areas and Facilities.

The specific applicable rule is as follows:

225. FEES AND SERVICES. 06. Fee Collection Surcharge. A five-dollar (\$5) surcharge may be added to all established fees when the operator of a motorized vehicle or camping unit fails to pay required fees prior to entering a park area or occupying a campsite. If the surcharge is assessed, and the operator of the vehicle or responsible party is not present, all required fees in addition to the five-dollar (\$5) surcharge will be assessed against the registered owner of the motorized vehicle or camping unit.

Definitions

Board. The Idaho Park and Recreation Board, a bipartisan, six (6) member board appointed by the Governor.

Camper Unit. A family unit or a party of no more than eight (8) persons occupying one (1) camper/vehicle combination or one (1) vehicle with a maximum of two (2) tents.

Camping. Utilizing designated campsites and/or facilities for the period camp fees are paid. Utilities and facilities may be restricted by weather or other factors.

Camping Day. The period between 2 p.m. of one (1) calendar day and 1 p.m. of the following calendar day.

Campsite. Site designated for overnight camping, including camping cabins, yurts, and tepees.

Department and IDPR. The Idaho Department of Parks and Recreation.

Director. The director and chief administrator of the Department, or the designee of the director.

Fee Collection Surcharge. A five-dollar (\$5) surcharge added to all established fees when the operator of a motorized vehicle or camping unit fails to pay required fees prior to entering a park area or occupying a campsite.

Motorized Vehicle. Every vehicle that is self propelled except for vehicles moved solely by human power and motorized wheelchairs as defined in Section 49-123(g), Idaho Code.

Motorized Vehicle Entry Fee (MVEF). A fee charged for a motorized vehicle to enter a designated area.

Park Or Program Manager. The person, designated by the director, responsible for administering and supervising particular lands, facilities, and staff that are under the jurisdiction of the Department.

Surcharge Envelope. An instrument issued to the operator or owner of a motorized vehicle or camping unit that fails to pay required fees prior to entering a park area or occupying a campsite.

Violators. Any person failing to comply with any section of IDPR rules applicable under the circumstances.

Policy

Staff will assess the fee collection surcharge when they determine that state park MVEF or camping fees are not paid. The surcharge will be in addition to any and all associated fees not paid. As applicable, the violator can either purchase a daily pass or annual statewide passport in addition to the surcharge. Staff will utilize the surcharge envelope to record and collect fees and the surcharge. Only the issuing staff member or Park Manager can void the fee collection surcharge if proof of prior fee payment is provided or in the few, exceptional out-of-the-ordinary instances where the issuing staff member or Park Manager determines that the violator truly did not understand or could not comply with the required fees.

Staff will stamp the park's return address on all surcharge envelopes, affording the violator the opportunity to mail the envelope back to the park. Any park staff member, including seasonals and volunteers, has the authority to issue the surcharge envelope at the discretion of the Park Manager.

The issuing staff member will enter all pertinent information on the surcharge envelope including the specific amount owed based upon the unpaid fees and surcharge. The surcharge envelope will be issued to the operator or responsible person, or to the owner if on-site and the operator or responsible person is unknown or unavailable. When the operator, responsible person or owner is not on-site, staff will issue the surcharge envelope to the motor vehicle or camping unit placing it in a secure, conspicuous location. If the camping unit does not have a viable license plate to determine ownership, staff will not issue the envelope until this information can be obtained.

The operator, responsible person, or owner will have 48 hours to pay the required fees and surcharge. A park compliance officer will issue an Idaho Uniform Citation if the fees and

surcharge are not paid. Staff will review surcharge disposition weekly allowing ample time for the fees and surcharge to be paid and then determine if a citation needs to be issued. Citations will be mailed via certified mail to verify reception. Staff will track issuance and disposition of the surcharge envelopes and any resultant uniform citations on the Surcharge/Citation Tracking Form.

The park will keep the surcharge envelopes, surcharge envelope receipts/booklets, and tracking forms per State and Department policies. The park will keep surcharge envelope receipts/booklets readily available for evidential purposes until final disposition. The park will use the tracking form information to summarize fee compliance in its annual report.