

COLORADO STATE BOXING COMMISSION POLICY STATEMENTS

The dates adopted or amended, cross-references, and statements of purpose are filed with the Policies located in the Commission's office and are available for review.

GENERAL

10-01 Delegation of Authority to the Director of Boxing *(April 12, 2007)*

The Director of Boxing is granted certain powers and duties by the Colorado Professional Boxing Safety Act. In addition to these statutory powers, the Colorado State Boxing Commission grants the Director of Boxing the authority to:

- Investigate alleged violations of this article on behalf of the Commission
- Sign subpoenas necessary to any investigations

10-02 Questions from the Press *(April 12, 2007)*

It is the policy of the Colorado State Boxing Commission that commission members generally will not respond to questions regarding commission matters from the press and will refer questions from the press to the Director of Boxing or the Program Director. The Director of Boxing or the Program Director will coordinate with the Commissioners concerning any response.

DOCUMENT RETENTION

20-01 Permitted Event Files *(April 12, 2007)*

It is the policy of the Colorado State Boxing Commission that all documents in Permitted Event Files will be retained for one (1) year from the date of the event. In general, these documents may include, but are not limited to, the following:

- The permit application
- The weigh-in forms
- All contracts between participants and the promoter
- Federal I.D. applications
- Out-of-state participant applications
- The pre-fight physicals documents
- The post-fight physical sheet
- All waivers forms
- The results sheet
- The Announcement forms
- The scorecards
- The surcharge and attendance forms
- Insurance coverage information

It is also the policy of the Colorado State Boxing Commission that after one (1) year, the documents in Permitted Event Files will be purged down to the pre-fight physical documents, the post-fight physical form, a results sheet, the waiver forms and

the insurance coverage information. These documents will be kept by the Colorado State Boxing Commission for five (5) years.

It is also the policy of the Colorado State Boxing Commission that after five (5) years, the documents in Permitted Event Files will be purged down to only the results sheet.

LETTERS OF CONCERN

20-02 Cases Dismissed with Letters of Concern: clarification of basis for dismissal, reopening of such cases and case retention period. (*Amended May 14, 2009*)

Purpose: To clarify the basis for this type of dismissal, when the Office may reopen such a case and designation of a specific retention period for these types of cases.

POLICY: It is the policy of the Office of Boxing that complaints that are dismissed with letters of concern are not dismissed as being without merit but rather are dismissed due to no reasonable cause to warrant further action at that time. Cases that are dismissed with a confidential letter of concern will be retained in the Office's files for a period of five (5) years.

The Office may reopen a case that was dismissed with a letter of concern in the face of a change in circumstances. Such a change in circumstances would include but not be limited to:

- Discovery of new evidence supporting the underlying charges
- Evidence that the licensee has engaged in further unprofessional conduct/grounds for discipline following issuance of the letter of concern in which there is a nexus between the new conduct and that was addressed in the case that was dismissed with the letter of concern

After five (5) years from the date of the letter of concern, the file will be disposed of in accordance with the Division's records management procedures. If the licensee has other active cases pending at the end of the five (5) year retention period, the letter of concern may be kept for a longer period of time at the discretion of the Office staff.