

FINAL REGULATIONS - CHAPTER W-15 - DIVISION AGENTS

ARTICLE IV - DIVISION AGENT OPERATION AND PERFORMANCE STANDARDS

#1504 - Agent Operation and Performance Standards

- A. Division agents are required to meet the following standards at all times:
1. Maintain the required surety bond level.
 2. Display and distribute all public information, such as brochures and placards, as provided by the Division.
 3. Maintain a file of receipts, affidavits, or any other document required in the agent agreement.
 4. Keep all paper stock, POS terminals, and any other Division product equipment in a safe place and in good condition at the location of record, as specified in the agent agreement.
 5. Obtain insurance adequate to cover replacement of any POS terminals or other Division product-related equipment leased from the system agent.
 6. Sell all Division products and collect all donations specified in the agent agreement, and only at the location of record.
 7. Sell Division products only at face value, and only to those who are eligible to purchase them, in compliance with all applicable statutes and regulations.
 8. Establish an agent bank account with ACH capability which is electronically accessible to the Division.
 9. Deposit the state share of all Division product revenues in the agent bank account in the total amount due, in accordance with the schedule in the agent agreement.
 10. Immediately report the theft or loss of any accountable inventory.
 11. Attend any training required by the Division concerning applicable statutes and regulations and performance of agent duties, at the location specified by the Division.
 12. Comply with all statutory and regulatory requirements, all provisions of the agent agreement, and all directives of the Division, including, but not limited to, those provided via direct correspondence or in the Division Agent Manual.
 13. Provide reasonable access to any Division officer or other peace officer upon request during normal business hours for the purpose of inspection of equipment, materials, records, or other applicable license agent documents or information.
 14. Read and comply by any correspondence sent to the agent by the Division, including, but not limited to: electronic bulletins; ~~monthly~~ agent bulletins; special communications by mail, email, or through the system; and non-compliance letters.
 15. Train all staff in the issuing of Division products as well as applicable policies and procedures prior to their use of the system.

Basis and Purpose Statement:

Cleanup of the agent operation and performance standards

This cleanup removes the word monthly from the agent bulletins requirement. With this change, regulations will realign with current operating procedures, which no longer require monthly agent bulletins.

The statements of basis and purpose for these regulations can be obtained from the Colorado Division of Parks and Wildlife, Office of the Regulations Manager by emailing dnr_cpw_planning@state.co.us or by visiting the Division of Parks and Wildlife headquarters at 6060 Broadway, Denver, CO, 80216.

The primary statutory authority for these regulations can be found in § 24-4-103, C.R.S., and the state Wildlife Act, §§ 33-1-101 to 33-6-209, C.R.S., specifically including, but not limited to: §§ 33-1-106, C.R.S.

EFFECTIVE DATE - THESE REGULATIONS SHALL BECOME EFFECTIVE JANUARY 1, 2024, AND SHALL REMAIN IN FULL FORCE AND EFFECT UNTIL REPEALED, AMENDED, OR SUPERSEDED.

APPROVED AND ADOPTED BY THE PARKS AND WILDLIFE COMMISSION OF THE STATE OF COLORADO ON THIS 16TH DAY OF NOVEMBER 2023.

**APPROVED:
Dallas May
Chair**

**ATTEST:
Karen Bailey
Secretary**

FINAL REGULATIONS - CHAPTER P-7 - PASSES, PERMITS AND REGISTRATIONS

ARTICLE II - DIVISION AGENTS

#716 - DIVISION AGENT OPERATION AND PERFORMANCE STANDARDS

- A. Division Agent Operation and Performance Standards
 - 1. Division agents are required to meet the following standards at all times:
 - a. Maintain the required surety bond level.
 - b. Display and distribute all public information, such as brochures and placards, provided by the Division,
 - c. Maintain a file of receipts, affidavits, or any other document required in the agent agreement.
 - d. Keep all paper stock, POS terminals, and any other Division product equipment in a safe place and in good condition at the location of record, as specified in the agent agreement.
 - e. Obtain insurance adequate to cover replacement of any POS terminals or other Division product-related equipment leased from the system agent.
 - f. Sell all Division products and collect all donations specified in the agent agreement, and only at the location of record.
 - g. Sell Division products only at face value, and only to those who are eligible to purchase them, in compliance with all applicable statutes and regulations.
 - h. Establish an agent bank account with ACH capability which is electronically accessible to the Division.
 - i. Deposit the state share of all Division product revenues in the agent bank account in the total amount due, in accordance with the schedule in the agent agreement.
 - j. Immediately report the theft or loss of any accountable inventory.
 - k. Attend any training required by the Division concerning applicable statutes and regulations and performance of agent duties, at the location specified by the Division.
 - l. Comply with all statutory and regulatory requirements, all provisions of the agent agreement, and all directives of the Division, including, but not limited to, those provided via direct correspondence or in the Division Agent Manual.
 - m. Provide reasonable access to any Division officer or other peace officer upon request during normal business hours for the purpose of inspection of equipment, materials, records, or other applicable license agent documents or information.

- n. Read and comply by any correspondence sent to the agency by the Division, including, but not limited to: electronic bulletins; ~~monthly~~ agent bulletins; special communications by mail, email, or through the system; and non-compliance letters.
- o. Train all staff in the issuing of Division products as well as applicable policies and procedures prior to their use of the system.

Basis and Purpose:

Cleanup of the agent operation and performance standards

This cleanup removes the word monthly from the agent bulletins requirement. With this change, regulations will realign with current operating procedures, which no longer require monthly agent bulletins.

The statements of basis and purpose for these regulations can be obtained from the Colorado Division of Parks and Wildlife, Office of the Regulations Manager by emailing dnr_cpw_planning@state.co.us or by visiting the Division of Parks and Wildlife headquarters at 6060 Broadway, Denver, CO, 80216.

The primary statutory authority for these regulations can be found in § 24-4-103, C.R.S., and the state Parks Act, §§ 33-10-101 to 33-33-113, C.R.S., and specifically including, but not limited to: §§ 33-10-106 and 33-10-107, C.R.S.

EFFECTIVE DATE - THESE REGULATIONS SHALL BECOME EFFECTIVE JANUARY 1, 2024 AND SHALL REMAIN IN FULL FORCE AND EFFECT UNTIL REPEALED, AMENDED OR SUPERSEDED.

APPROVED AND ADOPTED BY THE PARKS AND WILDLIFE COMMISSION OF THE STATE OF COLORADO THIS 16th DAY OF NOVEMBER 2023.

APPROVED:
Dallas May
Chair

ATTEST:
Karen Bailey
Secretary