



STATE OF NEVADA
DEPARTMENT OF WILDLIFE

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Nevada Department of Wildlife Internal Policy and Procedure

TITLE: Determining Extenuating Circumstance Qualifications for Tag Deferral Requests

EFFECTIVE DATE: September 27, 2022

APPROVED BY:



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Director, Nevada Department of Wildlife

REFERENCE: NRS 232.4854, NRS 502.103, NAC 502.103, NAC 502.422

DISTRIBUTION: Data and Technology Service (DATS) Staff, Director's Office Staff, Game Staff

Purpose:

To establish a procedure to collect and process tag deferral requests; to reduce any likelihood of overallocation of set quotas; to remain fair and consistent when determining if provided *extenuating circumstances* qualify the tag holder for a tag deferral; and to ensure public transparency of deferral allocations during quota setting.

Policy:

NAC 502.103 provides a big game or turkey tag holder the ability to choose to defer the tag to the next applicable hunting season if an *extenuating circumstance*, defined as a "severe or unanticipated injury or illness," occurs which prevents the tag holder from hunting during the season for which the tag was issued.

To ensure the tag deferral program consistency and fairness to participants, the Department shall use NRS 232.4854 as a guide for *extenuating circumstance* qualifications. Each deferral request will be reviewed for compliance on an individual basis by the Director or Deputy Director of the agency with an answer provided within 10 business days of request receipt.

NRS 232.4854 – "Serious illness" means a medical illness, physical injury or condition that substantially affects the quality of life of a person for more than a short period of time.

Big game or turkey tag deferral requests must be received by the Department no later than 14 business days after the opening day of the season for which the tag was issued per NAC 502.103 subsection 5(a). Any request received on a big game tag that was purchased after the opening day of the season through the First Come First Served (FCFS) program does not qualify for a return or deferral per NAC 502.103 subsection 4. Any deferral request received after the opening day of the season that **DOES NOT** qualify as an *extenuating circumstance* or is lacking the appropriate supporting documentation will be returned to the tag holder and considered used, resulting in no option for deferral, return, or bonus point reinstatement pursuant to NAC 502.422.

Examples of qualifying *extenuating circumstances* include but are not limited to:

- Motor vehicle accidents
- High risk pregnancies, including those that require bedrest
- Unplanned surgeries resulting from unanticipated accidents or illnesses
- Blood clot(s)
- Broken bones
- Death of a family member, as defined in NRS 502.103

Examples of *extenuating circumstances* that **DO NOT** qualify include but are not limited to:

- Cold and flu
- COVID 19 which does not result in a hospital stay
- Pregnancy due date conflicts with the tag's season of use
- Return to work notes depicting "light duty"
- Elective or planned surgeries
- Natural disasters or property damage such as wildland fires
- Government closures and shutdowns

Tag holders who do not qualify for tag deferment may still return their tag for any reason for the return of bonus points, pursuant to NAC 502.422, as long as the tag is physically possessed or received by the Department before the opening day of the tag's season.

Procedures:

DATS customer support staff will assist in clarifying qualifications of a big game or turkey tag deferral. Support staff will inform inquiring tag holders about the deferral program and that each request requires supporting documentation and will be reviewed for compliance separately by the Director/Deputy Director of the agency. Staff will inform tag holders regarding supporting documentation for approval and notify potential deferral participants that the required tag must accompany the deferral request paperwork.

All deferred tag requests received at a NDOW office will immediately be forwarded by mail (the physical tag must accompany the paperwork) to the Headquarters location with attention to the DATS Program Officer 1 (PNC0008).

NDOW Headquarters staff will date stamp received tag deferral request through the mail and provide it to the DATS Program Officer 1.

A deferred tag list will be created by the DATS Program Officer 1 within the duration of the current hunt season. The created list should be sortable by each section and include:

- Tag holder CID
- Tag holder's first name
- Tag holder's last name
- Reason for deferment
- Species of deferred tag
- Hunt season of deferred tag
- Unit of deferred tag
- Weapon class of deferred tag
- Approved or denied column

Once logged, the DATS Program Officer 1 will forward the request to the Director's Office for review.

The Director's Office staff will notify the DATS Program Officer 1 and/or the DATS Management Analyst 3 (PCN0010) if a customer qualifies for a tag deferral, within ten (10) business days of deferral request receipt by the Department. Tag holders will be notified by Department staff whether or not their deferral request does or does not qualify for the extenuating circumstance deferral. An explanation of the process to fulfill the deferred tag for the next most similar season and the possibility of unit closures will be offered to the customer. Information on returning a tag for any reason will be given if a tag holder does not qualify for a deferral.

Once the customer is notified, tag holders with qualifying deferral requests will have their tag returned through the AMS system which produces a tag fee refund and the tag for the current season will be issued to an alternate or offered for sale through the FCFS program.

Complete tag deferral paperwork will be filed by last name and hunt year and stored until the retention period has expired. Staff will follow the State and agency approved retention schedule for storage timing and document destruction.

Upon the close of the hunt season, the Program Officer 1 will provide the deferred tag list to the DATS Division Administrator (PCN0002), the DATS Management Analyst 3, and Game Division Administrator (PCN0088). Game Division staff who set quotas will review the tag deferral list and provide the DATS staff information on the number of hunts where deferred tags take up the full quantity of the anticipated quotas. The deferment list, **with CID and names redacted**, will be provided to the Commission as additional supporting materials during the season setting meeting in January and the quota setting meeting in May.

DATS Management Analyst 3 will provide the list of deferred tags to the licensing vendor and track the deferred tags in the configuration file used to build the big game application period. Deferred tags should be subtracted from the Commission approved quotas before being loaded into the AMS system's big game application period. This process prevents the overallocation of tags awarded through the draw.

If the quota for a hunt is lower than the received number of approved deferral requests resulting in all tags allocated before the application period, the Department will not accept applications during the application period for that hunt with the understanding that it would be disingenuous to allow an applicant to waste a hunt choice on an option that will result in zero (0) tags awarded through the draw. Upon the return of a tag for a hunt that was not open to receive applications during the application period, the Department will offer it to be sold in the FCFS program.

If the Department receives more deferrals than available quota in season, the Department will issue deferred tags in order of deferral request receipt date and by the lowest assigned draw number.

Upon completion of the big game application period, the quotas within the configuration file should be updated to reflect the actual Commission approved quota. This will ensure that the applicant is shown the correct number of tags that were issued last season during the following year's application period.

Tag deferrals from a prior season that are to be issued in the current season will be configured by licensing vendor staff and prepped for sale. Once configured, DATS staff will ensure that the deferral customers have an active hunting license before the tag is issued. DATS licensing staff

will contact the deferral customers scheduled to receive a tag and collect payment of the tag fee. Once payment is collected, the tags can be assigned to the customer accounts in AMS, printed on durable stock, and mailed to the customer.

Employee Responsibilities:

- DATS Staff – provide proper information to tag holders, contact customers, collect payment, date stamp and forward paperwork to DATS PO1, file deferral paperwork.
- DATS PO1 – create, manage, and share deferred tag list.
- DATS MA3 – track deferred tags in configuration file, provide list to licensing vendor.
- Game Staff – communicate with DATS staff on anticipated low quotas for hunts with a high volume of deferrals, include **redacted** deferred tag list in January and May's Commission support materials.
- Director's Office Staff – approve or deny tag deferral requests, communicate deferral decisions with DATS staff within ten (10) business days.

Definitions:

- **EXTENUATING CIRCUMSTANCE:** a serious injury, illness, or death of a child, partner or close relative to the first degree of consanguinity which prevents the holder of the tag from hunting during the season for which the tag was issued. Section 1 of LCB File No. R022-19, subsection 4 (b)
- **SERIOUS ILLNES:** a medical illness, physical injury or condition that substantially affects the quality of life of a person for more than a short period of time. NRS 232.4854
- **TERMINAL ILLNESS:** a medical diagnosis made by a physician that a person has an anticipated life expectancy of not more than 12 months. NRS 449A.081