

**Arizona Chapter
International Association of Arson Investigators, Inc.
Nominations Awards Committee
Standard Operating Procedure (SOP)**

Effective Date: March 5, 2008
Revision Date: July 21, 2008

Purpose

To award members of the chapter Awards as determined in the SOP on an Annual basis.

Members

Committee Chair – Will be appointed by the President

Committee Members – Will be ~~volunteers from the membership body~~ appointed by the President.

The committee will consist of a minimum of three members.

Policy

To follow procedures set by the Arizona Chapter and the IAAI in selecting and nominating members for each award.

Budget

The fiscal year of the Arizona Chapter shall begin on October 1 of each year and shall end on September 30 of the following year. Per the chapter constitution the budget shall be established prior to the beginning of each fiscal year. The Chair shall submit a proposed budget to the Finance Chair supporting their activities for the following fiscal year, to be present at the Annual Budget Meeting. The proposed budget shall be in a format prescribed by the finance committee.

Definitions

Procedures

The Award Committee Chair shall write a letter in February of the year the award will be give to ~~_____~~ (Vendor) Company an appropriate fire equipment and clothing vendor requesting donations for equipment for the Investigator of the Year. Equipment varies; depending on the vendor, but usually consists of Turnout coat, Turnout Pants, Boots, Helmet w/shield, Flashlight, Gloves and anything else the vender agrees to supply.

~~A Committee member~~ The Awards Chair shall send a request ~~for nominations by March 24~~ to the Communications Chair by March 24 to post the nomination forms on the Chapter website by April 1. The Communications Chair will then send an email to all members informing them that nomination forms are available for downloading from the Chapter website and to submit award nominations by June 15 to the Awards Committee Chair (or the address as outlined on the nomination forms). The Communication Chair may send an email reminder along with the announcement for the Advance Seminar.

The Committee shall meet and decide who will receive which awards by July 1. Awards will be given based on the specified requirements and information provided on the nominating forms. All persons nominated are only eligible to receive the award for which they were nominated. All nomination forms must be retained for 30 days for review by the Chapter Officers if so requested. If there is not a suitable candidate for an award as determined by the Committee, then the award will not be granted.

All Awards are to be purchased by July 1.

All awards will be announced at the Advanced Arson Seminar ~~BBQ~~/Board Meeting. The awards will be presented to the recipients as described below:

The President will present the Investigator of the Year award at the Arizona State Fire School Opening Ceremonies. The Committee will make arrangements with the award recipient's family and business associates be available for the presentation.

The President or designee will announce the Awards at the Annual Meeting in September or at a time and place appropriate for the recipients.

Awards and Gifts

Investigator of the Year - Equipment usually consists of (depending on the vendor) Turnout coat, Turnout Pants, Boots, Helmet w/shield, Flashlight, Gloves and anything else the ~~vender~~vendor

Distinguished Service Award – Plaque and Gift Card (\$150)

Attorney of the Year – Plaque and Gift Card (\$150)

Year Chapter Membership Pins – 5 year, 10 year, 15 year, 20 year, 25 year, etc (If budgeted and coordinated with the Membership Chair)

Requirements

Distinguished Service Award:

Only the Board of Directors may nominate an individual for this award. This person must have shown outstanding service to the Arizona Chapter, attended meetings and seminars, and assisted in training or other Chapter functions. The recipient shall be a current member of the Chapter and International, as verified by the Membership Chair. The recipient shall not be a member of the Executive Board of Directors or the Awards Committee and shall not have received this award in the past 10 years. There shall be only one Distinguished Service Award. If no one meets the qualifications for that year, then the award will not be given.

Investigator of the Year:

This individual must have shown outstanding accomplishments in the previous year in the area of arson investigation, in either the criminal or civil disciplines. They must have investigated or assisted in investigating a significant fire or fires within the previous year. They must have demonstrated knowledge of the scientific method in solving the fire(s), through the use and testing of hypotheses in the course of the investigation. This may be evidenced by the descriptive details of the fire(s) being submitted for review. If the individual assisted in the fires, then such assistance provided by the individual should be described in detail. The recipient shall be a current member of the Chapter and International, as verified by the Membership Chair. The recipient shall not be a member of the Awards Committee and shall not have received this award in the past 10 years. There shall be only one Investigator of the Year award. If no one meets the qualifications for that year, then the award will not be given.

Attorney of the Year:

This can be any Attorney who has provided a service to the Chapter, whether prosecution of a major case which shows professional expertise in the area of arson or related crime, conducting training classes, or any other service demonstrating that the individual went above and beyond their original duties. The recipient shall be a current attorney in the State of Arizona, including U.S. Attorneys working in Arizona. The nomination must describe specific instances that qualify this individual. The recipient shall not be a member of the Awards Committee and shall not have received this award in the past 10-5 years. There shall be only one Attorney of the Year award. If no one meets the qualifications for that year, then the award shall not be given.

Chapter Membership Pins:

Chapter Membership Pins will be given to individuals who have been chapter members for 5, 10, 15, 20, 25, etc, consecutive years.

Forms

Distinguished Service Award Form

Investigator of the Year Form

Attorney of the Year Form

Letter to the Vendor