

Standard Operating Policy/Procedure 500.2.7

International Association of Arson Investigators

16901 Melford Blvd,
Bowie, MD 20715
410-451-3473



POLICY NAME	Standard Operating Policy/Procedure Committee		DIVISION NO.	500
EFFECTIVE DATE		DATE OF LAST REVISION	POLICY NO.	2.7
ADMINISTRATOR RESPONSIBLE	SOP Committee	CONTACT INFORMATION	16901 Melford Blvd, Bowie, MD 20715 410-451-3473	
APPLIES TO: Identifies applicable members, committees, or staff.				
Executive Director		Administration	Executive Team	
Board of Directors		Membership	Other	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.1		3/30/2022	Initial development of Committee SOP	Rinaldi

REVIEW AND APPROVAL

Presented at BOD meeting _____.

ADDITIONAL NOTES

April 12, 2022 Establishment of the Standard Operating Policy/Procedure Committee

SCOPE

This policy applies to responsibility and authority of the Standard Operating Policy/Procedure (SOP) Committee for the review, development and revision of all Standard Operating Policies and Procedures utilized by the IAAI. The committee shall review each policy or procedure developed or revised to ensure conformance with the format as outlined in Standard Operating Policy/Procedure 100.1.

POLICY STATEMENT

The IAAI is an international organization and as such, the conduct of business and operations receives international attention and must be viewed as professional, ethical, and consistent. The effectiveness of standard operating policies and procedures is reliant in the consistent way they are developed; and this policy shall provide direction for the authority and operation of the Standard Operating Committee for the association.

TERMS AND DEFINITIONS

TERM	DEFINITION

POLICY SECTIONS

Policy intro: These sections are offered as guidance and serve as an outline of the review responsibilities for the SOP Committee.

STRUCTURE

Policies and Procedures shall be structured in a consistent format based on the outline and structure as provided in Standard Operating Policy/Procedure 100.1.

Proposed policies and procedures and/or revisions to existing policies or procedures shall be formatted by the author, board of directors, committee member, committee, staff, or member of the association, in the recommended structure for review by the SOP Committee to ensure compliance with Standard Operating Policy/Procedure 100.1 regarding the cover page, sections and headings and placement of content. Revisions may be made by the committee to correct structure, headings and placement but not the content without a review by the author, board of directors, committee member, committee, staff, or member of the association submitting the proposed policies and procedures and/or revisions to existing policies or procedures.

The SOP Committee will assign the appropriate numbering of the SOP per the structure numbering as outlined in Standard Operating Policy/Procedure 100.1 as follows:

- **Division 100 - Administration**
- **Division 200 - Membership & Staffing**
- **Division 300 - Elections, Terms & Offices**
- **Division 400 - Government**
- **Division 500 - Committees**
- **Division 600 - Meetings**
- **Division 700 - Regional, State and Provincial Organizations**
- **Division 800 - Finance**

ACTIVITIES OR LEVELS OF ACTION/RESPONSE

1. The SOP Committee shall assist in the review of all SOPs every two years or as necessary.

SPECIFIC CRITERIA

The development, approval, revision and implementation of policies and procedures must comply with the formatting requirements of Standard Operating Policy/Procedure 100.1; and not create a conflict with the Constitution and By Laws of the Association.

EXCEPTIONS

This policy is intended to establish the operational responsibility of the SOP Committee to ensure that the format structure in the development or revision of policies and procedures is consistent and adheres to the specifications of Standard Operating Policy/Procedure 100.1. This SOP can be revised from time to time as operations change or the need for the policy or procedure requires modification or dissolution as determined by the president or board of directors.

RELATED POLICIES AND OTHER REFERENCES

All standard operating policies and procedures.

ROLES AND RESPONSIBILITIES

(List the job titles and business offices directly responsible for the policy.)

ROLE	RESPONSIBILITY
Standard Operating Policy & Procedure Committee	Shall review all proposed policies and procedures to determine compliance with the required format structure as outlined in Standard Operating Policy/Procedure 100.1
Constitution & By Laws Committee	Shall review all proposed policies and procedures to determine if any conflicts exist with the Constitution & By Laws.
Board of Directors	Shall review and approve, modify, or deny approval of the proposed policy or procedure.
Executive Director	Ensure publication of the approved policy or procedure on the IAAI Website and in the next issue of the IAAI Journal. Shall ensure the recording of the policy or procedure and maintaining a copy in the official IAAI records management system.
IAAI Office Manager	Shall ensure the recording of the policy or procedure and maintaining a copy in the official IAAI records management system.

CONTACTS: *(SOP contact list requires administrative updating annually and does not require BOD action)*

POSITION OR GROUP	CONTACT	PHONE	EMAIL
Executive Director	Scott Stephens	702-582-5249	scott.stephens@firearson.com
IAAI Office Manager	Gloria Ryan	410-451-3473	gloria.ryan@firearson.com
President	Randy Watson	314-378-8995	Randy.Watson@firearson.com
Constitution & By Laws Committee Chairman	David Sneed	940-458-7070	dsneed@sneedconsultants.com
SOP Committee Chairman	Stephen Rinaldi	509-630-9259	stephen.rinaldi@co.chelan.wa.us