

Rules and Regulations of the Forensic Institute Of Physical Security

Introduction :

This document states for the day to day working of FIOPS, interaction between members and with the general public, and the proceedings of certifications and tests.

Article 1 Becoming a Member

Every new member must be working in a field linked to Physical Security (Locksmithing, Alarm systems, Law enforcement...), or linked to Forensic (Legal, Technical...)

The new member is approved by the Bureau that decides every month after a one month period.

Except for the Free of Charge Members – which must only prove their activity – all natural person must provide:

A membership form

A motivation letter

A double-sided ID

An original Criminal Report

Legal entities willing to become a member must provide:

A membership form

A motivation letter

A legal document regarding the legal entity existence

The bureau keeps the right to publish every new application to existing members review in order to collect their potential opinion. If one of the existing members has anything, factual, negative to report to the bureau, this could be a reason for not letting people in (unpaid invoices, fraud...)

Every member category has specific rights and duties within the association listed below.

Article 2 Members categories

Rights and Duties are specifically applicable to natural persons. In the case of Legal Entity member, those rights and duties apply to its legal representative or someone designated by him.

2.1 Adherent Member (also called Full Member)

2.1.1 Additional prerequisites

- None

2.1.2 Rights/Benefits

- Attend to events organized by FIOPS, such as conferences, shows and certifications, and all public event organized by FIOPS. If required, a fee can be charged to attend an event.
- Attend to some improvement classes in order to validate a certification
- Access the association 'library
- Receive a member card
- Mention his member status of FIOPS in his official documents (headed paper, business cards, website, mail signature...) and use the FIOPS logos
- Access the restricted part of the website if any
- Three hours of free (counter) expertise by the board for each of the first three years.
This counter expertise can be requested in case a member is not exactly sure about the interpretation of traces or just want a second opinion or push in the right direction.
Board commits itself to handle the expertise within 2 weeks after receiving the parcels. Shipment fees from the member to the board and from board back to member are to be paid by the member. The three hours are shared between oral explanation, analysis time and a one page short report writing for the member and the member only.

2.1.3 Duties

- Sign and respect the Procedural Code of FIOPS during forensic analysis conducted for the member clients.
- Respect the status and rules and regulations.
- Pay subscription fee in time

2.1.4 Restrictions

- Not mentioning not validated certifications

2.2 *Certified Adherent Member*

2.2.1 Additional prerequisites

- Having validate a certification for less than 3 years

2.2.2 Rights

- In addition to the Adherent Member rights, the Certified Adherent Member can :
- Mention his certification(s) in his signature and documents
- Have his company listed in the directory of certified members. Precision is made about which natural person actually is certificated in case of Legal Entity.
- Attend to all improving classes organized by the association

2.2.3 Duties

- Sign and respect the Procedural Code of FIOPS during forensic analysis conducted for the member clients.
- Respect the status and rules and regulations.
- Pay subscription fee in time

2.2.4 Restrictions

- Not mentioning not validated certifications

2.3 Active Member (Also called Board Member)

It stands for a member actively participating to the working of the association by several possible means. For example thanks to his help with the website, event organization, or any other action necessary for the good working of the association.

2.3.1 Additional prerequisites

- Being able to justify his activity within the association.

2.3.2 Rights

- In addition to the adherent members rights, the active member is part of the Board of Administration
- Can then attend Board meetings and can vote there
- Has access to all improving classes organized by the association

2.3.3 Duties

- Sign and respect the Procedural Code of FIOPS during forensic analysis conducted for the member clients.
- Respect the status and rules and regulations.
- Actively participating to the good working of the association
- Attend to Board meetings
- Pay subscription fee in time

2.3.4 Restrictions

- Not mentioning not validated certifications

2.4 Certified Active Member

2.4.1 Additional prerequisites

- Having validate a certification for less than 3 years

2.4.2 Rights

- In addition to non certified active member, the certified active member can:
- Mention his certification(s) in his signature and his documents
- Have his company listed in the directory of certified members. Precision is made about which natural person actually is certificated in case of Legal Entity.

2.4.3 Duties

- Sign and respect the Procedural Code of FIOPS during forensic analysis conducted for the member clients.
- Respect the status and rules and regulations.
- Pay subscription fee in time
- Actively participating to the good working of the association
- Attend to Board meetings

2.4.4 Restrictions

- Not mentioning not validated certifications

2.5 Free of charge member / People of the trade

Natural persons or Legal Entities wishing to be linked to FIOPS but without fitting in other member categories. This category is mainly meant for people working in public or private institutions such as schools, libraries, laboratories...

2.5.1 Additional prerequisites

- None

2.5.2 Rights

- Access the restricted part of the website for free if any

2.5.3 Duties

- Respect the status and rules and regulations

2.5.4 Restrictions

- Not mentioning being part of another member category

Article 3 Resignation – Exclusion – Death

1. Resignation must be sent to the president by any mean. It doesn't have to be justified.
2. As stated in the Status, exclusion can be pronounced by the bureau, for absence of payment or gross misconduct. Are considered gross misconduct:
 - criminal conviction for crime or infraction
 - every action of nature to cause a prejudice, directly or indirectly, to the activities of the association or its reputation, or being against Status or rules and regulations or the Procedural Code of FIOPS.
 - non restitution, in due times statd in article 14, of a book or journal borrowed in the FIOPS'libraryIn every case, the member will have the opportunity to defend his position, before the final exclusion decision.

Exclusion decision is adopted by the board of administration to the majority of its present members (if the member to exclude is himself a board member, he does not take part of the vote).

In case of exclusion for disrespect regarding status, rules and regulations or procedural code of FIOPS, the reason of exclusion can be mentioned in the website directory.
3. In case of death of a member, inheritors or legatees cannot pretend to any upholding in the association.

Article 4 Board meetings – votes modalities

At least twice a year the Board will meet to organize the working of the association and plan for its future.

1. Votes by present members

Votes are performed by raised hands. President's vote worth 2 in case of equality.

2. Votes by mandates

If a member cannot assist to a general meeting, he can be represented by an authorized representative. This representative must himself be allowed to that meeting. A representative cannot represent more than one absent member. The representative must prove by any mean the express demand from the absent member.

Article 5 Annual Member Meetings

A meeting is organized at least once a year where all paying members are invited to attend and participate.

This meeting is the opportunity to organize conferences, seminars, shows, and annual report where the board will present the past and future of the association and where members can ask questions and make proposals.

An entry fee can be required for some parts of those events.

Article 6 Reimbursement compensations

Only bureau members and board members can ask for reimbursement for engaged costs in regard to their activities in the association and with proper justification. Only moving, eating and sleeping costs can pretend to reimbursement. Any other costs need prior approval from at least 2 bureau members.

Those costs must be reasonable regarding the conditions of moving, eating and sleeping.

Article 7 Work committee

Work committees can be constituted by decision of the board.

A work committee can be proposed by a member at any time or during an annual meeting.

Article 8 Rules and regulations modifications

This Rules and Regulations document can be modified during a Board Meeting.

Article 9 Annual subscriptions and entry fees

9.1 Annual subscriptions

Subscriptions are from June to June.

Adherent Member :

- Individual natural person : 350 euros
- Company/Legal Entity : 950 euros

Free of Charge Member : None

A new member subscribing during an already started year can choose to pay the full year (losing the value of the time already elapsed), or to pay in advance the next full year, added to the prorata of the current year remaining time (computed in 12th). This choice ensures the Organization a money income at least equal to one full year subscription.

9.2 Entry fees

Adherent Member : 200 euros

Participation to improving classes, certifications and events can require to pay. Access to the certification and introduction class is free of charge the first year of participation (included in entry fees).

Article 10 Governing Bodies

The Board of Administration including the Bureau decides for the working of the association. Only Bureau members and Board of Administration members can attend to the Board meetings.

Article 11 Certifications and Interlaboratory Tests

The association allows its members to validate certifications which the analysts can claim.

Certification sessions are organized at least once a year by FIOPS. They are supervised by founder members or active members and can happen during a FIOPS event or by post according to following rules.

Certifications consist of a realistic role-playing confronting the analyst to an alleged intrusion.

The Organization also offers Interlaboratory Tests for Forensic Laboratories, members or not. Those laboratories can claim their validated interlaboratory tests.

In every certification or interlaboratory test situation, the analyst must use his own tools as in his laboratory.

11.1 Certifications

11.1.1 Prices

Certification prices are as follows:

- 300 euros if renewed every 3 years
- 100 euros if renewed every single year
- First year is free (included in entry fees)

11.1.2 Functioning rules

First certification must be conducted with the presence of supervisors during an event organized by FIOPS. Afterwards, certifications can be conducted remotely by post, with a maximum of 3 consecutive years by post.

A certification is valid for three years but can be renewed every one year if the member wishes.

In the case of a remote certification, the analyst must conduct the full process preceding the actual analysis, including the reception and opening of the seal, documenting, taking apart, cutting the lock... when required by the certification.

In the case of a certification conducted during a FIOPS event, operations requiring heavy or bulky equipment will be performed by FIOPS before the beginning of the certification. Though, the analyst is asked to have performed the same preliminary steps using his own equipment, bringing the proof of realization (it proves that he is capable to do it and that he has access to the necessary tools).

During the certification, the analyst must perform the necessary actions and write a succinct report illustrating his findings and his answer following the procedural code of FIOPS.

Specific requirements will be detailed for every individual certification.

In order to guaranty analysis skills of certified members, succeeding a certification requires a 100% success rate.

A wrong answer disqualifies for the conducted certification but does not cancel the still valid certifications for the member if any. (One certification being valid for 3 years, participating every year ensures to remain certified even in case of difficulties)

If an analysis is doubtful, the analyst can call for a counter expertise from the Board during the test. In such a case, the member must be able to explain his doubts, and the counter-expert must express the same doubts in order for the answer to be considered valid. If the counter-expert finds the right answer without doubts, member 'answer is considered not valid.

11.2 Interlaboratory Tests

11.2.1 Functioning rules

Interlaboratory tests are conducted remotely by post and are anonymized before publication.

A test can allow evaluating single analyst skills or team skills, at the discretion of the laboratory participating to the test.

The laboratory has to conduct all operations of analysis and all preliminary operations including the reception and opening of the seal, documenting, taking apart, cutting the lock... when required by the certification.

During the certification, the analyst must perform the necessary actions and write a succinct report illustrating his findings and his answer following the procedural code of FIOPS.

Specific requirements will be detailed for every individual certification.

Article 12 Website

There can be found the public activities of the Institute, general articles, an excerpt of the procedural code of FIOPS, status, regulations and rules, the member directory, and a restricted access for members including private information, event for members only, library...

The official website address is www.fiops.org

Article 13 Members directory

The certified analysts FIOPS directory can be accessed through the official website of the Institute.

It allows the members to make publicity of their activity and allows potential enquirers to find a trained professional, checked by the Institute.

Likewise, laboratories having validated an interlaboratory test can be displayed on the directory on demand of the legal representative of the laboratory.

The precise list of validated certifications is listed, and the name of certified examiner in case of Legal Entity.

The directory can also mentions expulsion reasons in case of gross misconduct related to disrespect of status, rules and regulations or procedural code of FIOPS.

Article 14 Library

The Institute buys or receives as a donation books and journals linked to Forensic and Physical Security.

Due to their subscription, members have a right to borrow 3 books/journals per year for a duration of one month each. After this duration, the member must, at his expenses, ship back to the association or to the next borrower. Member willing to borrow more than 3 books must pay the extra fees of shipping and handling.

Every lost or refusal to ship back the book will be charged at a fixed rate of 250 euros and article 3 will be applied. The member can also choose to provide a replacement for the lost book if accepted by the board.

Article 15 Official Languages

FIOPS HeadQuarters being in France, official documents are written in French.

FIOPS being international, the official language used within the association, during meetings, or for publications of public or private information, is English.