



International Association of Computer Investigative Specialists

Policies and Procedures Manual

INTRODUCTION
BACKGROUND

1. SCOPE
2. NORMATIVE REFERENCES
3. TERMS AND DEFINITIONS
4. GENERAL REQUIREMENTS
5. ORGANIZATIONAL STRUCTURE
6. RESOURCES
7. RECORDS AND INFORMATION
8. CERTIFICATION SCHEMES
9. CERTIFICATION PROCESS
10. MANAGEMENT SYSTEM

APPENDICES:

- A. IACIS Mission Statement
- B. IACIS Bylaws
- C. IACIS Certification Policy
- D. IACIS Code of Ethics and Professional Conduct
- E. IACIS Organizational Chart
- F. IACIS Records Retention Policy
- G. IACIS Conflict of Interest Policy
- H. IACIS Internal Audit Policy
- I. FSAB site visit policy
- J. IACIS Complaints Policy
- K. IACIS Vendor, Sponsor and Partner Policy
- L. IACIS Election Policy
- M. IACIS Privacy & Intellectual Property Policy
- N. IACIS Membership Policy
- O. CFCE Core Competencies
- P. IACIS Asset Policy
- Q. IACIS Credit Card Acceptable Use Policy
- R. IACIS Credit Card Acceptable Use Schedule
- S. IACIS Travel Policy

INTRODUCTION

This document sets out the policies and procedures by which the International Association of Computer Investigative Specialists (IACIS) carries out its responsibilities, the most important of which is the certification of digital forensic practitioners with the Certified Forensic Computer Examiner (CFCE). IACIS has been an independent non-profit organization incorporated under the laws of the State of Oregon since the year 1990.

BACKGROUND

The International Association of Investigative Specialists (IACIS) started as an organization that provided law enforcement specialized computer investigative training. Once established, IACIS annual training classes and evolved into a certification program. IACIS has emerged as a premiere international organization specializing in training and certification in the field of computer forensics. As a testimony to its continual pursuit of excellence in the scientific discipline of computer forensics, in 2012 IACIS was accredited by the Forensic Specialties Accreditation Board (FSAB) and is recognized as the first computer forensics organization accredited for its certification program (CFCE). Later that same year IACIS began offering certification as a part of the Certified Advanced Windows Forensic Examiner's program. Today IACIS is governed by an 11-person Board of Directors and consists of approximately 2,200 members and 1,800 CFCE's located around the world.

1. SCOPE

IACIS has over 2,000 existing members, nearly as many certificate holders and several hundred applicants per year. In accordance with the Forensic Specialties Accreditation Board (FSAB), IACIS has an accredited certification program to ensure the competency, quality and continued improvement of the program and organization itself. This document outlines the policies and procedures by which IACIS operates and is intended to comply with ISO 17024: 2012 and FSAB supplemental requirements.

2. NORMATIVE REFERENCES

ISO 17024: 2012 *Conformity Assessment – General Requirements for Bodies Operating Certification of Persons*

Forensic Specialties Accreditation Board Current Standards (*March 2019*)

3. TERMS AND DEFINITIONS

The following alphabetically listed definitions are specific to this document:

3.1 accreditation

third party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks

3.2 accreditation body

authoritative body that performs accreditation

3.3 accreditation body logo

logo used by an accreditation body to identify itself

3.4 accreditation body certificate

formal document stating that accreditation has been granted for the defined scope

3.5 accreditation body symbol

symbol used by an accreditation body to be used by accredited CABs to indicate their accredited status

3.6 appeal

request by a CAB for reconsideration of any adverse decision made by the accreditation body related to its desired accreditation status

3.7 application review committee (ARC)

committee assembled annually that is tasked to review and make recommendations on applications of any CAB that has applied for accreditation or reaccreditation

3.8 assessment

process undertaken by an accreditation body to assess the competence of a CAB, based on particular standards and other normative documents and for a defined scope of accreditation

3.9 assessor

person assigned by an accreditation body to perform, as part of an assessment team, an assessment of a CAB

3.10 audit

a methodical examination and review

3.11 complaint

expression of dissatisfaction, other than an appeal, by any person or organization, to an accreditation body, relating to the activities of that body or of an accredited CAB, where a response is expected

3.12 conformity assessment body (CAB)

body that performs assessment services and that can be the object of accreditation

3.13 consultancy

participation in any of the activities of a CAB subject to accreditation

3.14 expert

person assigned by an accreditation body to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed

3.18 management review

periodic meeting of management at which it reviews the status and effectiveness of the organization's quality management system

3.20 scope of accreditation

specific conformity assessment services for which accreditation is sought or has been granted

4. GENERAL REQUIREMENTS

4.1 Legal Responsibility

IACIS is a registered legal entity, being incorporated and existing as a non-profit corporation under the State of Oregon since 1990. IACIS operates in accordance with the Articles of Incorporation and IACIS Bylaws (Appendix B).

4.2 Responsibility for Certification Decision

In accordance with IACIS's Certification Policy (Appendix C) and the ICACIS Bylaws (Appendix B) IACIS is responsible for all decisions and aspects of the Computer Forensic Certified Examiner (CFCE) program including the granting, maintain, recertifying, expanding, reducing the scope and suspending or withdrawing certification.

4.3 Management of Impartiality

4.3.1 IACIS is committed to impartiality in the certification process. In accordance with IACIS's Certification Policy (Appendix C), IACIS will ensure that any training or related activities conducted do not compromise the confidentiality, objectivity, or impartiality of a certification program. The IACIS Board of Directors and standing committees shall remain independent and impartial of the certification program. The Certification Committee, who encompasses the certification body, operates with strict confidentiality, objectivity, and impartiality to protect the integrity of the CFCE Certification program.

Additionally, the IACIS Board of Directors follow the IACIS Conflict of Interest Policy (Appendix G).

4.3.2 In accordance with the IACIS Certification Policy (Appendix C), The Certification Committee, who encompasses the certification body, operates with strict confidentiality, objectivity, and impartiality to protect the integrity of the CFCE Certification program.

4.3.3 IACIS will ensure that any training or related activities conducted do not compromise the confidentiality, objectivity or impartiality of a certification program. (Appendix C)

4.3.4 IACIS shall not require membership for certification; nor shall IACIS impose undue financial requirements for certification. IACIS shall not require attendance at any of its training courses or events as a prerequisite to apply for a certification program. (Appendix C)

4.3.5 The IACIS Board of Directors and all standing committees shall remain independent and impartial in all matters of certification, such that all decisions relating to certification are the responsibility of the Board of Directors and are not subject to undue influence or approval by another body. (Appendix C)

Additionally, the IACIS Board of Directors follow the IACIS Conflict of Interest Policy (Appendix G).

4.3.6 IACIS has identified conflicts of interest as the biggest threat to impartiality. All IACIS personnel must avoid situations that might affect their objectivity or present a conflict of interest in performing the tasks they are assigned. Questionable or blatant incidents will be referred to the Directors of Standards or Certification for review. If a breach of professional conduct or violation of ethical standards is suspected, the matter will be referred to the Ethics committee. (Appendix C). IACIS also publishes the minimum standards for all certification applicants in order to minimize any potential threats to impartiality. (Appendix C)

Additionally, the IACIS Board of Directors follow the IACIS Conflict of Interest Policy (Appendix G).

4.3.7 See 4.3.6.

4.3.8 Throughout the IACIS Certification Policy (Appendix C) and the IACIS Bylaws (Appendix B), there is an intentional delineation of management responsibilities, applicant responsibilities, certificate holder responsibilities and IACIS personnel responsibilities. The division ensures the safeguarding of impartiality and provides balanced involvement of interested parties across the certification program.

4.4 Finance and Liability

IACIS has adequate financial resources demonstrated in its records and documents to conduct training, certification, and related activities. Financial reports are provided to the board of directors on an annual and quarterly basis. IACIS also participates in financial audits on a pre-determined schedule. (Appendix B)

5. ORGANIZATIONAL STRUCTURE

5.1 Management and Organizational Structure

5.1.1 The IACIS Bylaws (Appendix B) outlines the IACIS management roles, responsibilities and scope of authority. Committees described in the IACIS Bylaws have a predetermined scope of responsibilities that are arranged to minimize threats to impartiality and conflicts of interest. All IACIS management must adhere to the IACIS Conflict of Interest which specifically addresses IACIS's largest threat to impartiality. (Appendix G)

5.1.2 IACIS's management structure is visually represented in the IACIS Organizational Chart (Appendix E). Committees, Board of Directors, resources, financial responsibility, quality management system, contractual obligations, and policies that govern IACIS and activities surrounding the certification process are governed in this document. Specific policies, procedures and responsibilities are all part of the Appendices labeled according to their function.

5.2 Organizational Structure Related to Training

5.2.1 IACIS shall not require attendance at any of its training courses or events as a prerequisite to apply for a certification program. IACIS will publish the minimum standards required on the public website. (Appendix C)

5.2.2 For the CFCE Certification Program, applicants must have: Successfully completed an equivalent of seventy-two hours Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website. IACIS reserves the right to evaluate each training program or course completed by the applicant claimed for credit toward the CPE requirements to ensure the learning objectives meet or exceed the requisite competencies. The IACIS Basic Computer Forensic Examiner training course satisfies these requirements but is not required. (Appendix C)

5.5.3 IACIS maintains impartiality between the training and certification programs by:

- a) All IACIS personnel must avoid situations that might affect their objectivity or present a conflict of interest in performing the tasks they are assigned. Questionable or blatant incidents will be referred to the Directors of Standards or Certification for review. If a breach of professional conduct or violation of ethical standards is suspected, the matter will be referred to the Ethics committee. (Appendix C)
- b) CFCE Certification phase is an independent process that is comprised of a practical exercise(s) and written examination to measure the candidate's computer forensic skills and knowledge of specific concepts directly correlating to the CFCE competencies. (Appendix C)
- c-d) IACIS shall not require attendance at any of its training courses or events as a prerequisite to apply for a certification program. (Appendix C)
- e) Peer review coaches are prohibited from serving as certification assessors and are not allowed to grade any final exams or practical exercises. This separation of duties prevents peer review coaches from having any conflict of interest in assisting their candidate attain a certification. Peer assessors are not allowed to be involved in the evaluation of any candidate that they have trained. (Appendix C)

6. RESOURCE REQUIREMENTS

6.1 General Personnel Requirements

6.1.1 The IACIS Certification Policy outlines and governs IACIS certification programs to include roles and responsibilities, and organizational structure. The policy shall govern the roles of the Certification and Standards Committees relative to IACIS certifications. (Appendix C)

6.1.2 IACIS has access to sufficient personnel to serve as staff, including committees and subcommittees, and are competent to serve in their role. For instance, only members who hold the certification relating to the subcommittee may participate in the administration of that subcommittees' certification (Appendix C).

6.1.3 The following minimum standards shall apply to the selection of staff members:

- Must be an IACIS member in good standing
- Must have applicable training in the core competencies to which they are certifying. (e.g. completion of the IACIS BCFE course, WFE course, etc.).
- Must have a current requisite IACIS certification credential for a period of one year or more, or a current IACIS certification credential with the equivalent experience in the field of digital/computer forensics.
- Must have completed the IACIS Certification Staff Introduction Course.
- If coaching or assessing in a specialized certification, the coach or assessor must have the
 - same certification credential for which he or she is coaching or assessing.
 - Certification personnel must comply with IACIS policies, procedures, and guidelines (Appendix C)

6.1.4 The IACIS Certification Staff introductory Course outlines the duties and responsibilities for IACIS staff. (Appendix C)

6.1.5 IACIS staff applications are retained for a period of one year. (Appendix F) IACIS staff resubmit an application annually with updated person and professional information. (Appendix C)

6.1.6 IACIS will ensure that any training or related activities conducted do not compromise the confidentiality, objectivity, or impartiality of a certification program. Confidentiality regarding certification activities is covered in the Staff Agreement. (Appendix C)

6.1.7 All Certification Committee staff will complete and submit a Staff Agreement form which addresses IACIS's policies on confidentiality, impartiality and conflicts of interest. (Appendix C)

6.1.8 Any person employed by IACIS that is/is not a certificate holder will sign and complete the Staff Agreement form and adhere to IACIS's policies and procedures.

6.2 Personnel Involved in Certification Activities

6.2.1 All IACIS personnel must avoid situations that might affect their objectivity or present a conflict of interest in performing the tasks they are assigned. (Appendix C). IACIS Board of Directors must disclose any conflicts of interest per the IACIS Conflict of Interest Policy (Appendix G).

6.2.2 Requirements for Examiners

6.2.2.1 IACIS Staff are the assessors and instructors. See 6.1.3 and 6.1.6. Peer review coaches must possess the requisite knowledge and certification which they are mentoring. Each coach must be knowledgeable of the core competencies and skills necessary to mentor a new candidate. (Appendix C)

6.2.2.2 Course evaluations will be retained for a period of one year to allow for individual instructor and administrative review. (Appendix F). Based on evaluation, instructors may be required to attend a “Train the Trainer” class, if determined by IACIS Training Committee.

6.2.2.3 All IACIS personnel must avoid situations that might affect their objectivity or present a conflict of interest in performing the tasks they are assigned. Questionable or blatant incidents will be referred to the Directors of Standards or Certification for review. If a breach of professional conduct or violation of ethical standards is suspected, the matter will be referred to the Ethics committee. Peer review coaches are prohibited from serving as certification assessors and are not allowed to grade any final exams or practical exercises. This separation of duties prevents peer review coaches from having any conflict of interest in assisting their candidate attain a certification. Peer assessors are not allowed to be involved in the evaluation of any candidate that they have trained. (Appendix C)

6.2.3 Requirements for Other Personnel Involved in the Assessment

6.2.3.1 IACIS staff involved in certification activities have their roles and responsibilities outlined in detail in the IACIS Certification Policy found in Appendix C.

6.2.3.1 See 6.2.2.3

6.3 Outsourcing

IACIS does not outsource any training or certification activities.

6.4 Other Resources

IACIS utilizes premises that are capable of supporting the annual training events, electronic testing and provides personnel to support applicants undergoing the certification process.

7. RECORDS AND INFORMATION REQUIREMENTS

7.1 Records of Applicants, Candidates and Certified Persons

7.1.1 IACIS shall maintain a record system appropriate to its particular circumstances and to comply with regulations. The records system shall demonstrate that the certification requirements have been effectively fulfilled, particularly with respect to application forms, evaluation reports and other documents relating to granting, maintaining, renewing, suspending and withdrawing certification or any other changes to the scope of certification of an individual. (Appendix F)

7.1.2 The Certification and Standards Committees shall maintain documents and records in a secure manner. All records will be retained or disposed of in compliance with the IACIS Records Retention Policy. IACIS shall maintain a data management system appropriate to the current needs of the certification program. The data management system must comply with regulations and applicable laws. (Appendix C)

7.1.3 Certified personnel are required to adhere to the Code of Ethics and Professional Conduct. Violations may result in an ethics investigation which could lead to a suspension or revocation of certification. (Appendix D)

7.2 Public Information

7.2.1 IACIS maintains an updated list of CFCE certified examiners. (Appendix F) The list is available on the IACIS public facing website.

7.2.2 Information regarding the CFCE certification process from application, training, testing, award of certification and appeals is available on the IACIS website. (Appendix C).

7.2.3 For the CFCE Certification Program, applicants must have successfully completed an equivalent of seventy-two hours Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website. IACIS reserves the right to evaluate each training program or course completed by the applicant claimed for credit toward the CPE requirements to ensure the learning objectives meet or exceed the requisite competencies. (Appendix C) This information is available on IACIS's public facing website.

7.2.4 IACIS does not advertise. Any information disseminated through the IACIS website is vetted through IACIS formal communication channels for accuracy to provide transparency to its members and application. (Appendix B)

7.3 Confidentiality

7.3.1 IACIS Records Retention Policy (Appendix F) establishes the policy for the maintenance and release of information.

7.3.2 IACIS will ensure that any training or related activities conducted do not compromise the confidentiality, objectivity, or impartiality of a certification program. (Appendix C). All Certification Committee staff will complete and submit a Staff Agreement form. (Appendix C). the Staff Agreement contains actionable information regarding breach of confidentiality.

7.3.3 Certification records shall be identified, managed and disposed of in such a way as to ensure the integrity of the process and the confidentiality of the information. Certification records shall be kept for an appropriate period of time, as outlined in this policy, to demonstrate continued confidence for at least one full certification cycle, or as required by recognition arrangements, contractual, legal or other obligations. (Appendix F)

7.3.4 Disclosures, outside of law enforcement compliance, requested from IACIS involve ethics investigations and their results. All ethics related materials will be maintained by the Secretary and afforded the protections necessary to preclude unauthorized disclosure. All requests for disclosure of any ethics related records must be made to the Board of Directors who must approve access to any records by a majority vote of the disinterested Directors. (Appendix F)

7.3.5 IACIS will ensure that any training or related activities conducted do not compromise the confidentiality, objectivity, or impartiality of a certification program. (Appendix C)

7.4. Security

7.4.1 The IACIS Certification Policy (Appendix C) defines IACIS's policies and procedures that ensure security on the certification process and IACIS response when security is violated.

7.4.2 IACIS utilizes the following security controls and processes to ensure adequate security of the certification process:

a) The Certification Module on the IACIS website utilizes the HTTPS (secure) protocol which is an example of a certificate holder's certification entry and management. In addition to the security on the website, IACIS also employs Secure File Transfer Protocol (SFTP) servers for certification materials (practical exercises, examinations, etc.). (Appendix C)

b) The Problem Development Committee encrypts the contents of practical or written instruments using industry standard encryption tools with difficult password protection to ensure the materials are uncompromised. (Appendix C)

c) The CFCE complete development, administration and development is detailed in the IACIS Certification policy (Appendix C).

d) The CFCE peer review and certification problem sets, and test questions, are reviewed annually and refreshed to keep their content relevant. The Quality Assurance Subcommittee will safeguard the integrity of all practical exercises and written instruments from unauthorized access. (Appendix C)

7.4.3 IACIS prevents fraudulent examination practices by:

a) The application for certification package will contain: the IACIS Code of Ethics and Professional Conduct, and the applicant must indicate they will abide by them. (Appendix C)

b-c) IACIS utilizes electronic proctoring of the exams by utilizing multiple layers of unique credentials (including some two-factor authentication applications) to ensure the applicant is the person taking the examination. After successfully completing the peer review phase, each CFCE applicant is sent their unique Moodle software credentials to

their IACIS.com email address. These credentials include a username and password only available to the applicant. Applicants use these credentials to authenticate on Moodle prior to taking their online examination. (Appendix C)

- d-e)** CFCE candidates taking the certification examination are authorized to use any resources (books, training materials, web sites, etc.) during the test. Candidates are prohibited from talking to anyone about the certification examination and must sign a declaration of independent work. Violations of this restriction are considered cheating and will result in an Ethics investigation that may result in the loss of any/all certifications and membership in the organization if sustained. (Appendix C)
- f)** IACIS monitors indications of cheating through access to the electronic proctoring system.

8. Certification Scheme

8.1 IACIS has a scheme for the Certified Computer Forensic Examiner (CFCE) certification.

8.2. CFCE Certification contains the following:

- a)** The purpose of all IACIS certification programs is to measure the skills, abilities, and knowledge of a certification candidate based on the organization's core competencies. (Appendix c)
- b)** This certification is for computer/digital forensic examiners whose work consists of examining digital devices for extraction of data, analysis of the data and reporting findings in support of the justice system.
- c)** Competencies for the CFCE certification are publicly available on the IACIS website and are outlined in the CFCE Core Competencies document (Appendix O).
- d)** This is not applicable to the CFCE Certification program.
- e)** For the CFCE Certification Program, applicants must have: Successfully completed an equivalent of seventy-two hours Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies (Appendix O) as published on the IACIS website. IACIS reserves the right to evaluate each training program or course completed by the applicant claimed for credit toward the CPE requirements to ensure the learning objectives meet or exceed the requisite competencies. (Appendix C)
- f)** The IACIS Code of Conduct and Professional Responsibility is required of all applicants, staff and certificate holders. (Appendix D)

8.3 The IACIS CFCE certification process contains the following:

- a)** Candidates must achieve a passing score of 80% or above on both the practical and written exercises in order to obtain the CFCE certification. (Appendix C). For recertification, one proficiency exercise must be successfully completed in the third year following initial certification or recertification. The certificate holder must satisfactorily accomplish forty (40) hours of Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website within their three (3) year CFCE Certification period. CPE's must be clearly computer/digital forensic related and provided at the time of application. (Appendix C)
- b)** For initial certification, an assessor will grade the candidate's practical and written examination submissions upon completion. Candidates must achieve a passing score of 80% or above on both the practical and written exercises in order to obtain the CFCE. (Appendix C) For recertification, proficiency exercises will be in the form of a written and/or practical exercise and will consist of content related to the competencies for the certification being renewed. (Appendix C)
- c)** Surveillance methods and criteria are not applicable to the CFCE program.
- d)** The CFCE may be suspended or withdrawn as outlined in the IACIS Code of Ethics and Professional Conduct. The entire process from receipt of complaint to investigations including decision notifications are available. (Appendix D) A person's certification credential may be temporarily suspended by the Director of Certification or the Board of Directors for alleged unethical conduct or actions, or violations of professional standards or criminal laws. (Appendix C)
- e)** The CFCE does not have a change in scope nor any levels of certification that currently exist.

8.4 IACIS maintains documents to demonstrate that, in the development and review of the certification scheme, the following are included:

- a)** All members of the CFCE certification committees (e.g., Problem Development, CFCE Peer Review, CFCE Certification, CFCE Recertification) all have CFCE certifications and meet the requirements for serving as members of IACIS Committee staff for their specific committee. (Appendix C)
- b)** IACIS has a Board of Directors and several committees that provide a distribution of functions across the IACIS membership, applicants, and certificate holders. (Appendix B)
- c)** The CFCE certification prerequisites align with the core competencies for digital/computer forensics. (Appendix C & O)
- d)** The Certification Committee will create peer review and certification materials, including practical and written instruments, in conformance with the certification

competencies. All certification practical exercises and written examinations created by the Certification Committee shall be designed to evaluate the knowledge, skills, and abilities of the candidate and must possess the attributes of reliability and validity and are created/reviewed annually. (Appendix C)

- e) IACIS CFCE certification is reviewed annually to ensure the certification is relevant for current practitioners. The IACIS Certification committee updates the curriculum, written and practical examinations as needed in response to the field. (Appendix C)

8.5 All examination materials and policies are reviewed annually and updated accordingly. The CFCE peer review and certification problem sets, and test questions, are reviewed annually and refreshed to keep their content relevant. (Appendix C)

8.6 This section is not applicable to IACIS.

9. CERTIFICATION PROCESS REQUIREMENTS

9.1 Application Process

9.1.1 The CFCE Certification process is available online as part of the IACIS website and detailed in the IACIS Certification Policy (Appendix C).

9.1.2 The IACIS CFCE application signed by the applicant seeking certification includes the following:

- a) Identifying information such as name and address.
- b) Indication that the applicant is seeking the CFCE certification.
- c-d) Applicants are required to complete all areas of the CFCE application process. This includes candidate declarations and an electronic signature acknowledging requirements prior to starting the assessment process Moodle. The application for certification package will contain: the IACIS Code of Ethics and Professional Conduct, and the applicant must indicate they will abide by them.
- e) As noted on the application, IACIS will make a public accommodation for certification candidates who have a disability if possible. (Appendix C)

9.1.3 The IACIS Secretary is responsible for reviewing and processing applications for certification programs. (Appendix C).

9.2 Assessment Process

9.2.1 IACIS follows the policy and procedures outlined in the IACIS Certification Policy (Appendix C).

9.2.2 Any changes made to the CFCE Certification assessment will be posted on the website. (Appendix C)

9.2.3 CFCE Certification phase is an independent process that is comprised of a practical exercise(s) and written examination to measure the candidate's computer forensic skills and knowledge of specific concepts directly correlating to the CFCE competencies (Appendix C)

9.2.4 The Quality Assurance Subcommittee, under the Standards Committee, will evaluate the practical exercises or written instruments developed by the Problem Development Subcommittee to ensure reliability and compliance with the certification competencies prior to implementation. (Appendix C)

9.2.5 IACIS will make a public accommodation for certification candidates who have a disability. (Appendix C)

9.2.6 IACIS does not rely on work performed by another body.

9.3 Examination Process

9.3.1 The Problem Development Subcommittee operates under the authority of the Certification Director and is responsible for the development, testing, and delivery of practical exercises and problem-based scenarios used in the peer review and certifications programs. (Appendix C)
The Chairman of the Quality Assurance Subcommittee shall assemble a validation team of IACIS members who hold a current CFCE credential to validate practical and written tests/exercises. The validation team must be comprised of individuals that have not been exposed to the practical or written test materials that they are to review. A written report of the validation team's final product along with the Chairman of the Quality Assurance's findings will be submitted to the Problem Development Chairman for review and action. This process may be repeated to ensure practical and written tests/exercises are completely valid and fair prior to being implemented to certification candidates. (Appendix C)

9.3.2 Both the examination process and the development of the certification examination ensure consistency among the examination. Both processes are outlined in Appendix C.

9.3.3 All candidates are administered a written exam and a practical through an electronic proctor with a consistent scoring mechanism. (Appendix C)

9.3.4 This is not applicable to the CFCE certification program.

9.3.5 The Quality Assurance Subcommittee, under the Standards Committee, will evaluate the practical exercises or written instruments developed by the Problem Development Subcommittee to ensure reliability and compliance with the certification competencies prior to implementation. A written report of the validation team's final product along with the Chairman of the Quality Assurance's findings will be submitted to the Problem Development Chairman for review and action. This process may be repeated to ensure practical and written tests/exercises are completely valid and fair prior to being implemented to certification candidates. (Appendix C)

9.4 Decision of Certification

9.4.1 IACIS has the following mechanisms for decisions on certifications:

a) The Director of Certification is responsible for the overall delivery and operation of IACIS certification programs and reports to the Board of Directors. IACIS shall maintain a data management system appropriate to the current needs of the certification program. The data management system must comply with regulations and applicable laws. (Appendix C)

b) IACIS shall provide candidates and certificate holders with a means to resolve appeals and disputes. IACIS shall acknowledge receipt of all complaints, disputes, and/or appeals and ensure each is dealt with in a constructive, impartial, and timely manner. (Appendix C)

9.4.2 IACIS does not outsource any part of the certification process.

9.4.3 All certification practical exercises and written examinations created by the Certification Committee shall be designed to evaluate the knowledge, skills, and abilities of the candidate and must possess the attributes of reliability and validity. (Appendix C)

9.4.4 Peer review coaches are prohibited from serving as certification assessors and are not allowed to grade any final exams or practical exercises. This separation of duties prevents peer review coaches from having any conflict of interest in assisting their candidate attain a certification. Peer assessors are not allowed to be involved in the evaluation of any candidate that they have trained. (Appendix C)

9.4.5 Only members who hold the certification relating to the subcommittee may participate in the administration of that subcommittees' certification. The following minimum standards shall apply to the selection of staff members:

- Must be an IACIS member in good standing.
 - Must have applicable training in the core competencies to which they are certifying. (e.g. completion of the IACIS BCFE course, WFE course, etc.).
 - Must have a current requisite IACIS certification credential for a period of one year or more, or a current IACIS certification credential with the equivalent experience in the field of digital/computer forensics.
 - Must have completed the IACIS Certification Staff Introduction Course.
 - If coaching or assessing in a specialized certification, the coach or assessor must have the same certification credential for which he or she is coaching or assessing.
- (Appendix C)

9.4.6 Upon completion of the CFCE certification process candidate feedback will be solicited electronically. (Appendix C)

9.4.7 IACIS will provide each successful certificant with a CFCE certificate. (Appendix C)

9.4.8 IACIS certificates contain the following (a-f):

- IACIS as a certifying body
- Name of certificant
- Certificate number
- Date issued
- Period of validity or expiration year (recertification year required on certificate)
- Official name or type of certification in computer or digital forensics specified on the certificate (ie, Certified Forensic Computer Examiner) (Appendix C)

9.4.9 The physical certificate provided to certificate holders has anti-counterfeiting measures.

9.5 Suspending Withdrawing of Reducing Scope of Certification

9.5.1 A person's certification credential may be temporarily suspended by the Director of Certification or the Board of Directors for alleged unethical conduct or actions, or violations of professional standards or criminal laws. IACIS may revoke the certification credential based on the findings of the inquiry into the incident. (Appendix C)

9.5.2 Suspension procedures, investigations and resolutions are outlined in the IACIS Code of Ethics and Professional Conduct. (Appendix D)

9.5.3 When the certification is suspended, IACIS removes the certificant from the list of certificate holders on the website. The IACIS certificate is requested to be mailed back to IACIS. (Appendix D).

9.5.4 Only certificate holders in good standing are listed on the website. If certification is revoked or withdrawn a certificate holder may no longer infer that they hold the certification. (Appendix D)

9.6 Recertification Process

9.6.1 IACIS recertification process is documented in the IACIS Certification policy. (Appendix C)

9.6.2 The certificate holder must satisfactorily accomplish forty (40) hours of Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website within their three (3) year CFCE Certification period. CPE's must be clearly computer/digital forensic related and provided at the time of application. (Appendix C)

- 9.6.3** The CFCE Recertification Subcommittee shall offer a proficiency exercise for two purposes: To satisfy accreditation, professional certification, or organizational requirements (required by employers or accredited labs, for example); As part of the requirements for recertification. (Appendix C)
- 9.6.4** IACIS recertification process is conducted impartially and outlined in the IACIS Certification policy. (Appendix C)
- 9.6.5** The recertification requirements are as follows:
- One proficiency exercise must be successfully completed in the third year following initial certification or recertification.
 - The certificate holder must satisfactorily accomplish forty (40) hours of Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website within their three (3) year CFCE Certification period. CPE's must be clearly computer/digital forensic related and provided at the time of application.
 - Certificate holder must affirm they have continued relevant work experience in the field of computer/digital forensics which may include any of the following examples:
 - a) Completing at least three (3) computer/digital forensic examinations;
 - b) Supervising or managing a related function;
 - c) Completing three (3) proficiency exercises within three years;
 - d) Teaching or providing education in the field of computer forensics.

9.7 Use of Certificates, Logos and Marks

9.7.1 IACIS has a CFCE certification logo. Its use is outlined in the IACIS Privacy and Intellectual Property Policy (Appendix M).

9.7.2 IACIS certificate holders sign an agreement to follow all IACIS Policies to include the IACIS Certification Policy (Appendix C), IACIS Privacy and Intellectual Property Policy (Appendix M) which cover items **a-e**.

9.7.3 All corrective measures for use and misuse of the IACIS logo are addressed in the IACIS Privacy and Intellectual Property Policy. (Appendix M)

9.7 Appeals Against Decisions on Certification

9.8.1 IACIS appeals process is detailed in the IACIS Certification Policy (Appendix C).

- a) Candidates or certificate holders contesting the results of practical exercises, written examinations, unfair treatment, remediation of certification, dismissal from a certification program, or any other matter shall submit their written or electronic

appeal request to the chairman of the appropriate subcommittee providing justification for the appeal.

- b) The Director of Certification will present the appeal to a committee made up of the Director of Certification and at least two Certification Chairmen who have not previously been involved in the matter. This committee will render a final decision concerning the matter based upon the facts involved in the investigation and considering the results of previous similar appeals which can be found in a log of appeal decisions. The log of appealed decisions will be used during the appeals process to document and track previous appeal decisions including actions undertaken to resolve them. (Appendix C)
- c) Corrective actions will be maintained on the log to ensure appropriate corrections and corrective actions are taken. (Appendix C)

9.8.2 IACIS shall provide candidates and certificate holders with a means to resolve appeals and disputes. IACIS shall acknowledge receipt of all complaints, disputes, and/or appeals and ensure each is dealt with in a constructive, impartial, and timely manner. (Appendix C)

9.8.3 IACIS appeals process is part of the IACIS Certification Policy which is available on the website.

9.8.4 IACIS responsible for all parts of the appeals process and is handled by Certification Chairmen that have not previously been involved in the matter. (Appendix C)

9.8.5 Candidates or certificate holders contesting the results of practical exercises, written examinations, unfair treatment, remediation of certification, dismissal from a certification program, or any other matter shall submit their written or electronic appeal request to the chairman of the appropriate subcommittee providing justification for the appeal. (Appendix C)

9.8.6 IACIS shall acknowledge receipt of all complaints, disputes, and/or appeals. The committee will provide updates, if applicable, to the candidate or certificate holder. This committee will render a decision and the chairman will make notification including details of the further appeal process. (Appendix C)

9.8.7 The candidate or certificate holder will be notified of the committees' decision in writing or electronically. For appeals involving dismissal from the certification program for extraordinary circumstances or as a result of an Ethics investigation, the Director of Certification or Ethics will present the appeal to the Board of Directors for evaluation. The Board of Directors will render a final decision concerning the matter. The candidate or certificate holder will be notified of the Board's decision in writing or electronically. (Appendix C)

9.8 Complaints

9.9.1 IACIS has a process to deal with all complaints received. (Appendix C & D)

9.9.2 The process for receiving complaints regarding certification is detailed in IACIS Certification Policy (Appendix C). All other complaints received by IACIS has a process detailed in the IACIS Code of Ethics and Professional Conduct (Appendix D). Both documents are available on the IACIS website.

9.9.3 IACIS shall acknowledge receipt of all complaints, disputes, and/or appeals and ensure each is dealt with in a constructive, impartial, and timely manner. (Appendix C) Complaints or allegations of violations of the IACIS Code of Ethics and Professional Conduct or other IACIS policies will be reported to the Director of Ethics at the address listed on the IACIS website, in person or by phone. (Appendix D)

- a) All steps of the complaints process are detailed in the IACIS Code of Ethics and Professional Conduct (Appendix D)
- b) The IACIS process for tracking, investigating, and recording of actions is detailed in the IACIS Code of Ethics and Professional Conduct (Appendix D).
- c) Dependent on the complaint and investigation a range of corrective actions are outlined in the IACIS Code of Ethics and Professional Conduct (Appendix D) and the IACIS Certification Policy (Appendix C).

9.9.4 Upon receipt of the complaint, the complaint will be directed to the proper authority for review and investigation. (Appendix C & D).

9.9.5 IACIS shall acknowledge receipt of all complaints, disputes, and/or appeals and ensure each is dealt with in a constructive, impartial, and timely manner. (Appendix C) Once final action has been taken on the allegations, if any, by the IACIS Board of Directors the complainant will be notified of the disposition of the complaint. In the event of an anonymous complaint, no notification will be sent. (Appendix D)

9.9.6 An Investigative Team will, when warranted, be assigned to handle the complaint. The team may conduct interviews, request the production of and review supporting evidence, and present a Report of Findings to the Director of Ethics. (Appendix D)

9.9.7 Once final action, if any, has been taken by the Board of Directors, the accused IACIS member will be notified. (Appendix D)

9.9.8 Complaints related to the certification process will be handled according to the IACIS Certification Policy (Appendix C).

9.9.9 The investigation of a complaint will be conducted discretely, preserving, to the extent possible, the confidentiality of all aspects of the investigation and its participants. No aspect of the investigation will be discussed with anyone outside of the Investigative Team without direct authorization from the Director of Ethics. (Appendix D)

9.9.10 Once final action has been taken on the allegations, if any, by the IACIS Board of Directors the complainant will be notified of the disposition of the complaint. (Appendix D)

10. MANAGEMENT SYSTEM REQUIREMENTS

10.1 General Requirements

IACIS is managed by Board of Directors, President and eight standing committees. Each role's and committee's duties and responsibilities are outlined in the IACIS Bylaws. (Appendix A) and further detailed in individual policies related to each committee's responsibilities (All appendices).

10.2 General Management System Requirements

10.2.1 General

IACIS Management system is documented through the IACIS Bylaws (Appendix B) and the IACIS Organizational chart (Appendix E). All policies are approved through the Board of Directors and implemented in accordance with the IACIS management structure. (Appendix B)

- a) IACIS Bylaws establish the President as responsible for the management of the corporation to include the execution of IACIS such deeds, mortgages, bonds, contracts, checks, or other instrument, which may from time to time be authorized by the Board of Directors. (Appendix B)
- b) The Audit Committee, as established in IACIS Bylaws, will report to IACIS management on the performance of IACIS management system and need for improvement. (Appendix B)

10.2.2 Management System Documentation

IACIS Management System documentation is available on the IACIS website including this Policy and Procedures Manual.

10.2.3 Control of Documents

IACIS procedures for control of documents can be found in the IACIS Records retention Policy (Appendix F), IACIS Bylaws (Appendix B) and the IACIS Privacy and Intellectual Property Policy (Appendix M).

- a) The Board of Directors shall as needed, develop policies and procedure guidelines to govern the operations of the Corporation. These policies and procedures may not supersede the Act, the Articles of Incorporation, or these Bylaws, but will function to implement specific provisions of the Act, the Articles of Incorporation, or these Bylaws. Any new policies or procedures proposed for adoption by the Board must be submitted to the Members for a 30-day comment period by means of the Corporation's web site. At the end of such period 30-day comment period, and after taking under consideration comments from the Members, the Board may adopt the proposed policy or procedure in its original form, in a revised form, or not at all. Any policy or

procedure then adopted by the Board must be posted in its final form on the Corporation's web site and will take effect 30 days thereafter. (Appendix B)

- b) review and update as necessary and re-approve documents;
- c-e) Each document will include the dates it was approved and became effective and the document that it superseded. (Appendix F)
- f) Documents of external origin are identified and controlled according to their characterization in accordance with the IACIS Records Retention Policy (Appendix F)
- g) Obsolete records are retained per the retention schedule in the IACIS Records Retention Policy (Appendix F) and archived accordingly.

10.2.4 Control of Records

The IACIS Records Policy outlines and governs the methods and retention periods of physical or electronic records. Further, this policy describes the records of an agency, organization, or administrative unit. The IACIS Records Policy shall also establish a timetable (retention period) for a record's life cycle and provide authorization for a record's ultimate disposition. A record's ultimate disposition is either destruction or permanent preservation. The retention period is established based upon a record's administrative, fiscal, legal, historical and research value. (Appendix F)

10.2.5 Management Review

10.2.5.1 General

IACIS will conduct an annual management review of IACIS policies and procedures. The IACIS Policy for Internal Audits, Corrective/Preventive Actions, Notification of Changes and Process for Improvements defines the policy for audits, the processes for preventative and corrective actions, all notification of changes to policies and documents, and the process for improvements. The purpose of this policy is to ensure management has mechanisms for deploying elements of a quality system for continued improvement in both the certification process and within the quality management system. (Appendix H)

10.2.5.2 Review Input

Per the IACIS Policy for Internal Audits, Corrective/Preventive Actions, Notification of Changes and Process for Improvements (Appendix H), the audit committee will participate in an annual management review and present the audit report and findings. The management review will include but not be limited to:

- a) All audit results for both internal and external audits, if applicable, to include fulfillment of annual objectives
- b) Feedback received from applicants, candidates, certified individuals and interested parties, if applicable, including complaints
- c) Continued process of safeguarding impartiality and review of new threats, if applicable
- d) Status of actions from previous management reviews
- e) Status of preventative and corrective actions
- f) Status of appeals and complaints
- g) Changes that affect the management system from audits, feedback or improvements identified. (Appendix H)

10.2.5.3 Review Output

The IACIS management review will include at a minimum decisions and actions pertaining to improvements related to effectiveness, programs, and resources. (Appendix H)

10.2.6 Internal Audits

10.2.6.1 IACIS policy for internal audits is available the IACIS Policy for Internal Audits, Corrective/Preventive Actions, Notification of Changes and Process for Improvements. (Appendix H)

10.2.6.2 An internal audit of the certification program and quality management system will be conducted annually by the Audit Committee lead by Audit Committee Chairperson (designated in the By-Laws section 7.5) to include core competencies, public notification (website) compliance with current policies and procedures, certification policy, feedback from applicants/CFCE certificate holders, application process, CFCE certification process, recertification process and appeals process. The internal audit of the quality management system findings will be documented in a report and used in support of management system documentation changes. (Appendix H)

10.2.6.3 Internal audits are conducted annually. (Appendix H)

10.2.6.4 IACIS internal audits:

- a) The internal audit of the certification program will be conducted by members with knowledge of the certification process who report to the Board of Directors but are not members of any of the certification committees to which they audit.
- b) If an audit committee member selected is a Director of certification or chair of a certification committee, the scope of the audit cannot include self-auditing of their own committee or division within IACIS.
- c) The audit committee will notify the appropriate person responsible for the area of audit with the outcome of audit findings.
- d) Actions resulting from the internal audits will be conducted in a timely and appropriate manner.
- e) The internal audit will also identify opportunities for improvement. (Appendix H)

10.2.7 Corrective Actions

IACIS policy for corrective actions is available the IACIS Policy for Internal Audits, Corrective/Preventive Actions, Notification of Changes and Process for Improvements. (Appendix H)

- a) Any non-conformities identified during the internal audit or through a feedback process will be evaluated by persons with knowledge of the policies, procedures and current practices will be assessed for a cause and a prevention, and if possible, a method to prevent recurrence. (Appendix H)

- b)** Once the cause and prevention of the recurrence in a nonconformity are identified through the internal audit, mitigation steps for the nonconformity or prevention steps for the preventive action will be determined and communicated to IACIS management. (Appendix H)
- c-e)** The person responsible for the area of audit will review the mitigation steps for corrective and preventative actions and propose a timeline of remediation appropriate for the actions for each step. Implementation of mitigation steps will follow the timeline and order of reviewed mitigating actions. (Appendix H)
- f-g)** Actions taken based on internal audit for corrective and preventative actions will be documented in the Annual Report and provided to IACIS management along with any measure of their demonstrated effectiveness, if applicable. (Appendix H)

10.2.8 Preventative Actions

IACIS policy for corrective actions is available the IACIS Policy for Internal Audits, Corrective/Preventive Actions, Notification of Changes and Process for Improvements. (Appendix H)

- a)** Any preventative actions identified during the internal audit or feedback will be evaluated by the person responsible for the area of the audit and the audit committee for validity, feasibility, and resource availability. If preventative actions suggestions are not deemed practicable, the audit committee working with the person responsible will provide a justification. If the preventative action suggestion is practicable, identification of a cause will be identified along with preventative action.
- b)** Once the cause and prevention of the recurrence in a nonconformity are identified through the internal audit, mitigation steps for the nonconformity or prevention steps for the preventive action will be determined and communicated to IACIS management. Mitigation or prevention steps will be included in the audit report and tracked by the audit committee.
- c)** The person responsible for the area of audit will review the mitigation steps for corrective and preventative actions and propose a timeline of remediation appropriate for the actions for each step. Implementation of mitigation steps will follow the timeline and order of reviewed mitigating actions.
- d)** Actions taken based on internal audit for corrective and preventative actions will be documented in the Annual Report and provided to IACIS management along with any measure of their demonstrated effectiveness, if applicable.
- e)** See d.



**IACIS Policies and Procedures Appendices
Table of Contents**

- APPENDIX A: IACIS Mission Statement
- APPENDIX B: IACIS Bylaws
- APPENDIX C: IACIS Certification Policy
- APPENDIX D: IACIS Code of Ethics and Professional Conduct
- APPENDIX E: IACIS Organizational Chart
- APPENDIX F: IACIS Records Retention Policy
- APPENDIX G: IACIS Conflict of Interest Policy
- APPENDIX H: IACIS Internal Audit Policy
- APPENDIX I: FSAB site visit policy
- APPENDIX J: IACIS Complaints Policy
- APPENDIX K: IACIS Vendor, Sponsor and Partner Policy
- APPENDIX L: IACIS Election Policy
- APPENDIX M: IACIS Privacy & Intellectual Property Policy
- APPENDIX N: IACIS Membership Policy
- APPENDIX O: IACIS CFCE Core Competencies
- APPENDIX P: IACIS Asset Policy
- APPENDIX Q: IACIS Credit Card Acceptable Use Policy
- APPENDIX R: IACIS Credit Card Acceptable Use Schedule
- APPENDIX S: IACIS Travel Policy



International Association of Computer Investigative Specialists Mission Statement

Mission Statement:

IACIS is dedicated to the training and certification of the digital forensics community in support of its membership. Our vision is to be the premier organization of choice for the digital forensics community by providing law enforcement focused membership services, training, and certification.

AMENDED AND RESTATED BYLAWS
of
The International Association of Computer Investigative Specialists, Inc.
(An Oregon Nonprofit Mutual Benefit Corporation)

ARTICLE 1: DEFINITIONS

1.1 **“Corporation”** means the International Association of Computer Investigative Specialists, Inc.

1.2 **“Member”** means a general reference to all members of the corporation, as such membership classes are defined in Article 12 hereof, and who have so qualified for such classifications pursuant to the provision of these Bylaws.

1.3 **“Fulltime Law Enforcement or Government Personnel”** means an employee of a law enforcement or government organization that is employed in a fulltime capacity.

1.4 **“Former Fulltime Law Enforcement or Government Personnel”** means a sworn officer, non-sworn member, or employee of a law enforcement or government organization that was employed in a fulltime capacity and separated or retired in good standing.

1.5 **“Contractors Supporting Law Enforcement or Government”** means persons who are employed in a fulltime capacity by a non-government organization, and the person directly supports a law enforcement or government organization based on their current assignment or designation.

1.6 A member is considered to be in **“GOOD STANDING”** if they are current in their dues payments and not under disciplinary action by the Corporation.

1.7 A member may be found to be **“NOT IN GOOD STANDING”**, including being classified as expired, by the Board of Directors if that member is delinquent in their dues or under any disciplinary action imposed by the Board.

ARTICLE 2: GENERAL

2.1 CHANGE OF ADDRESS

The designation of the Corporation’s principal office may be changed from time to time by the Board of Directors, which change of address shall be effective upon notice to the Members. Such notice may be accomplished by any means reasonably intended to communicate with Members, including, without limitation, notice posted on the Corporation’s web site or by electronic communication.

2.2 OTHER OFFICES

The Corporation may also have offices at such other places, within or without its state of incorporation as its business and activities may require, and as the Board of Directors may, from time to time, designate.

2.3 PURPOSE

2.3.1 General Purpose. The Corporation is organized as a non-profit corporation under the Oregon Non-Profit Corporation Act (the “Act”), and must be operated exclusively for the purpose of engaging in charitable and educational purposes consistent with Section 501(c)(3) of the Internal Revenue Code (IRC) of 1986, as amended (the “Code”).

2.3.2 Specific Purposes. Without limiting the generality of the foregoing, the specific purposes of the Corporation are as follows:

2.3.2.1 To educate and promote the education and training of computer/digital forensics to the following constituencies:

2.3.2.1.1 The international law enforcement community;

2.3.2.1.2 The international practitioner community; and

2.3.2.1.3 The general public

2.3.2.2 To certify and promote the certification of computer/digital forensic practitioners as follows:

2.3.2.2.1 The international law enforcement community; and

2.3.2.2.2 The international practitioner community;

2.3.2.3 To establish, maintain and update the fundamental competencies of computer/digital forensics used in both training and certifying the computer/digital forensics community.

2.3.2.4 To encourage, promote, aid in, and affect the voluntary interchange of ideas, investigative methods and techniques relating to computer/digital forensics.

2.3.2.5 To establish a Code of Ethics and Professional Standards of Conduct and to foster, encourage and enforce the observance of the same.

2.3.2.6 To solicit and collect money for purposes of the Corporation, through entrance fees, membership dues, and/or other special assessments; and otherwise to handle, deal with or dispose of any funds collected or monies received, and the income there from for any purposes of the Corporation.

2.3.2.7 To exercise all powers that are or may be conferred on a non-profit corporation by the Laws of the State of Oregon, U.S.A., and to any and all such other acts and things, including the making and performing of contracts necessary, desirable or appropriate to carry out or accomplish the objectives or purposes of the Corporation; except as hereinafter prohibited or forbidden by the Articles of Incorporation of this Corporation.

2.4 DURATION

The duration of the Corporation shall be perpetual, but may be dissolved at any time upon a unanimous vote of all members of the Board of Directors.

ARTICLE 3: DIRECTORS

3.1 NUMBER

The Corporation shall have 11 directors who, collectively, will be referred to as the Board of Directors. The Board of Directors will include the President, the Vice President, Secretary, Treasurer, and seven (7) additional Directors. The Directors shall elect one of the Directors to serve as Chairman of the Board.

3.2 POWERS

3.2.1 Subject to the provisions of the Oregon Nonprofit Corporation Law and any limitations in the Articles of Incorporation and these Bylaws, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

3.2.2 Each Director has the right to inspect and copy all books and records of the Corporation in accordance with Section 7.2 of these Bylaws.

3.3 DUTIES

It shall be the duty of the Directors to:

3.3.1 Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws.

3.3.2 Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the Corporation.

3.3.3 Approve all transactions valued at more than \$2500.

3.3.4 Review any transaction or other circumstance involving a potential or actual conflict of interest between a Director and the Corporation, including any appropriate course of action, as outlined in the Corporation's Conflicts of Interest Policy

3.3.5 Supervise all officers, agents and employees of the Corporation to assure that their duties are performed properly.

3.3.6 Meet at such times and places as required by these Bylaws.

3.3.7 Elect annually a Chairman to preside over the Board of Directors' meetings or to take such action as may be agreed upon by the Board of Directors.

3.3.8 Establish, charter, and disband committees as appropriate to conduct the work of the Corporation.

3.3.9 Establish policies and procedures for the improvement and efficiency of IACIS Certification Programs, as necessary.

3.3.10 Consider for final approval and adoption or rejection of appropriate certification or recertification testing standards.

3.3.11 Consider for approval or rejection any public statement, press release or similar materials concerning the business of the Corporation prior to making such materials public, other than public statements, press releases, or similar materials relating to a subject within the specific authority delegated to a particular Director.

3.3.12 Consider for approval or rejection the Corporation's annual budget. If the annual budget is not approved at the start of each calendar year, the Corporation shall operate based on the prior yearly budget, to the extent practical, until an annual budget is approved.

3.3.13 Establish annual dues for the various classes of Members and determine the rights and obligations for each class of Member not otherwise stated in these Bylaws.

3.3.14 Make a yearly evaluation of the Corporation's fulfillment of its purposes and the need to continue the existence of the Corporation going forward.

3.3.15 Such other duties as are customary for the Directors of a non-profit Corporation that is exempt from federal income taxation under Section 501(c)(3) of the IRC.

3.4 QUALIFICATION OF DIRECTORS

3.4.1 To qualify to serve on the Board of Directors as a Director of the Corporation, Regular Members must meet the following criteria:

3.4.1.1 Must be either Fulltime Law Enforcement or Government Personnel or Former Fulltime Law Enforcement or Government Personnel;

3.4.1.2 Must have successfully completed the IACIS Basic Computer Forensic Examiner (BCFE) training course;

3.4.1.3 Must hold a current Certified Forensic Computer Examiner (CFCE) certification; and

3.4.1.4 Must be considered a Regular Member in good standing.

3.5 NOMINATION AND ELECTION OF DIRECTORS

3.5.1 The terms of office for the Board of Directors shall be staggered with no more than 40% of the Directors being elected in one year. This proportion may be exceeded only in circumstances where vacancies exist due to the resignation, death, or other exigent circumstances of a Director and only by the proportion necessary to fill such vacancies.

3.5.2 Subject to the qualification requirements set forth in Section 3.4, a person must self-nominate for election to the Board of Directors by sending either written or electronic communication to the Corporation's Secretary.

3.5.3 The election process shall be conducted in accordance with the Corporation's Election Policy as adopted by the Board of Directors.

3.6 TERM OF OFFICE

Except as set forth herein or in the Corporation's Election Policy, each Director shall be elected and serve for a term of three years, or until his or her death, resignation, removal from office, or other exigent circumstances or when his or her successor has been elected.

3.7 COMPENSATION

Directors shall serve without compensation by the Corporation; Directors may be reimbursed by the Corporation for all reasonable expenses incurred in connection with the performance of their duties as a Director. In lieu of reimbursement, the Board may authorize an advance to pay the reasonable expenses of any Director in connection with the performance of their duties as a Director in accordance with such procedures as the Board may, from time to time, establish. Nothing herein contained may be construed to preclude any Director from serving the Corporation in any other capacity as an officer, agent, employee, or otherwise, and receiving compensation therefore so long as such compensation is approved by a majority of disinterested Directors. As used herein, the term "Disinterested Directors" means Directors not seeking compensation for such services.

3.8 PLACE OF MEETINGS

Board of Directors' meetings will be held at places and times as may be agreed to

by a majority of the Board of Directors either within or outside the State of Oregon. Meetings may be held in person or by any combination of audio or video conferencing, real-time electronic chat techniques, or any other means of communication by which all Directors may simultaneously interact with each other in real-time, or any other means permitted under Oregon Statutes (ORS) Chapter 65, as that Chapter may, from time to time, be amended. A Director participating in meetings by audio or video conference, real-time chat, or by any other permitted means of communication, will be deemed to be present in person at the meeting.

3.9 ANNUAL MEETINGS

Annual Meetings of the Board of Directors will be held as soon as possible after the appointment of the new members of the Board of Directors.

3.10 SPECIAL MEETINGS

Special Meetings of the Board of Directors may be called by the Chairman of the Board, the President, the Vice President, the Secretary, the Treasurer, or by any three of the current Board of Directors.

3.10.1 Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the Board of Directors:

3.10.1.1 Annual Meetings. The Chairman of the Board of the Corporation shall give each Director notice of the Annual Meeting of Directors together with the proposed meeting program not less than 14 days prior to the date of the meeting.

3.10.1.2 Any Director may propose additional items for the meeting Agenda by delivering notice to all other Board members not less than 5 days prior to the date of the meeting. An item will be deemed added to the Agenda unless 4 or more Directors object to adding the item by giving notice of such objection with reasoning to the Chairman of the Board within 3 days of the receipt of notice of the proposed agenda item. The Chairman of the Board must notify the Director proposing the additional item if the Chairman has received 4 or more objections. The Chairman may in his/her discretion disclose the identities of the Directors objecting to the additional agenda item.

3.10.1.3 Special Meetings. The Chairman of the Board of the Corporation shall give each Director notice of a special meeting at least seven (7) days' prior to the meeting. No additional items may be added to the agenda for a special meeting unless approved by a majority of the Board in attendance.

3.10.2 The primary means for the provision of notice shall be via electronic mail to the Director at the electronic mail address as it appears on the records of the Corporation, provided that the Director to be contacted must acknowledge personal

receipt of the electronic message by a return electronic message or telephone call within three (3) business days of the first notification. Any Director who fails to acknowledge receipt of the electronic message will be deemed to have received the notice. If notification is provided by mail (including the U.S. Postal Service, express courier services and the like), such notice shall be deemed to be delivered when deposited in the mail addressed to the Director at his or her address as it appears on the records of the Corporation, with postage prepaid. Personal notification may also include notification by telephone, facsimile, or other electronic means; provided, however, such notification shall be subject to any and all acknowledgment requirements as may be set forth in ORS Chapter 65, as that chapter may, from time to time, be amended.

3.10.3 A Director may, at any time, waive any notice required with respect to any Annual or Special Meeting of the Board of Directors. Except as provided below, waiver must be in writing, signed by the Director entitled to notice, specify the meeting or meetings with respect to which it is given, and be filed with the minutes of the Corporation. Notwithstanding the foregoing, a Director's presence at a meeting waives any required notice unless the Director, at the beginning of the meeting, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting.

3.11 QUORUM FOR MEETINGS

3.11.1 A quorum shall consist of a majority of the members of the Board of Directors present in person or by proxy. For example, if the Board is made up of 11 Directors, a minimum of 6 Directors will constitute a quorum.

3.11.2 In the absence of a continued quorum at any meeting of the Board of Directors already in progress, a majority of the Directors present may adjourn the meeting.

3.11.3 When a meeting is adjourned for lack of a quorum, it will not be necessary to give any notice of the time and place of the adjourned meeting or the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken.

3.11.4 The Directors present at a meeting duly called and held at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of Directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting.

3.12 BOARD ACTION

Unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater voting percentage or different rules for approval of a matter by the Board, every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors.

3.13 CONDUCT OF MEETINGS

3.13.1 Meetings of the Board of Directors shall be presided over by the Chairman of the Board of Directors, or in his or her absence, by an acting Chairperson chosen by a majority of the Directors present at that meeting. The Secretary of the Corporation shall act as secretary of all meetings of the Board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

3.13.2 Meetings shall be governed by such procedures as may be approved from time to time by the Board, insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law. Where practical and at the discretion of the presiding official, the current revision of Robert's Rules of Order shall be used as a guide in the conduct of meetings.

3.14 VACANCIES; RESIGNATIONS

3.14.1 Vacancies on the Board of Directors shall exist: (1) whenever the number of authorized Directors is increased; (2) whenever a Director resigns from the Board; (3) upon the death of a Director; (4) whenever a Director is removed from office or (5) under other exigent circumstances

3.14.2 Any Director may resign from the Board of Directors by giving written notice to the Chairman of the Board, the President, the Secretary, or the Board of Directors. A Director's resignation will be effective immediately upon the giving of such notice or at a later date as may be specified in the notice; provided that if the resignation notice specifies a later date the remaining Directors may, by majority vote, declare the Director's resignation effective upon receipt by the Board. No Director may resign if the Corporation would then be left without a duly appointed Director or Directors in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of the State of Oregon.

3.14.3 A vacancy on the Board of Directors may be filled by the remaining Directors at a Special Meeting called for that purpose by the affirmative vote of a majority of the Directors remaining in office, or unanimous written consent of all the Directors remaining in office. The director appointed to fill a vacancy will hold the position until the next general election, at such time the remainder of the original term that was vacated will be filled.

3.15 REMOVAL OF DIRECTORS BY MEMBERS

3.15.1 An elected Director may be removed by the Members with or without cause at a special meeting in accordance with ORS 65.324 or by written ballot in lieu of a special meeting. A Director may be removed by written ballot under this section only if the total number of votes cast equals or exceeds ten (10) percent of the number of eligible voters (as defined in the Election Policy, as the same may be amended, revised, or replaced from time to time) and a majority of those votes cast are in favor of removal.

3.15.2 Any action to remove an elected Director must be conducted by written ballot in accordance with ORS 65.222 except in the case of an action to remove a Director at a Special Meeting initiated by the Members in accordance with ORS 65.204(1)(b) where the written demand for the Special Meeting specifies that the action for removal must be taken in a meeting and not by written ballot.

3.16 REMOVAL OF DIRECTORS BY THE BOARD OF DIRECTORS

3.16.1 A Director elected by the Board of Directors upon any increase in the number of Directors constituting the Board may be removed by the Board of Directors only for cause by the vote of two-thirds of the Directors then in office excluding the Director whose removal is at issue.

3.16.2 A Director elected by the Board to fill a vacancy created by the death, resignation or exigent circumstances may only be removed by the Members in accordance with Section 3.15.

3.16.3 Any Director elected or re-elected to the Board of Directors by the Members following the effective date of these Amended and Restated Bylaws may be removed by the Board of Directors for cause by the vote of two-thirds of the Directors then in office excluding the Director whose removal is at issue. This provision is intended to comply with ORS 65.324(9) and is to be construed in accordance therewith. In the event that any portion of this provision is held invalid by any court of competent jurisdiction, it is intended that such court reform this provision to the extent necessary to give effect to its intent.

3.16.4 For purposes of this Section, the term “for cause” means engaging in any conduct that the Directors voting for removal reasonably and in good faith believe to be fraudulent, dishonest, a gross abuse of authority or discretion, or a violation of the duties of a Director set forth in these Bylaws or ORS 65.357 to 65.367; also if the Directors voting for removal reasonably and in good faith find that removal of the Director in question is in the best interests of the Corporation.

3.17 REMOVAL BY JUDICIAL PROCEEDING

Any Director may be removed by Judicial Proceeding in accordance with ORS 65.327.

3.18 NONLIABILITY OF DIRECTORS

To the extent permissible under Oregon and Federal law, Directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

3.19 INDEMNIFICATION BY THE CORPORATION OF DIRECTORS AND OFFICERS

3.19.1 To the fullest extent permitted by the Act, as it exists on the date hereof or is hereafter amended, the Corporation shall indemnify and defend any person who is made, or threatened to be made, a party to an action, suit or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit or proceeding by or in the right of the Corporation), by reason of the fact that the person is or was a Director of the Corporation and acting in good faith on behalf of the Corporation, regardless of the outcome of such action, suit or proceeding. The Corporation may, upon the affirmative vote of a [majority two thirds] of the disinterested Directors, pay for or reimburse the reasonable expenses incurred by a director who is a party to a proceeding in advance of final disposition of the proceeding in accordance with ORS 65.397.

3.19.2 This Section shall not be deemed exclusive of any other provisions or insurance for the indemnification of Directors, officers, employees, or agents that may be included in any statute, bylaw, agreement, resolution of Directors or otherwise, both as to action in any official capacity and action in any other capacity while holding office, or while an employee or agent of the Corporation.

3.20 INSURANCE FOR CORPORATE AGENTS

Except as may be otherwise provided under provisions of law, the Board of Directors, in its sole discretion, may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any particular agent of the Corporation (including a Director, officer, employee or other agent of the Corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, these Bylaws or provisions of law.

3.21 BOARD ACTION WITHOUT A MEETING

Any Action that the Board of Directors is required or permitted to take may be taken without a meeting if all members of the Board consent in writing or through electronic communication to that action. Such action by expressed consent shall have the same force and effect as any other validly approved action of the Board. All consents

shall be filed with the minutes of the proceedings of the Board.

ARTICLE 4: OFFICERS

4.1 DESIGNATION OF OFFICERS

The officers of this Corporation shall be a President, Vice President, Secretary, and a chief financial officer who shall be known as the Treasurer. The Corporation may also have, as determined by the Board of Directors, a Chairman of the Board, one (1) or more Assistant Secretaries, Assistant Treasurers, or other officers. Any number of offices may be held by the same person except that:

4.1.1 The Secretary or the Treasurer may not simultaneously serve as the President or Chairman of the Board.

4.1.2 The President may not simultaneously serve as Chairman of the Board.

4.2 QUALIFICATION, ELECTION AND TERM OF OFFICE

4.2.1 Only Directors may serve as officers of the Corporation. Officers shall be elected by majority vote of the Board of Directors, at each Annual Meeting of the Board of Directors, and each officer shall hold office until he or she dies, resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

4.3 REMOVAL AND RESIGNATION

Any officer of the Corporation may be removed as an officer with or without cause by a 2/3 majority of the Board of Directors at any time, but this provision does not authorize the Board of Directors to remove the director from the Board. Any officer may resign at any time by giving notice in writing to the Chairman of the Board of Directors and either the President or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and unless otherwise specified therein the acceptance of such resignation shall not be necessary to make it effective

4.4 VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or other exigent circumstances, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the Board may or may not be filled, as the Board shall determine.

4.5 DUTIES OF PRESIDENT

The duties shall be the chief executive officer of the Corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation and the activities of the officers. The President shall perform all duties incidental to the office and such other duties that may be required by law, the Articles of Incorporation of this Corporation, or by these Bylaws, or other duties, which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chairman of the Board of Directors, the President shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these bylaws, the President shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instrument, which may from time to time be authorized by the Board of Directors.

4.6 DUTIES OF VICE PRESIDENT

4.6.1 In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions of the President.

4.6.2 The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

4.6.3 In the event that the President becomes permanently disabled such that he or she is unable to perform his duties as President for a period of 180 consecutive days, or the President dies, resigns, or is removed from office by the Board of Directors, then the Vice President shall automatically succeed to the office of President unless the Board of Directors, within 5 days after the effective date of such succession, elects another person to serve as President.

4.7 DUTIES OF SECRETARY

The Secretary shall:

4.7.1 Certify and keep at the principal office of the Corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.

4.7.2 Keep at the principal office of the Corporation or at such other place as the Board may determine, a book of minutes of all meetings of the Directors, and, if applicable, meetings of committees of Directors and of Members, recording therein the time and place of holding, whether Annual or Special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof, including all ballots and proxies.

4.7.3 See that all notices are duly given in accordance with the provisions of

these Bylaws or as required by law, and advise the Members of election results for the Board of Directors and any the results of any items voted on by the Members.

4.7.4 Be custodian of the records and of the seal of the Corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the Corporation.

4.7.5 Keep at the principal office of the Corporation, a membership record containing the name and address of each Member, and, in the case where any membership has been terminated, he or she shall record such fact in the membership record together with the date on which such membership ceased.

4.7.6 Exhibit at all reasonable times to any Member of the Corporation, or to the Member's agent or attorney, on request therefore, the Bylaws, and the minutes of the proceedings of the Members and the Directors of the Corporation.

4.7.7 In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, the Corporation's policies, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

4.8 DUTIES OF TREASURER

Subject to the provisions of these Bylaws relating to the Execution of Instruments, Deposits and Funds as set forth in Article 6, the Treasurer shall:

4.8.1 Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

4.8.2 Receive, and give receipt for, monies due and payable to the Corporation from any source whatsoever.

4.8.3 Disburse, or cause to be disbursed, the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

4.8.4 Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

4.8.5 Exhibit at all reasonable times the books of account and financial records to any Director of the Corporation, or to his or her agent or attorney, on request therefore.

4.8.6 Render to the President and Directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.

4.8.7 Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports. Prepare and make available to all Members an Annual Financial Report.

4.8.8 In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

4.9 CHAIRMAN OF THE BOARD

The Chairman of the Board will preside at any and all meetings of the Board of Directors, and will act as facilitator to gather input from other Directors in the absence of a board meeting. The Chairman of the Board will also act as the Chairman of the Executive Committee. The Chairman of the Board shall not preside over any of the Standing Committees.

4.10 DIRECTOR CONDUCT AND RESPONSIBILITY

Directors shall conduct their affairs in accordance with the Corporation's Code of Ethics and Professional Conduct policies and ORS 65.357 through 65.369, as the same may, from time to time, be amended, updated, restated, or replaced.

ARTICLE 5: COMMITTEES

5.1 EXECUTIVE COMMITTEE

The Board of Directors may, by a majority vote, designate two (2) or more of its members (who may also be serving as officers of this Corporation) along with the Chairman of the Board to constitute an Executive Committee and delegate to such Committee any of the powers and authority of the Board in the management of the business and affairs of the Corporation, except with respect to:

5.1.1 The filling of vacancies on the Board or on any committee which has the authority of the Board.

5.1.2 The amendment or repeal of Bylaws or the adoption of new Bylaws.

5.1.3 The amendment or repeal of any resolution of the Board.

5.1.4 The appointment of committees of the Board or the members, thereof.

5.1.5 The expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected.

5.1.6 The approval of a single expenditure in excess of \$2500.

5.1.7 By majority vote, the Board may at any time revoke or modify any or all of the authority so delegated, increase or decrease, restricted to a minimum of three (3), the number of members serving on the Executive Committee, and fill vacancies thereon from the members of the Board. The Committee shall keep regular minutes of the proceedings, cause them to be filed with the corporate records and report the same to the Board from time to time as the Board may require.

5.2 STANDING COMMITTEES

5.2.1 The Corporation shall have seven (7) standing committees, which shall be directly chaired or supervised by a Director. The members of each standing committee may be appointed and removed by the Board of Directors. These committees shall be titled Audit, Certification, Training, Communications, Ethics, Standards, and Marketing. The Chairman of the Ethics Committee shall not be an officer of the Corporation or a chairman of any other standing committee.

5.2.2 By majority vote, the Board may at any time modify the functions and/or authority of the standing committees. The Board shall approve all policies thereof. The Board shall approve the chairman of the standing committee and subcommittees.

5.3 OTHER COMMITTEES

The Corporation shall have such other committees as may from time to time be designated by Board of Directors. Such other committees may consist of persons who are not also members of the Board. These additional committees shall act in an advisory capacity only to the Board and shall be clearly titled as “advisory” committees.

5.4 MEETINGS AND ACTION OF SPECIAL COMMITTEES

Meetings and actions of the Committees shall be governed by, noticed, held and taken in accordance with such Committee Procedures and Policies as the Board of Directors may adopt. The Board of Directors from time to time may amend such Committee Procedures, via action of the Board of Directors. Upon establishment of a Committee, that Committee may, through its chairperson, propose specific procedures to govern that Committee, for adoption via action of the Board of Directors. Committee specific procedures not otherwise incorporated into the general Committee Procedures adopted by the Board of Directors shall apply only to the Committee proposing such procedures.

ARTICLE 6: EXECUTION OF INSTRUMENTS, DEPOSITS, AND FUNDS

6.1 EXECUTION OF INSTRUMENTS

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

6.2 CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation with a value of less than One Hundred Thousand Dollars (\$100,000) may be signed by the President or Treasurer. Checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness with a value of One Hundred Thousand Dollars (\$100,000) or more shall require a resolution of the Board of Directors.

6.3 DEPOSITS

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

6.4 GIFTS

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the charitable or educational purposes of the Corporation.

ARTICLE 7: CORPORATE RECORDS AND REPORTS

7.1 MAINTENANCE OF CORPORATE RECORDS

The Corporation shall keep at its principal office or electronically, or at such other place or places as the Board may from time to time designate:

7.1.1 Minutes of all meetings of the Board of Directors, all meetings of committees of the Board of Directors, minutes of all meetings of any Committee, and all meetings of Members, indicating the time and place of holding such meetings, whether Annual or Special, how called, the notice given, and the names of those present and the proceedings thereof including all proxies;

7.1.2 Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;

7.1.3 A record of its Members, indicating their names and addresses and the class of membership held by each Member and the termination date of any membership; and

7.1.4 A copy of the Corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the Members, if any, of the Corporation at all reasonable times during office hours.

7.2 INSPECTION RIGHTS

Subject to such confidentiality and nondisclosure requirements as the Board may reasonably deem appropriate, or restrictions imposed via any confidentiality and nondisclosure agreement concerning any particular record, book or document, each Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation and shall have such other rights to inspect the books, records and properties of this Corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

7.3 RIGHT TO COPY AND MAKE EXTRACTS

Unless otherwise restricted pursuant to confidentiality and nondisclosure limitations, any inspection under the provisions of Article 7 may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts. Upon the reasonable request of the Director, the Secretary shall copy and provide to the requesting Director, at the Corporation's expense, such books and records of the Corporation, subject to such confidentiality and nondisclosure requirements as the Board of Directors may reasonably deem appropriate, or restrictions imposed via any confidentiality and nondisclosure agreement concerning a particular record, book or document.

7.4 PERIODIC REPORT

The Board shall cause an annual report to be furnished no later than one hundred fifty (150) days after the close of the Corporation's fiscal year to all Directors of the Corporation, which report shall contain the following information in appropriate detail:

7.4.1 The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year.

7.4.2 The principal changes in assets and liabilities, including trust funds, during the fiscal year.

7.4.3 The revenue or receipts of the Corporation both unrestricted and restricted to particular purposes, for the fiscal year.

7.4.4 The expenses or disbursements of the Corporation, for both general and restricted purpose, during the fiscal year.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the Corporation that such statement were prepared without audit from the books and records of the Corporation.

7.5 AUDIT COMMITTEE

The Board shall appoint an Audit Committee of not less than three (3) members or other individuals and charge them with performing an audit or review of the Corporation's financial records. Alternatively, the Board may hire an outside accounting firm to conduct the same audit or review of the Corporation's financial records. The results, using accepted accounting practices, will be submitted to the Board of Directors in writing prior to the date set forth in this section so that it may be available for inspection by the membership. The Audit Committee shall also conduct annual management reviews of the organizational committees and is responsible for the implementation and maintenance of the management system to assess conformity to accreditation requirements. The chair of the Audit Committee is responsible for conducting the annual financial, management system, and certification audits for compliance with accreditation standards. The chair will report the annual findings, including the status of preventive and corrective actions, to the Board of Directors.

ARTICLE 8: IRC 501(c)(3) TAX EXEMPTION PROVISIONS

8.1 LIMITATION ON ACTIVITIES

Notwithstanding any other provisions of these Bylaws, the Corporation shall not carry on any activities not permitted to be carried on by a Corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

8.2 PROHIBITION AGAINST PRIVATE INUREMENT

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its Members, Directors or trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Corporation.

8.3 DISTRIBUTION OF ASSETS

In the event of liquidation, dissolution, termination, or winding up of the Corporation (whether voluntary, involuntary, or by operation of law), the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, transfer all of the property and assets of the Corporation to one or more "Qualified Organizations," as defined below, as the Board of Directors shall determine. For purposes of Section 8.3 "Qualified Organization" shall mean a corporation or other organization organized and operated exclusively for religious, charitable, educational or other purposes meeting the requirements for exemption

provided by Oregon Revised Statute Section 317.080, as shall at the time qualify either (i) as exempt from Federal income tax under Section 501(a) of the Code by reason of being an organization described in Section 501(c)(3) of the Code, or (ii) as a corporation or other organization to which contributions are deductible under Section 170(c)(1) or (2) of the Code.

ARTICLE 9: AMENDMENT OF BYLAWS

Except where otherwise provided for in individual Articles herein, these Bylaws, or any of them, may only be altered, amended, or repealed, and new Bylaws adopted, by majority vote of all Directors in the Corporation, regardless of any quorum requirements. Any alteration or amendment to these Bylaws shall be posted on the Corporation's web site for a thirty-day comment period prior to the alteration or amendment taking affect. At the end of such period 30-day comment period, and after taking under consideration comments from the Members, the Board may adopt the proposed alteration or amendment in its original form, in a revised form, or not at all. Unless the Board determines to fix an alternate effective date to allow a revised version of the proposed alteration or amendment to be posted on the Corporation's web site, the proposed alteration or amendment will automatically go into effect on the first day after the end of the 30-day comment period.

ARTICLE 10: CONSTRUCTION AND TERMS

10.1 If there is any conflict between the provisions of these Bylaws and the Articles of Incorporation of the Corporation, the provisions of the Articles of Incorporation shall govern.

10.2 Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holdings.

10.3 All references in these Bylaws to the Articles of Incorporation shall be to the Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Organizational Charter, Corporate Charter, or other founding document of the Corporation filed with an office of the State of Oregon and used to establish the legal existence of the Corporation.

10.4 All references in these Bylaws to a section or sections of the Code shall be to such sections of the Internal Revenue Code of 1986, as amended from time to time, or to corresponding provisions of any future

ARTICLE 11: POLICIES AND PROCEDURES

The Board of Directors shall as needed, develop policies and procedure guidelines to govern the operations of the Corporation. These policies and procedures may not supersede the Act, the Articles of Incorporation, or these Bylaws, but will function to implement specific provisions of the Act, the Articles of Incorporation, or these Bylaws. Any new policies or procedures proposed for adoption by the Board must be submitted to the Members for a 30-day comment period by means of the Corporation's web site. At the end of such period 30-day comment period, and after taking under consideration comments from the Members, the Board may adopt the proposed policy or procedure in its original form, in a revised form, or not at all. Any policy or procedure then adopted by the Board must be posted in its final form on the Corporation's web site and will take effect 30 days thereafter.

ARTICLE 12: MEMBERSHIP PROVISIONS

Membership within the corporation is restricted to those personnel that meet the requirements established in the Membership Policy. The Membership Policy establishes the rights, privileges, responsibilities, and authorities for members based on the classes of membership defined therein. Additionally, the Membership Policy provides the guidance and establishes the procedures for Membership Meetings and other actions of the Membership. *Any changes to the Membership Policy must be approved by a majority of voting eligible members.*

ARTICLE 13: DISCLOSURE OF INFORMATION AND CONFIDENTIALITY

13.1 CORPORATION INFORMATION

All public disclosures regarding the existence, membership and activities of the Corporation must be approved by the Board of Directors. If a Member shall be required to disclose any information relating to the Corporation pursuant to a valid order of a court or other government body or any political subdivision thereof, the Member shall first give notice to the Board of Directors and make a reasonable effort to obtain a protective order requiring that any such information so disclosed be used only for the purposes for which the order was issued. Nothing in this Section shall be construed to prevent a Member from publicly disclosing its own membership in the Corporation.

13.2 SURVIVAL

After withdrawal, termination or nonrenewal as a Member, for any reason, a former Member has a continuing duty under this Article.

ARTICLE 14: INTELLECTUAL PROPERTY

Any work product created at the request of the Corporation and for the purposes of the Corporation shall become the property of the Corporation.

CERTIFICATE OF SECRETARY

I hereby certify:

That I am the duly appointed Secretary of The International Association of Computer Investigative Specialists, Inc., an Oregon Nonprofit Corporation; and

The foregoing Bylaws comprising twenty-one (21) pages, including this page, constitute the Amended and Restated Bylaws of the Corporation as duly adopted by the Board of Directors of said Corporation.

IN WITNESS WHEREOF, I have hereunder subscribed my name this 27th day of April, 2022.

Dave Melvin, Secretary

 Signature

Date of Final Version:	<u>04/27/2022</u>
Membership Review Period:	<u>03/24/2022-04/24/2022</u>
Draft of Policy Reviewed by Board?	<u>Yes</u>
Date of Policy Ratification by Board:	<u>04/27/2022</u>
Date Reviewed by IACIS Attorney:	<u>N/A</u>
Effective Date (30 days after ratification):	<u>05/24/2022</u>
Final Version Identifier:	1.1

Bylaws reviewed by the Secretary on April 27, 2017 – No recommended changes



I. PURPOSE:

The IACIS Certification Policy outlines and governs IACIS certification programs to include roles and responsibilities, and organizational structure. The policy shall govern the roles of the Certification and Standards Committees relative to IACIS certifications. The purpose of all IACIS certification programs is to measure the skills, abilities, and knowledge of a certification candidate based on the organization's core competencies.

II. DEFINITIONS:

A. Applicant:

A person who seeks professional certification through an approved certification program offered by the International Association of Computer Investigative Specialists (IACIS). An applicant is classified as a candidate once the application for certification has been approved by the organization.

B. Assessor:

An Assessor is an IACIS member assigned to the Certification Committee who administers the written and / or practical components of an IACIS certification examination. Assessors report to the Chairman of the CFCE Certification or Specialized Certification Subcommittees.

C. Candidate:

A person who is eligible to take an IACIS certification examination or complete a practical exercise in a given certification or peer review program.

D. Certificant:

A person who has satisfactorily completed the requirements of an IACIS certification.

E. Certification Committee:

The Certification Committee is a standing committee as defined in section 6.2 of the IACIS Bylaws. The Certification Committee is led by the Director of Certification and includes the:

1. Problem Development Subcommittee;
2. CFCE Peer Review Subcommittee;
3. CFCE Certification Subcommittee;
4. CFCE Recertification Subcommittee;
5. Specialized Certification Subcommittee.

F. Certified Advanced Windows Forensic Examiner (CAWFE):

A specialized certification in the fundamental concepts of Microsoft Windows operating systems and related file systems. The CAWFE program is derived from the Windows Forensic Examiner Competencies document.

G. Certified Forensic Computer Examiner (CFCE):

A certification in the fundamental concepts of computer forensics. The CFCE is derived from the CFCE Competencies document.

H. IACIS Certified Mobile Device Examiner (ICMDE):

A certification in the fundamental concepts of mobile device forensics. The ICMDE is derived from the ICMDE Competencies document.



I. CFCE Program:

The CFCE Program is a two-phase process consisting of peer review and certification phases. The peer review process is managed under the CFCE Peer Review Subcommittee while the certification phase is managed under the CFCE Certification Subcommittee.

J. Chairman of Subcommittees:

Each subcommittee will be led by a chairman who will report to the Director of Certification. The Director of Certification shall nominate a chairman for each of the subcommittees who may be same person and be approved by the Board of Directors. The Peer Review Chairman and CFCE-Certification Chairman positions shall not be held by the same person at the same time.

K. Coach:

An IACIS member assigned to a peer review program. Coaches mentor, guide, and conduct peer reviews of practical and written exercises.

L. Division Administrator:

A division administrator is an IACIS member who leads and manages a series of regions in the world. The Division Administrator reports to the Chairman of the CFCE Peer Review Subcommittee.

M. Expired:

A person's certification will be classified as expired when any of the recertification requirements have not been satisfied within the specified time constraints established in this policy.

N. Grandfathering:

Granting a certification to an individual who has not been tested for knowledge and/or competence in the field.

O. Peer Review:

A peer review period may precede an IACIS certification program wherein the candidate will be assigned to a coach and required to demonstrate knowledge or skill in the certification competencies through successful completion of practical exercises. The coach will mentor and guide the candidate through a peer review process.

P. Regional Manager:

A regional manager is an IACIS member who leads and manages a group of coaches in a specified geographical area in the world. The Regional Manager reports to a Division Administrator under the Peer Review Subcommittee.

Q. Recertification:

The process whereby an individual previously certified (a certificant), renews that certification after a defined period of time, after satisfying a written and/or practical assessment as well as meeting other listed requirements.

R. Revoked:

A person's certification may be revoked (rescinded or cancelled). A person who has had their certification revoked may no longer claim or infer that they hold that certification.

S. Standards Committee:

The Standards Committee is a standing committee as defined in section 6.2 of the IACIS ByLaws.

T. Suspended:

A person's certification credential may be suspended. A person who has had their certification suspended may no longer



claim or infer that they hold the certification while the suspension is in place.

III. General Certification Policies and Procedures

A. Membership Not Required:

IACIS shall not require membership for certification; nor shall IACIS impose undue financial requirements for certification. IACIS shall not require attendance at any of its training courses or events as a prerequisite to apply for a certification program.

B. Director of Certification shall issue Certifications:

The Director of Certification shall be the sole issuer of certifications as evidenced by a formal certificate listing the following attributes:

1. IACIS as a certifying body
2. Name of certificant
3. Certificate number
4. Date issued
5. Period of validity or expiration year (recertification year required on certificate)
6. Official name or type of certification in computer or digital forensics specified on the certificate (ie: Certified Forensic Computer Examiner, Certified Advanced Windows Forensic Examiner, etc.)

C. Fees:

The Board of Directors will establish a schedule of fees for each certification, proficiency, recertification, or specialized certification.

D. Determination of Fees:

The fee schedule for specialized certifications shall be determined by the Board of Directors under the following criteria:

1. If a candidate attends an IACIS training course, the fee for enrollment in the associated certification program is waived for the next available cycle, only.
2. Candidates who have not successfully completed the associated training may enter the certification program and must pay the requisite fee for the certification program.

E. Director of Certification Responsibilities:

The Director of Certification is responsible for the overall delivery and operation of IACIS certification programs and reports to the Board of Directors.

1. The Director of Certification may not directly evaluate a practical exercise, proficiency exercise or written examination as the initial assessor. The Director of Certification may review candidate work product only after an initial review by an assessor or the CFCE Chairman has been performed.

F. Creation of Certification Materials:

The Certification Committee will create peer review and certification materials, including practical and written instruments, in conformance with the certification competencies.

G. All Certification materials are copyrighted by IACIS.

All certification materials are copyrighted by IACIS. Materials may not be distributed outside of IACIS without the

expressed written permission of the IACIS Board of Directors.

H. Confidentiality, Objectivity, Impartiality

IACIS will ensure that any training or related activities conducted do not compromise the confidentiality, objectivity or impartiality of a certification program.

I. Committee and Sub-Committee Participation requirements:

The IACIS Board of Directors and all standing committees shall remain independent and impartial in all matters of certification, such that all decisions relating to certification are the responsibility of the Board of Directors and are not subject to undue influence or approval by another body.

1. Only members who hold the certification relating to the subcommittee may participate in the administration of that subcommittees' certification.
2. The following minimum standards shall apply to the selection of staff members:
 - i. Must be an IACIS member in good standing.
 - ii. Must have applicable training in the core competencies to which they are certifying. (e.g. completion of the IACIS BCFE course, WFE course, etc.).
 - iii. Must have a current requisite IACIS certification credential for a period of one year or more, or a current IACIS certification credential with the equivalent experience in the field of digital/computer forensics.
 - iv. Must have completed the IACIS Certification Staff Introduction Course.
 - v. If coaching or assessing in a specialized certification, the coach or assessor must have the same certification credential for which he or she is coaching or assessing.
 - vi. Certification personnel must comply with IACIS policies, procedures, and guidelines.
3. All Certification Committee staff will complete and submit a Staff Agreement form.
4. All Standards Committee and Certification Committee staff will maintain the highest level of ethics and integrity in their service to certification candidates and IACIS. All staff must be impartial, trustworthy, and responsible individuals who have received appropriate computer/digital forensic training.

J. Conflict of interest:

All IACIS personnel must avoid situations that might affect their objectivity or present a conflict of interest in performing the tasks they are assigned. Questionable or blatant incidents will be referred to the Directors of Standards or Certification for review. If a breach of professional conduct or violation of ethical standards is suspected, the matter will be referred to the Ethics committee. Peer assessors are not allowed to be involved in the evaluation of any candidate that they have trained.

K. Compensation:

Certification personnel may not accept (without approval from the Director of Certification) any compensation or gifts from candidate(s) or certificants they serve.

L. Candidates Prohibited Discussions:

1. Peer Review Candidates: Candidates enrolled in the peer review phase of the certification program are



International Association of Computer Investigative Specialists Certification Policy (4.5)

Effective: April 20, 2023

- prohibited from discussing any matters related to peer review with anyone other than their assigned Coach, Regional Manager, Division Administrator, Peer Review Chairman, and Director of Certification.
2. Candidates enrolled in the certification phase of a certification program are prohibited from discussing any matters related to that certification program with anyone other than an Assessor, Certification Chairman or Director of Certification.
 3. Violation of either of these clauses may result in the candidate's dismissal from the certification program
 4. The Director of Certification can waive this restriction as required.

M. Candidates Prohibited Activities:

Cheating, plagiarism, policy violations, or unethical conduct may result in dismissal from the certification program and the organization. These matters will be referred to the Ethics Committee for investigation.

N. Document Retention:

The Certification and Standards Committees shall maintain documents and records in a secure manner. All records will be retained or disposed of in compliance with the IACIS Records Retention Policy. IACIS shall maintain a data management system appropriate to the current needs of the certification program. The data management system must comply with regulations and applicable laws.

O. Appeals:

IACIS shall provide candidates and certificants with a means to resolve appeals and disputes. IACIS shall acknowledge receipt of all complaints, disputes, and/or appeals and ensure each is dealt with in a constructive, impartial and timely manner.

1. Candidates or certificants contesting the results of practical exercises, written examinations, unfair treatment, remediation of certification, dismissal from a certification program, or any other matter shall submit their written or electronic appeal request to the chairman of the appropriate subcommittee providing justification for the appeal.
2. The chairman of the subcommittee shall gather information, documents, electronic communications, and notes concerning the dispute and will present to a committee made up of at least three (3) other certification committee members. This committee will render a decision and the chairman will make notification including details of the further appeal process.
3. The candidate may appeal the committee's decision to the chairman and Director of Certification within ten days of the date of notification by the respective chairman.
4. The Director of Certification will present the appeal to a committee made up of the Director of Certification and at least two Certification Chairmen who have not previously been involved in the matter. This committee will render a final decision concerning the matter. The candidate or certificant will be notified of the committees' decision in writing or electronically.
5. For appeals involving dismissal from the certification program for extraordinary circumstances or as a result of an Ethics investigation, the Director of Certification or Ethics will present the appeal to the Board of Directors for evaluation. The Board of Directors will render a final decision concerning the matter. The candidate or certificant will be notified of the Board's decision in writing or electronically.



P. Grandfathering:

Grandfathering is prohibited for any IACIS certification.

Q. Publication of Certificants:

IACIS will at least list the first name and last names of certificants and the Certificant ID on the public website for any IACIS endorsed certification. In member countries where this would be a violation of law or other ordinances then IACIS will not post the names of these individuals.

R. IACIS Code of Ethics:

All certificants must provide affirmation of adherence to the IACIS Code of Ethics and Professional Conduct prior to being certified or recertified.

1. If a matter involves any actual or perceived violation of the IACIS Code of Ethics and Professional Conduct, the matter will be referred to the IACIS Director of Ethics for further review.

S. Candidates with Disabilities:

IACIS will make a public accommodation for certification candidates who have a disability.

T. Design of Examinations:

All certification practical exercises and written examinations created by the Certification Committee shall be designed to evaluate the knowledge, skills, and abilities of the candidate and must possess the attributes of reliability and validity.

U. Application Guidelines:

Application Guidelines for Certification Programs:

1. The Board of Directors will establish an application package for certification programs to assess the qualifying attributes of a certification applicant.
2. The IACIS Secretary is responsible for processing applications for certification programs.
3. Applicants are required to complete all areas of the CFCE application process. This includes candidate declarations and an electronic signature acknowledging requirements prior to starting the assessment process Moodle.
4. The application for certification package will contain: the IACIS Code of Ethics and Professional Conduct, and the applicant must indicate they will abide by them.
5. The applicant must submit the application prior to the prescribed deadline and pay the requisite fees for the certification program, if applicable. Applications will not be processed until any applicable certification program fees have been received by IACIS.
6. A background check may be conducted prior to acceptance in a certification program.
 - a. The Secretary will review background investigation results to determine if the applicant qualifies for a certification program.
 - b. Applications may be rejected for one or more of the following findings:
 - i. Conviction for any felonious crime



International Association of Computer Investigative Specialists Certification Policy (4.5)

Effective: April 20, 2023

- ii. Conviction for less serious crime that involves threatened or actual physical harm to a person or property, issues involving moral turpitude, or any other issue which would reflect poorly on the integrity of the applicant
 - iii. Criminal arrest for a felonious or less serious crime that involves the threatened or actual harm to a person or property, or which would reflect poorly on the integrity of the applicant.
 - iv. Violation(s) of a professional organization's code of ethics or professional standards.
 - v. Instances of perjury, false testimony, or fabrication of testimony wherein one or more instances provides reasonable evidence to suggest the applicant's character is questionable
- c. Upon rejecting the application, the Secretary will notify the applicant regarding the reason the application was not approved.
 - d. If an application is not approved, the applicant may appeal to the Board of Directors in writing within 30 days. The Board of Directors has the final decision on whether to allow the applicant into the certification program.

V. Certificant Credential Status:

A person's certification credential may be temporarily suspended by the Director of Certification or the Board of Directors for alleged unethical conduct or actions, or violations of professional standards or criminal laws.

1. IACIS may revoke the certification credential based on the findings of the inquiry in to the incident.

W. Scores and Test/Exercise Details:

IACIS provides scores in a Pass/No Pass format only. Candidates will not be provided with scores, details on which questions were marked incorrect or which questions were marked correct.

IV. Certified Forensic Computer Examiner (CFCE) Program:

A. CFCE Program:

The CFCE Program is a two-phase program, consisting of the CFCE Peer Review and CFCE Certification phases.

1. The CFCE Peer Review phase is managed by the CFCE Peer Review Subcommittee under the direction of the CFCE Peer Review Chairman.
2. The CFCE Certification phase is managed by the CFCE Certification Subcommittee under the direction of the CFCE Certification Chairman.

B. Limit Entry into Program:

IACIS reserves the right to limit entry into the program.

C. Certification Minimum Standards:

Minimum Standards for Certification Applicants.

1. IACIS will publish the minimum standards required on the public website.

2. For the CFCE Certification Program, applicants must have:
 - i. Successfully completed an equivalent of seventy-two hours Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website.
 - ii. IACIS reserves the right to evaluate each training program or course completed by the applicant claimed for credit toward the CPE requirements to ensure the learning objectives meet or exceed the requisite competencies.
 - iii. The IACIS Basic Computer Forensic Examiner training course satisfies these requirements.
3. Applicants that fail to provide the requisite information may not be approved for entry into a certification program.

D. CFCE Peer Review Subcommittee:

The CFCE Peer Review Subcommittee manages the peer review phase of the CFCE Program. CFCE candidates entering the CFCE peer review phase are assigned to a coach who will mentor and peer review the candidate's abilities, knowledge, and skills directly as derived from the CFCE competencies. The CFCE peer review phase is comprised of practical exercises wherein the candidate is required to submit reports or specific assessment instruments based on the CFCE competencies.

1. Coaches who are assigned a candidate will review the skills, abilities, and/or knowledge objectives of a given practical exercise and assess if the candidate has satisfied the required objectives.
2. The Coach will provide the candidate with feedback on the objectives answered or described incorrectly. Candidates are ultimately required to fully research the respective subject(s) and meet the objectives.
3. Candidates must submit the report to their assigned coach for approval before progressing to the next practical exercise.

E. CFCE Certification Process Cycle:

IACIS will operate at least one CFCE Certification Process each year, with the term of the cycle(s) to be determined by the Certification Committee.

F. Peer Review Subcommittee Structure:

The chain of command in the CFCE Peer Review Subcommittee will be adhered to and is organized as follows:

1. Director of Certification,
2. Peer Review Chairman,
3. Division Administrator,
4. Regional Manager,
5. Coach

G. CFCE Candidate must complete CFCE Peer Review:

Each CFCE candidate must successfully complete the CFCE Peer Review phase of the program in order to qualify for entry into the CFCE Certification phase. CFCE candidates who fail any segment of the peer review phase, or fail to meet a specified deadline, must retake the CFCE peer review phase of the program in its entirety. Requisite fees, will apply in order to re-enter the CFCE program.

H. Time restrictions for the CFCE Certification Program:

The following time restrictions will apply for the CFCE Certification phase of the process. Failure to comply with these time

restrictions may result in dismissal from the CFCE process.

1. Candidates must begin the CFCE certification phase within seven (7) calendar days of successful completion of the Peer Review phase.
2. The Director of Certification will set an appropriate allowable length for the practical exercise and written examination.

I. CFCE Certification Process:

CFCE Certification phase is an independent process that is comprised of a practical exercise(s) and written examination to measure the candidate's computer forensic skills and knowledge of specific concepts directly correlating to the CFCE competencies.

1. An assessor will grade the candidate's practical and written examination submissions upon completion.
2. Candidates must achieve a passing score of 80% or above on both the practical and written exercises in order to obtain the CFCE certification.
3. Candidates must complete a minimum of 80% of the questions of an examination for the examination to be considered or graded. Candidates submitting an examination without the minimum number of completed questions will be deemed as having not completed the CFCE Program.
4. A Candidate who does not attain a score of 80% or above requires a second assessor who will evaluate the examination. The final score will be submitted to the CFCE Certification Chairman for review and documentation.
5. Candidates who submit a valid examination and fail either the practical exercise or written examination will not be re-examined immediately. Candidates must wait a minimum of thirty (30) days and may be shifted to the next CFCE testing cycle, prior to attempting the CFCE Certification practical and written exercises after an unsuccessful attempt.
6. IACIS will allow each candidate to be re-examined one time without charge. Candidates who fail either the practical or written examination(s) and do not retest within the time frame specified by the CFCE Certification Chairman, must repeat the entire CFCE Certification Program and pay the requisite fee.
7. Assessors are prohibited from discussing certification practical or written examinations with anyone (including the candidate) other than CFCE Certification Subcommittee members.
8. All CFCE certification related communication with candidates will be completed and maintained by the CFCE Certification Chairman, the Director of Certification, or an Assessor.
9. Certification candidates that are engaged in the CFCE certification phase are required to complete the practical exercise(s) and written examination(s) independently.
 - a. Prior to completing the certification program, candidates are required to declare that they completed the process independently and that they agree to abide by the Code of Ethics and Professional Conduct.
 - b. Violation of this clause may result in dismissal from the program.
10. Upon completion of the CFCE certification process candidate feedback will be solicited electronically.



11. IACIS will provide each successful certificant with a CFCE certificate.

V. Specialized Certifications

A. Specialized Certification Responsibilities:

The Specialized Certification Subcommittee, under the Certification Committee, is responsible for the development, delivery, and management of IACIS specialized certifications.

B. Duties of Specialized Certification Subcommittee:

The Chairman of the Specialized Certification Subcommittee will lead and manage the overall operation of all specialized certifications reporting to the Director of Certification.

C. Specialized Certification Competency:

Specialized certifications shall be based upon a competency document. All identified competencies must be addressed in either a practical exercise and / or written examination.

D. Determination of Specialized Certification Cycle:

The Director of Certification will approve the overall term of each specialized certification cycle.

E. When Specialized Certification may be granted:

Any specialized certification may be granted only after the potential recipient has successfully completed the required process.

1. Candidates for the CAWFE certification need not hold a current Certified Forensic Computer Examiner (CFCE) certification.
2. Candidates for the ICMDE certification need not hold a current Certified Forensic Computer Examiner (CFCE) certification.

VI. Problem Development Subcommittee

A. Problem Development Duties:

The Problem Development Subcommittee operates under the authority of the Certification Director and is responsible for the development, testing, and delivery of practical exercises and problem-based scenarios used in the peer review and certifications programs.

B. Problem Development Management:

The Problem Development Committee Chairman will manage the various problem development teams and subcommittee resources.

C. Requirement to Participate in Problem Development:

Members of the Problem Development Subcommittee will be selected by the Chairman of the Problem Development Subcommittee from current IACIS members. Members must have surpassed one year as a current CFCE.

D. Problem Development Chairman shall be responsible:

The Problem Development Chairman shall be responsible for:

1. Management of the subcommittees resources;
2. Development of the training and testing/exercise practicum, including all testing/exercise materials;

3. Ensuring the security of the training and testing/exercise practicum materials;
4. Working with the Standards committee to ensure compliance with the competency document for the problems under development.
5. Conducting reviews of all problems in use to determine if the content is current.

E. Practical development Process

The development of practical exercises or written instruments used in any of the certification processes will go through five (5) distinct stages of development:

1. Concept;
2. Development;
3. Competency satisfaction;
4. Quality assurance; and
5. Distribution.

F. Practical Development Final Approval:

The Director of Certification will be the final approval authority for practical exercises or written instruments developed by the Problem Development Subcommittee. Once approved, the practical exercises or written instruments will be used as the basis for peer review, or certification by objectively measuring competencies while reinforcing sound forensic doctrines and techniques.

G. Development of additional Problem Sets:

All efforts will be made to have a secondary set of practical exercises or written examinations. Secondary practical exercise or written examination will contain the same level of quantity and quality.

VII. Quality Assurance Subcommittee

A. Responsibilities of Quality Assurance Subcommittee:

The Quality Assurance Subcommittee, under the Standards Committee, will evaluate the practical exercises or written instruments developed by the Problem Development Subcommittee to ensure compliance with the certification competencies prior to implementation.

B. Quality Assurance Subcommittee Member Selection:

The Chairman of the Quality Assurance Subcommittee shall assemble a validation team of IACIS members who hold a current CFCE credential to validate practical and written tests/exercises. The validation team must be comprised of individuals that have not been exposed to the practical or written test materials that they are to review.

C. Quality Assurance Tasks:

The Quality Assurance Subcommittee is tasked to review and provide feedback for each practical or written examination utilized within a certification program.

D. Quality Assurance Written Report:

A written report of the validation team's final product along with the Chairman of the Quality Assurance's findings will be submitted to the Problem Development Chairman for review and action. This process may be repeated to ensure practical and written tests/exercises are completely valid and fair prior to being implemented to certification candidates.

E. Quality Assurance to Safeguard Exercises and Written Documents:

The Quality Assurance Subcommittee will safeguard the integrity of all practical exercises and written instruments from



unauthorized access.

VIII. Recertification and Proficiency Exercises

A. Responsibilities of Recertification Subcommittee:

The Recertification Subcommittees, under the Certification Committee, are responsible for administering the IACIS recertification programs. The Chairman of the Recertification Subcommittees shall report to the Director of Certification.

B. Purposes of Proficiency Exercise:

The CFCE Recertification Subcommittee shall offer a proficiency exercise for two purposes:

1. To satisfy accreditation, professional certification, or organizational requirements (required by employers or accredited labs, for example);
2. As part of the requirements for recertification.

C. Form of Proficiency Exercise:

Proficiency exercises will be in the form of a written and/or practical exercise and will consist of content related to the competencies for the certification being renewed.

D. Passing Score:

The minimum passing score on a proficiency exercise shall be 80%.

E. Proficiency Exercise Announcement:

The Chairman of the Recertification Subcommittee will announce proficiency exercise and recertification opportunities through the IACIS website and ListServ.

F. Timing of Proficiency Exercise:

The proficiency exercise periods will be open for a period of nine (9) months. Each certificant must complete the process within the nine (9) month period. The Director of Certification reserves the right to modify the proficiency exercise dates.

G. Recertification Timing:

Each IACIS certificant must recertify in the third year following their original certification or last recertification date. By the last day of the proficiency-exercise periods of the third year, the certificant must satisfy the recertification requirements as specified in this policy.

1. The Director of Certification or their designee may waive this requirement for active duty military members or civilian personnel attached to or embedded with a military organization on a military deployment, during any part of their third year of certification, for the duration of the deployment.
2. Upon return from deployment, the certificant must contact the Chairman of Recertification and complete the recertification process at the earliest opportunity.

H. Recertification Requirements:

The recertification requirements are as follows:



International Association of Computer Investigative Specialists Certification Policy (4.5)

Effective: April 20, 2023

1. One proficiency exercise must be successfully completed in the third year following initial certification or recertification.
2. Certificants will be allowed no more than two attempts at the Proficiency exercise within the recertification timeframe. Failure to pass a Proficiency exercise by the close of the recertification cycle will result in an expired certification as of December 31st.
3. The certificant must satisfactorily accomplish forty (40) hours of Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website within their three (3) year CFCE Certification period. CPE's must be clearly computer/digital forensic related and provided at the time of application. Members who fail to meet the CPE requirement will not be allowed to attempt the exercise until the requirement is met. CPE hours in the amount of ten (10) hours per problem assessment will be credited to IACIS volunteers who assess, review and administer IACIS certification programs.
4. IACIS reserves the right to evaluate each training program or course completed by the applicant claimed for credit toward the CPE requirements to ensure the learning objectives meet or exceed the requisite competencies.
5. This may include formal classes, online seminars, or other training opportunities.
 - a) In addition, certificants who teach related topics in computer / digital forensics, information technology, may apply formal classroom hours to this requirement.
 - b) Certificants must provide copies of completed courses, training certificates, or other documentation to the Recertification Subcommittee when the application for recertification is submitted. Documentation should be a certificate of completion showing date obtained, hours completed and an issuing signature. Substitute documentation will be addressed on a case by case basis.
 - c) The Recertification Subcommittee will review the documentation submitted by the certificant to ensure that the content of the training event is within the scope of this policy and IACIS recertification requirements. Further information and / or documentation may be requested for verification if needed. In the event a submitted training is denied it will be incumbent upon the certificant to provide supporting details as to how it pertains to the certification.
6. Certificants must affirm they have continued relevant work experience in the field of computer/digital forensics which may include any of the following examples:
 - a) Completing at least three (3) computer/digital forensic examinations;
 - b) Supervising or managing a related function;
 - c) Completing three (3) proficiency exercises within three years;
 - d) Teaching or providing education in the field of computer forensics.
7. Certificants are required to reaffirm to uphold the IACIS Code of Ethics and Professional Conduct at the time of recertification.
8. Certificants must pay recertification fees.
 - a) If the certificant is an IACIS member and has maintained membership status by paying dues during the three-year cycle and is a member in good standing, the recertification fee is waived.



- b) Non-members or members who discontinued membership within the three-year certification cycle must pay recertification and/or proficiency fees.
- 9. Certificants must complete and submit a recertification application referencing items 1 - 8 as listed above by October 31st in the third year following the initial certification or recertification.
- 10. All recertification requirements must be met at the time the applicant applies for recertification. Applicants will not be allowed to attempt the exercise until all requirements are met and approved by the Recertification Committee.

I. Failure to recertify:

Failure to recertify means the certificant did not meet all of the above requirements.

- 1. If the certificant fails to recertify during the third year from the date of initial certification or last recertification, the certificant's certification will be classified as expired. The expiration date will be listed as December 31st of the third year from the date of initial certification or last recertification.

J. Expired Certification Records Updated:

When a person's certification is reclassified as expired, the Chairman of the Recertification Subcommittee will update the organization's records to reflect the current status of the certification associated with that person.

K. Certification Route for expired CFCE certification:

- 1. If the expired CFCE candidate desires to reobtain the CFCE certification, the following conditions must be met.
 - a. The CFCE certification must be expired less than three calendar years from the date of the original expiration.
 - b. The candidate must have 72 hours of computer forensics training in the previous three years, prior to the date of application that matches the current IACIS core competencies.
 - c. The candidate must affirm to uphold the IACIS Code of Ethics and Professional Conduct at the time of application.
 - d. Certification candidates whose CFCE certification expired may attempt to regain the certification upon approval and pay the "expired certification fee(s)" as set forth by the Director of Certification.
 - e. A candidate whose CFCE certification expired less than three calendar years from the date of original expiration may take the Certification Phase with the same expectations as other candidates going through the process.
- 2. If the candidate does not meet the above requirements or fails to certify within three (3) calendar years from the date of their certification expiring the expired CFCE certificate holder may attempt to earn their CFCE certification in the following manner provided they meet the requirements of one who is



attempting the CFCE certification for the first time as set forth in the certification policy.

- a. Enter the CFCE certification cycle set forth in the certification policy as an external candidate an attempt the CFCE Certification.
- b. Attendance at a BCFE event that includes an attempt at the CFCE Certification.

L. Time restrictions for the for CFCE expired certification CFCE Route:

1. Once the candidate is approved to start the CFCE exercises they must.
 - a. Start the examination process within seven (7) days upon being notified of their start date by the director of certification or his/her designee. Failure to start the exercises within the specified timeframe will cause the candidate to be removed from the process and he/she will forfeit any fees paid.
2. Exercise requirements.
 - a. The candidate will be required to complete and pass all components of the current certification phase.
 - b. The candidate must complete the Certification Phase within in the timeframe allotted for that phase. Failure to do so will cause the candidate to be removed from the process and he/she will forfeit any fees paid.

IX. Equipment and Software

A. Asset Management:

Equipment or software used by the Certification Committee shall be acquired and maintained in compliance with the Asset Policy.

X. Previous Policies

A. Policy Supersede:

The IACIS Certification Policy shall supersede previous IACIS Certification policies.



International Association of Computer Investigative Specialists Certification Policy (4.5)

Effective: April 20, 2023

Submitted by:	<u>Erin Mitchell</u>
Membership Review Period:	<u>September 24 – October 24, 2021</u>
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International Association of Computer Investigative Specialists Code of Ethics and Professional Conduct Policy

Effective: April 20, 2023

I. PURPOSE

- (A) The IACIS Code of Ethics and Professional Conduct policy (the policy) outlines and governs the way in which IACIS applies ethics and standards of professional conduct to all IACIS Personnel regardless of class, status, or position within the association. The policy establishes the requirement for all IACIS Personnel to adhere to an established code of ethics and standards for professional conduct. The policy establishes guidelines for conducting ethics and professional conduct investigations, when warranted. IACIS Personnel, as referred to throughout this document, includes but is not limited to members of the corporation, employees, certification candidates, certification holders, and persons who participate in a training event.

II. DEFINITIONS

- (A) **Complaint:** A Complaint refers to any alleged violation of the policy or other IACIS policies (the policies) by a member of IACIS (Accused Member).
- (B) **Finding:** A Finding is the subjective opinion of the Director of Ethics or Investigative Team member who summarizes an investigation. A Finding will be based upon a preponderance of evidence.
- (a) **Not Sustained:** Either the preponderance of evidence does not clearly indicate the alleged act did or did not occur or there is insufficient evidence to support the allegation.
- (b) **Exonerated:** A specific act or acts did occur, but were justified, and/or lawful and/or proper.
- (c) **Unfounded:** A specific act or acts did not occur and/or, did not involve IACIS, or if the complaint is determined to be unfounded.
- (d) **Sustained:** There is a preponderance of evidence that the alleged violation occurred.
- (e) **Dismissed with Prejudice:** Investigation of the Complaint is determined to be unwarranted and a future Complaint containing the same allegation(s) will not be investigated.
- (f) **Dismissed without prejudice:** There is insufficient information provided in the Complaint to proceed with an investigation.
- (C) **Investigative Team:** A team assembled by the Director of Ethics (or designee) to investigate allegations of violations as provided in Subsection **II(A)**.
- (D) **preponderance of evidence:** The threshold used to establish if an alleged violation occurred. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not



on the amount of evidence.

III. CODE OF ETHICS AND PROFESSIONAL CONDUCT

- (A)** All IACIS Personnel, both in their professional capacity and as individuals, are expected to hold themselves to the highest standard of integrity and ethical behavior. Anything less, reflects poorly on the individual, the individual's employer and the IACIS association.
- (B)** IACIS has a reputation for integrity, as well as a reputation for integrity of its personnel. This reputation is one of its most valuable assets. As one means to promote the highest quality of personal and professional conduct in its personnel, IACIS has adopted the policy.
- (C)** Although all IACIS Personnel are expected to adhere to the policy, it does not provide a set of rules to govern every situation. Rather, it is intended to serve as a statement of principles to focus our attention on areas of ethical risk; provide guidance for recognizing and dealing with ethical issues as they arise; and foster a culture of honesty, integrity, and accountability for IACIS Personnel.
- (D)** Principles:
 - (a)** IACIS Personnel will advise and provide assistance to other IACIS Personnel within the scope of their legal authority.
 - (b)** IACIS Personnel will be honest and ethical when dealing with each other.
 - (c)** IACIS Personnel must respect the rights and authorities of the directors, fellow members, and individuals encountered as a result of their membership in IACIS or in connection with IACIS sponsored or sanctioned activities.
 - (d)** The actions of IACIS Personnel, when representing or acting on behalf of IACIS, must be free from discrimination, libel, slander or harassment. Each person must be accorded equal opportunity, regardless of age, race, sex, sexual preference, color, creed, religion, national origin, marital status, veteran's status, handicap or disability.
 - (e)** IACIS Personnel may not misrepresent their credentials, employment, education, training and experience, or membership status; nor may they misrepresent the credentials, employment, education, training and experience, or membership status of any other member of IACIS.
 - (f)** IACIS Personnel may not issue public statements that appear to represent the position of IACIS without specific written authority from the Board of Directors.



International Association of Computer Investigative Specialists Code of Ethics and Professional Conduct Policy

Effective: April 20, 2023

- (g) IACIS Personnel must not commit any act of professional dishonesty.
 - (h) IACIS Personnel may not knowingly submit, aid or abet the submission of plagiarized or any non-uniquely authored piece of work during any phase of an IACIS certification process or test. To do so will be considered to have been a dishonest act.
 - (i) IACIS Personnel have an obligation to report acts or suspected acts of dishonesty committed by IACIS Personnel. Failure to report acts or suspected acts of dishonesty will be considered to have been a dishonest act.
 - (j) IACIS Personnel's criminal convictions are a serious affront to the ideals of IACIS and as such are not tolerated.
 - (k) IACIS Personnel have an obligation to fully and honestly cooperate with any investigation or inquiry conducted at the direction of the Ethics Committee or members of an Investigative Team.
- (E) Any member of IACIS who violates any of the provisions of the policies or fails to fully and honestly cooperate with any investigation or inquiry of the Ethics Committee may be subject to disciplinary action, including, without limitation:
- (a) Written reprimand
 - (b) Suspension of membership and/or certifications (a given time span)
 - (c) Revocation of membership and/or certifications (permanently)

IV. ETHICS STANDING COMMITTEE

- (A) The Ethics Committee shall oversee and administer all investigative functions for alleged violations of the policies.
- (B) The Director of Ethics, appointed by the Board of Directors, will preside over the Ethics Committee, determine the number of members serving on the Ethics Committee, and approve all assignments of personnel serving as members of the Ethics Investigative Teams.
 - (a) In the case of an allegation against the Director of Ethics, the Chairman of the Board of Directors shall oversee the actions of the Ethics Committee until the allegation against the Director of Ethics is resolved.



International Association of Computer Investigative Specialists Code of Ethics and Professional Conduct Policy

Effective: April 20, 2023

- (C) The primary function of the Ethics Committee is to receive and review all allegations of violations of the policies, review reports from Investigative Teams, and provide a Report of Findings (Investigative Team) and Summary Report (Director of Ethics) for all allegations of violations of the policies to the Chairman of the Board of Directors.
 - (a) The Ethics Committee will review the policy annually and recommend any necessary changes to the Board of Directors.
 - (b) Allegations of violations of the policies will be submitted in accordance with Subsection **VI(B)** of this policy. Each allegation will be reviewed by the Director of Ethics (or designee) to determine if there is a need to assemble an Investigative Team and what restrictive criteria will be in place for selecting Investigative Team Members. (Information within the allegation may need to preclude certain IACIS Personnel from serving on the Investigative Team.)
 - (c) The assigned Ethics Investigator will be a designated member of the Ethics Committee but may employ the services of a subject matter expert outside of the committee.
 - (i) The basis for allegation(s) and the information gathered during an investigation (other than that material contained in the Final Report of Findings) shall remain confidential and may only be released by the Director of Ethics.
 - (ii) All members of the Ethics Committee must agree to and abide by the Volunteer Staff Agreement document for the given year of service.
 - (iii) All members of an Investigative Team must make a Conflict of Interest Declaration.
 - (d) The Ethics Investigator will complete a report containing the results of their investigation, which will be received and reviewed by the DIRECTOR OF ETHICS (or designee). The DIRECTOR OF ETHICS will review this report and will prepare a Summary Report for the Board of Directors to review, which will contain a Finding as provided for in Subsection **II(B)**.
- (D) IACIS will indemnify members of the Ethics Committee for official actions arising out of their work on behalf of the Ethics Committee. Official actions must be legal, adhere to the scope of this policy, and be objectively reasonable. No member of IACIS is authorized to direct or ignore illegal acts by its personnel, nor is any member of IACIS authorized to sanction or otherwise approve illegal acts by IACIS Personnel.
- (E) Ethics Committee expenses can be approved by the Director of Ethics. In general, this authorization will include expenses incurred in the performance of their assignments such as airfare, mileage,



lodging, and per diem.

V. SUBMITTING A COMPLAINT

- (A)** A Complaint consisting of an allegation of a violation of the policies will be reported to the DIRECTOR OF ETHICS via instructions on the IACIS website, in person or by phone.

VI. INVESTIGATIONS

- (A)** Investigations will be conducted at the direction of the Director of Ethics (or designee) once they have received a Complaint. Investigations will result in a Report of Findings and a Summary Report as provided for in Subsection *IV(C)(d)*. The Director of Ethics may also provide a Recommendations Summary to the Chairman of the Board of Directors for a specific action.

(B) Complaints

- (a)** A Complaint cannot be acted upon until submitted to and received by the Director of Ethics.
- (b)** A Complaint involving the Director of Ethics will be submitted directly to, or immediately provided to, the Chairman of the Board of Directors.
- (c)** A Complaint may be made anonymously; in which case the Complaint will first be examined to judge its credibility and determine if there is sufficient information on which to proceed.
- (d)** The Complainant will be required to submit a signed Complaint, or the Complaint will be handled as anonymous.
- (e)** Each Complaint should include sufficient details that clearly identify the party or parties involved, the allegation, and the circumstances involved in the alleged violation. Any Complaint that lacks sufficient details may be dismissed pursuant to Subsection *II(B)(f)*.

(C) Initial Review

- (a)** Upon receipt and review of a Complaint, the Director of Ethics may initiate an investigation or provide a copy of the Complaint to members of the Ethics Committee to help determine if the complaint will be investigated and will notify the Chairman of the Board of Directors.
- (b)** Initial Review of the complaint will be completed within three (3) business days, of receipt.
 - (i)** In order to complete an Initial Review, it may be necessary to obtain records from within the association including but not limited to membership history, dues payment



International Association of Computer Investigative Specialists Code of Ethics and Professional Conduct Policy

Effective: April 20, 2023

history, current status, current certifications, Moodle usage, Office 365 usage, etc. Or it may be necessary to consult with a subject matter expert. Where either is required to complete an Initial Review the Initial Review timeframe will be extended to ten (10) business days.

- (c)** Once the Ethics Committee has completed its Initial Review, it will take one of the following actions:

 - (i)** The Director of Ethics will assign an Investigative Team and commission a Full Investigation to handle the Complaint.
 - (ii)** The Ethics Investigator may make a Finding that the Complaint is to be dismissed without prejudice. This will be provided, along with the reasons for the Finding, to the Director of Ethics. After review, the Director of Ethics may affirm the Finding, or direct other investigative steps, as appropriate, to further the investigation into the violations alleged.

- (D)** Full Investigation

 - (a)** An Investigative Team will, when warranted, be assigned to handle the Complaint. The team may conduct interviews, request the production of, and review supporting evidence, and present a Report of Findings to the Director of Ethics.
 - (b)** Notification of Member: If a Full Investigation is warranted, concurrently with the assignment of an Investigative Team, notification will be made to the Accused Member that IACIS is conducting a Full Investigation into alleged violations of the policy. The purpose of a notification is to ensure the member knows they are under investigation and to ensure the Ethics Committee and Board of Directors can confirm the member knows they are under investigation. The notification will request that the member acknowledge the notification. Such notification will take the form of an official letter from the Director of Ethics (or designee). It will be attached to an email or sent by Registered U.S. Mail by the IACIS Secretary (or designee).

 - (i)** Where possible, care will be taken to ensure the notification letter is received by the Accused Member by the most discrete method possible. Where available, email address will be utilized for delivery ahead of physical addresses. Personal addresses will be utilized ahead of employer addresses.



International Association of Computer Investigative Specialists Code of Ethics and Professional Conduct Policy

Effective: April 20, 2023

- (ii) Notification may be delayed for up to 90 days (renewable) if requested by an outside investigative body where notification would jeopardize their investigation.
 - (iii) If there is reason for the Ethics Committee to believe a violation of criminal law has occurred in any jurisdiction as a result of the members action, the member shall not be notified of the Full Investigation. A report will be made by the Director of Ethics to the appropriate law enforcement agency, and the Board of Directors will be notified. Any information collected in reference to the possible criminal allegation will be furnished to the appropriate law enforcement agency immediately. It should be noted that Subsection **VI(G)** only applies to internal Affairs Complaints, and Civil actions.
- (c) The Full Investigation will be conducted discretely, preserving, to the extent possible, the confidentiality of all aspects of the Full Investigation and its participants. No aspect of the Full Investigation will be discussed with anyone outside of the Investigative Team without direct authorization from the Director of Ethics.
- (d) The Investigative Team will provide appropriate and timely updates on the Full Investigation to the Director of Ethics.
- (e) The Director of Ethics will provide appropriate updates on the Full Investigation to the Chairman of the Board of Directors.
- (f) A detailed accounting of the Full Investigation and any investigative notes not fully incorporated into the Report of Findings will be provided, along with the Investigative Team's Report of Findings, directly to the Director of Ethics.
- (E) Final Review – The Role of the Ethics Investigator.**
- (a) Upon the completion of a Full Investigation, the Ethics Investigator will submit the Report of Findings to the Director of Ethics.
 - (b) Only those details pertinent to the Finding will be included in the Summary Report.
 - (c) The Summary of Findings will not include recommendations for subsequent action.
- (F) Final Review – The Role of the Director of Ethics.**
- (a) Upon the completion of a Full Investigation, the Director of Ethics will review the investigative notes and Report of Findings provided by the Investigative Team.



International Association of Computer Investigative Specialists Code of Ethics and Professional Conduct Policy

Effective: April 20, 2023

- (b) The Director will prepare a Recommendations Summary for submission to the Chairman of the Board of Directors.
 - (c) Only those details pertinent to the Finding will be included in the Summary Report.
 - (d) The Report of Findings will not include any recommendations for subsequent action.
 - (e) The report or any documents pertinent to the incident will not be disclosed to anyone other than the Chairman of the Board of Directors, or in his/her absence, his/her designee. Under no circumstances will the Finding, recommendations, or disposition be communicated by anyone until resolved by the Board of Directors as further described in Section *VII* of this policy.
- (G) Cooperation with Law Enforcement Personnel or Other Entities with Statutory Authority**
- (a) Depending on the nature of the Complaint and/or the underlying details, the matter may result in an investigation by an entity with statutory authority (the third-party) such as a department's Internal Affairs or Office of Professional Responsibility.
 - (b) In these cases, proprietary IACIS documents may be released to the requesting third-party upon receipt of an official written request and a signed non-disclosure agreement. For the purpose of this section, proprietary IACIS documents do not include material submitted by a candidate involved in a certification program. However, excerpts of this material can be provided at the discretion of the Director of Ethics after consultation with the Director of Certification to substantiate a Complaint or a Finding, whilst protecting the confidentiality of the certification program. VI(G)(b)
 - (c) Upon receipt of a valid legal requirement (e.g., subpoena or search warrant), IACIS will release any requested material in its possession to the third-party.
 - (d) The Director of Ethics may, after notification to the Chairman of the Board of Directors, discuss the matter under Full Investigation with a representative of the third-party, in the most general terms possible, for the purpose of refining what material is needed by the third-party and to refine any written request under consideration.
 - (e) Upon receipt of a valid request as outlined above, the Director of Ethics will oversee the preparation of the material sought.
 - (f) Material provided pursuant to a valid request will be provided to the third-party via email at a verified email address provided by the third-party.



VII. FINAL DISPOSITION

- (A)** The Chairman of the Board of Directors will provide a copy of all available documentation to each of the current members of the Board of Directors.
- (B)** The Board of Directors will begin the deliberative phase to determine the disposition of the allegations and the Finding. The final disposition rendered in each case must be supported by a majority of the entire Board of Directors.
- (C)** In the event the matter under consideration is an alleged criminal conviction of an IACIS member, a certified exemplified copy of the journal entry of conviction and sentence, or in the case of a court outside the United States of America, the equivalent proof of conviction and sentencing shall constitute sufficient evidence upon which the Board of Directors may take administrative and/or disciplinary action up to and including dismissal of the member.
- (D)** Once final action has been taken on the allegations, if any, by the Board of Directors, the complainant will be notified of the disposition of the Complaint. In the event of an anonymous Complaint, no notification will be sent.
- (E)** Once final action, if any, has been taken by the Board of Directors, the Accused Member will be notified. Such notification will take the form of an official letter from the President. It will be attached to an email or sent by Registered U.S. Mail by the IACIS Secretary (or designee).
- (F)** Each quarter, a report entitled Quarterly Ethics Report will be published for membership review in the 'members only' area of the website. The report will serve to inform the membership that the Ethics Committee is striving to uphold the integrity of the association. The report shall include an entry for each Complaint which has had an open status during the quarter or which has been closed during the quarter.
 - (a)** The following content will be included for each Complaint in the report:
 - (b)** Status: open or closed.
 - (c)** Nature of the violation.
 - (d)** Brief synopsis of what investigative steps occurred. The content to be decided upon by the Director of Ethics (or designee).
 - (e)** If closed, the Finding and consequences. VII(F)



The report shall not include the following content:

- (f) The name of the complainant.
- (g) The name of any accused member.
- (h) Investigation specifics, evidence, processes and methodologies.

VIII. THE APPEAL PROCESS

- (A) Pursuant to an investigation by the Ethics Committee, the subject of a sustained violation (Subject) of the policies may appeal the Finding of the Ethics Committee, subject to the following conditions:
 - (a) Only the Subject can file an appeal against a Finding.
 - (b) Only a Finding of a sustained violation can be appealed. Action taken as a result of the sustained violation cannot be appealed.
 - (c) The appeal must be supported by evidence possessed by the Subject.
 - (d) The evidence in question:
 - (i) Must be pertinent and/or compelling evidence that would mitigate the Finding of the Ethics Committee.
 - (ii) Has not previously been made known to, or considered by, the Ethics Committee.
 - (iii) Must be provided to the Chairman of the Board of Directors in written form no later than thirty (30) calendar days from the date the Subject that the violation was sustained.
- (B) The Chairman of the Board of Directors will provide the information to the Executive Committee.
- (C) The Executive Committee will review evidence submitted in support of the appeal and render one of the following decisions:
 - (a) Confirmation of the original Finding.
 - (b) Matter returned to the Ethics Committee for further investigation.
- (D) There must be a majority decision by the Executive Committee to return the matter to the Ethics Committee.



International Association of Computer Investigative Specialists Code of Ethics and Professional Conduct Policy

Effective: April 20, 2023

- (E) In those instances where the Executive Committee determines that further investigation is warranted, the investigation will be returned to the Ethics Committee for follow-up investigation based on the new evidence.
- (F) The Executive Committee determination sustaining the original Finding is final and no additional action will take place.
- (G) The Chairman of the Board of Directors (or designee) will notify the Subject of the outcome of their appeal.
- (H) When a certificate holder's certification is suspended or revoked, the certificate holder will return any unexpired certificates to IACIS.

IX. RECORDS

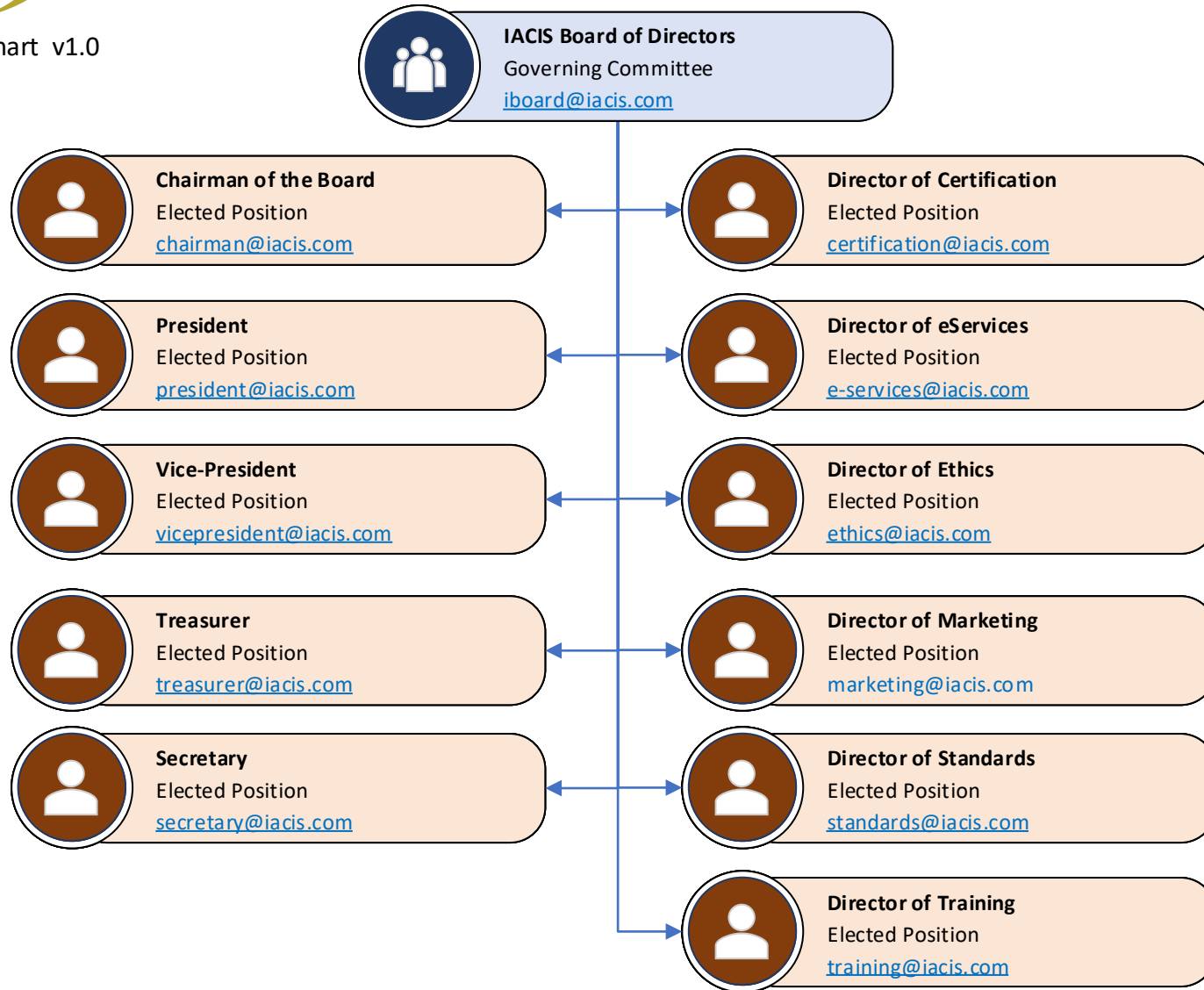
- (A) All records related to a Complaint – including the original Complaint, emails, committee reports, and Investigative Team documents – will be archived by the Director of Ethics (or designee) and provided to the IACIS Secretary to be securely stored in accordance with the Records Retention Policy. Except as provided for in IACIS’ By-Laws, only the Chairman of the Board of Directors may authorize someone to access the archived records of an ethics Complaint. (Nothing in this document precludes the production of any documents previously outlined upon proper legal service to IACIS by a United States court of competent jurisdiction.)

X. PREVIOUS POLICES


- (A) This policy supersedes all previous policies regarding ethics or professional standards. Specifically, this policy, in its entirety, shall replace the following IACIS policies by reference to name and date (printed within the document or metadata in the file).

Submitted by:	<u>Erin Mitchell</u>
Membership Review Period:	<u>September 24 – October 24, 2021</u>
Draft of Policy Reviewed by Board:	<u>March 19, 2023</u>
Date of Policy Ratification by Board:	<u>March 20, 2023</u>
Effective Date (30 days after ratification):	<u>April 20, 2023</u>
Final Version Identifier:	<u>1.6</u>


Organizational Chart v1.0



 **President**
Elected Position
president@iacis.com


 **Audit Committee**

 **Events Committee**

 **Vice President**
Elected Position
vicepresident@iacis.com

 **Research and Development Committee**

 **Volunteer Committee**

 **Awards Committee**

 **Content Development and Delivery Committee**

 **Chairman of the Board**
Elected Position
chairman@iacis.com


 **Advisory Committee**

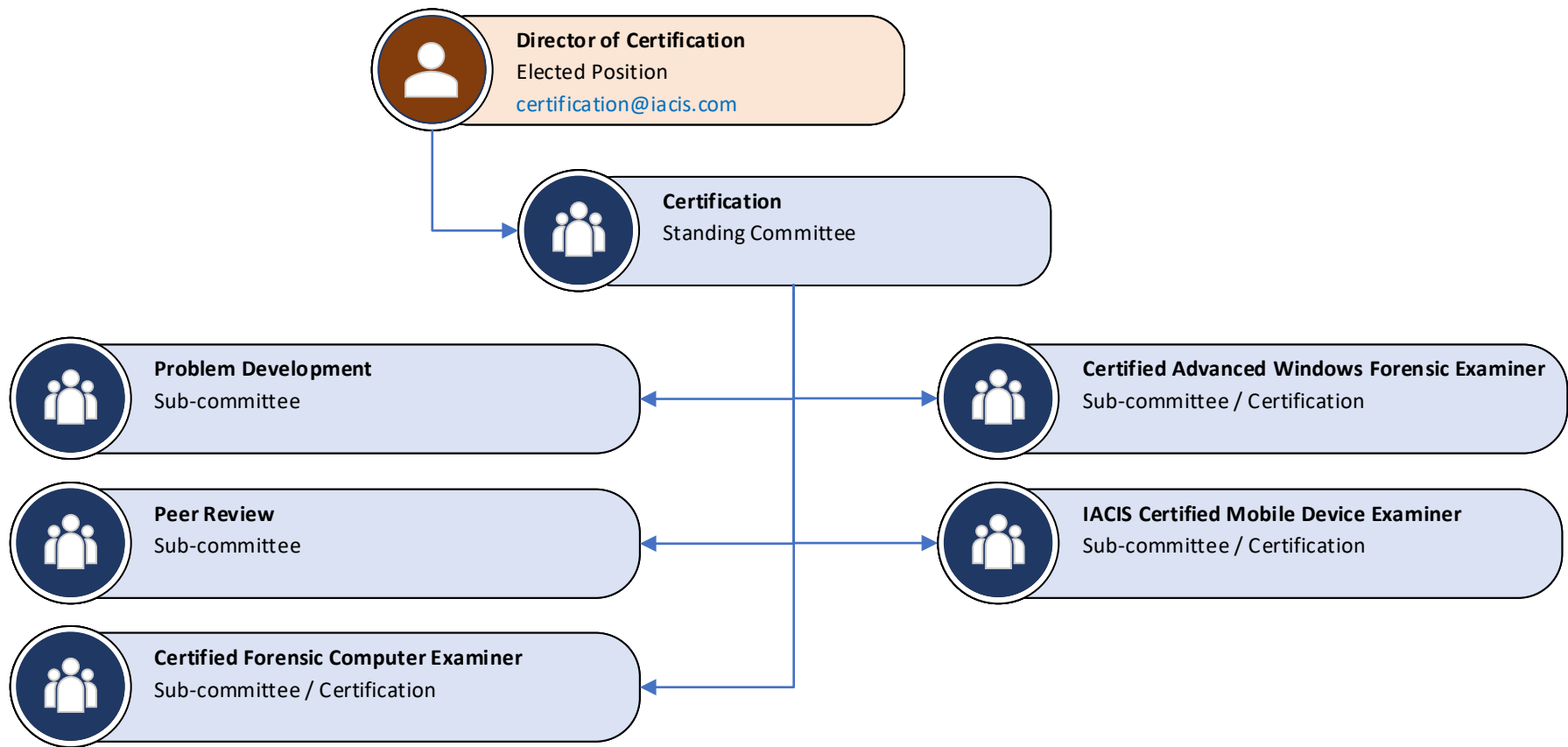
 **Treasurer**
Elected Position
treasurer@iacis.com

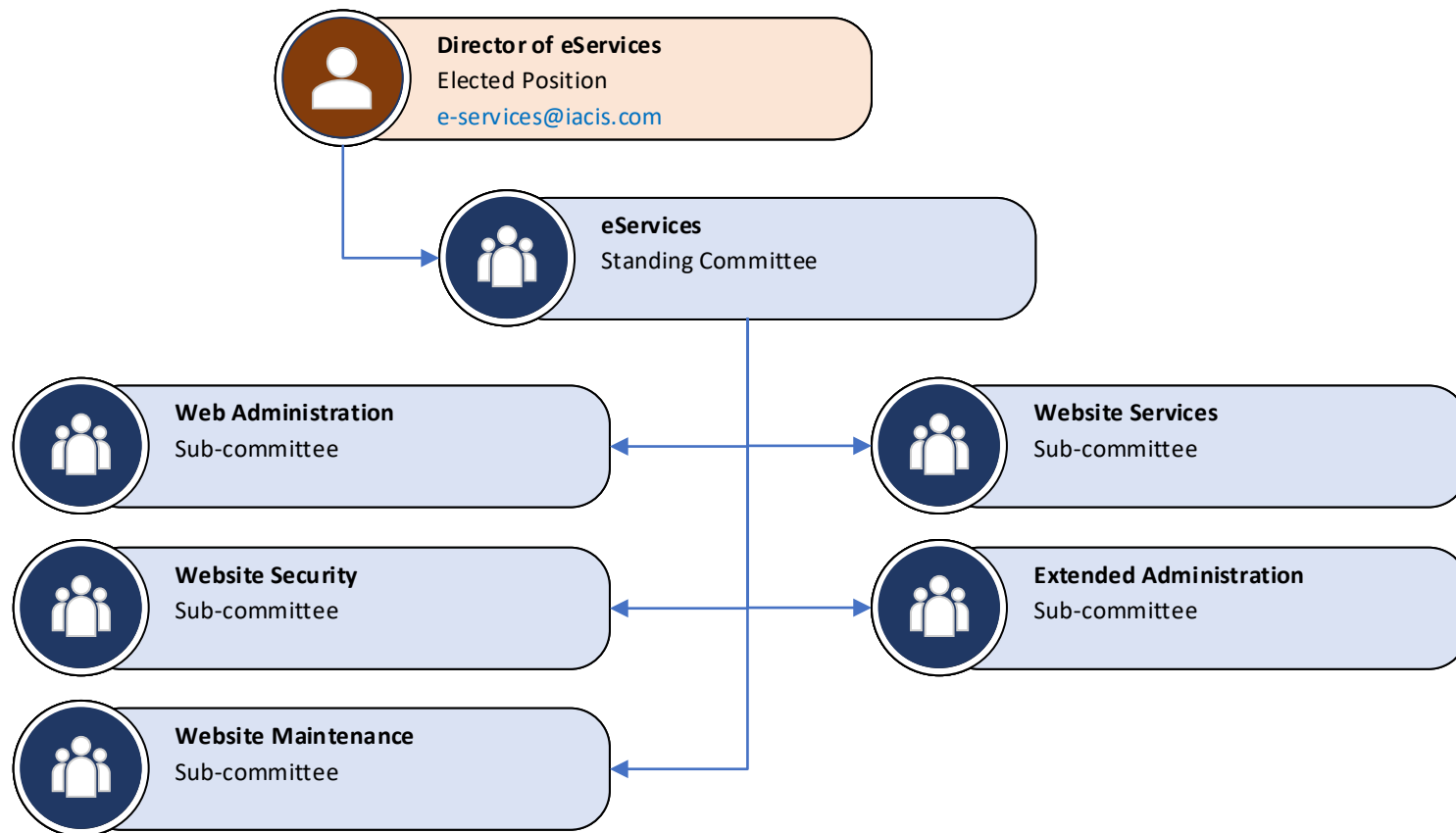
 **Treasury Committee**

 **Bookkeeper**
Contract Position

 **Secretary**
Elected Position
secretary@iacis.com

 **Administration Committee**



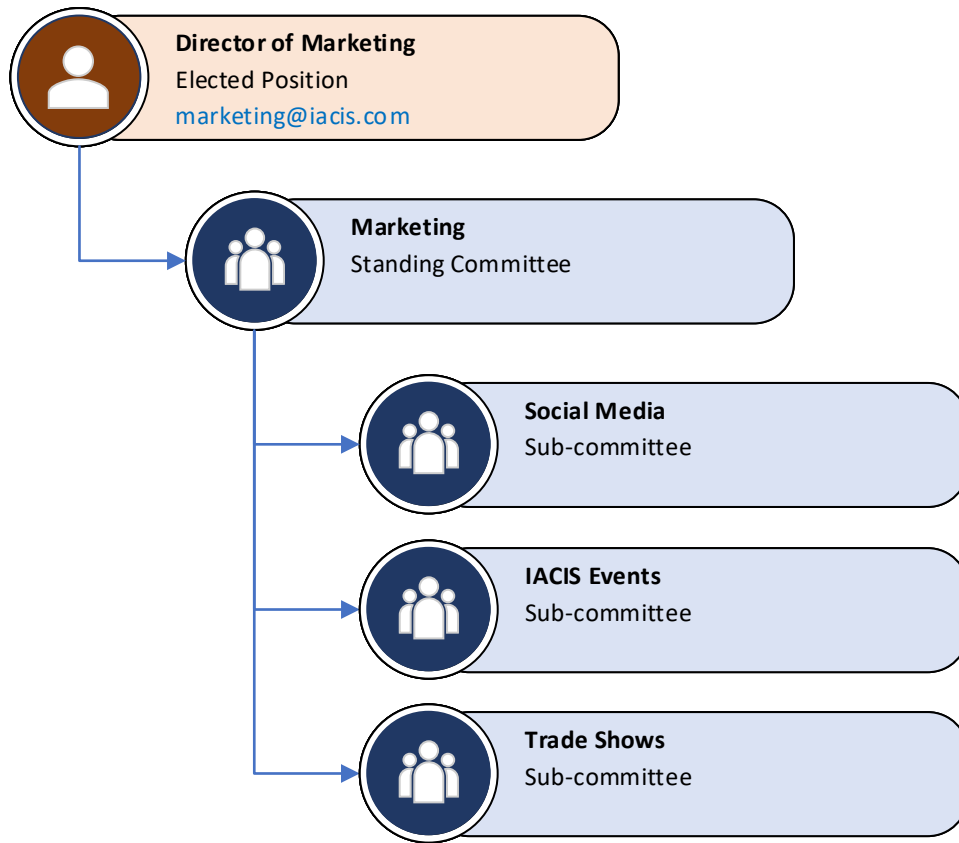


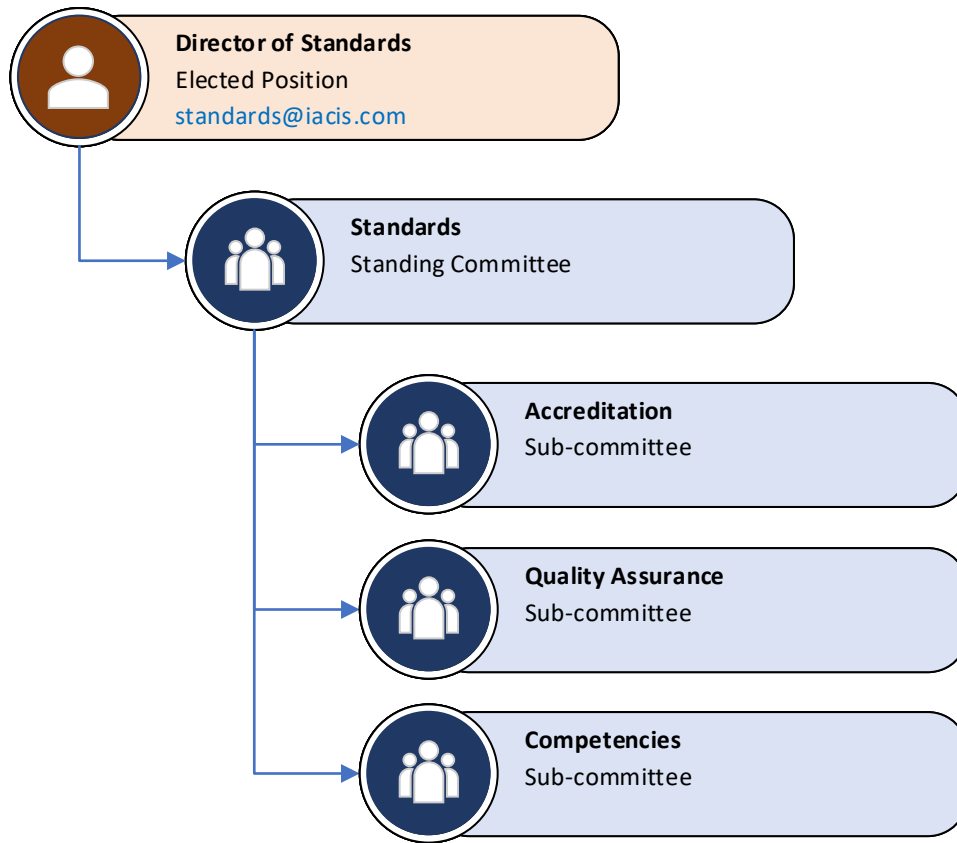


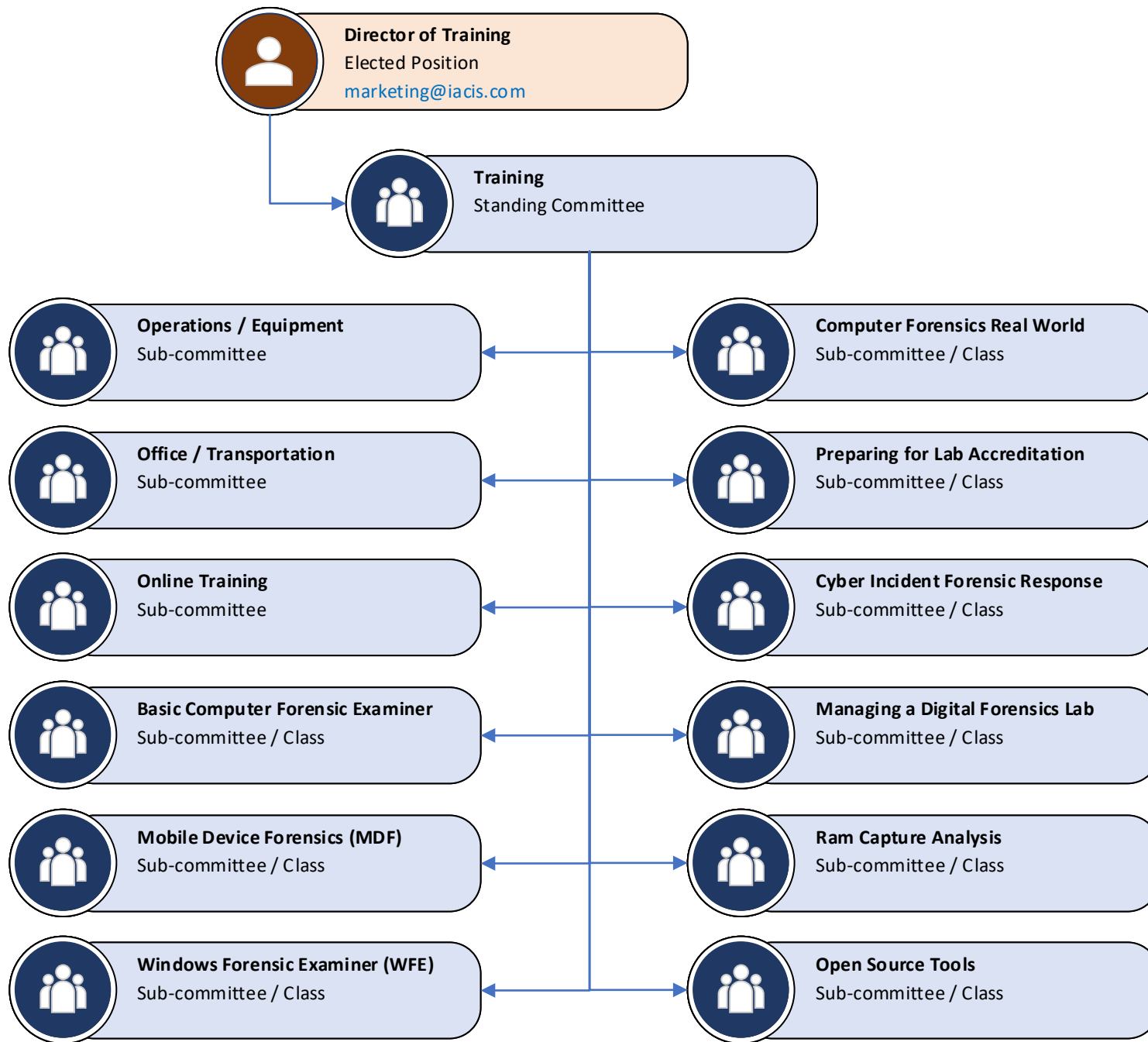
Director of Ethics
Elected Position
ethics@iacis.com



Ethics
Committee









I. PURPOSE:

The IACIS Records Policy outlines and governs the methods and retention periods of physical or electronic records. Further, this policy describes the records of an agency, organization, or administrative unit. The IACIS Records Policy shall also establish a timetable (retention period) for a record's life cycle, and provide authorization for a record's ultimate disposition. A record's ultimate disposition is either destruction or permanent preservation

The retention period is established based upon a record's administrative, fiscal, legal, historical and research value.

Records maintained by IACIS are considered evidence of the organization, function, policies, decisions, procedures, operations or other activities and must be maintained throughout the entire life cycle in accordance with the retention schedule established within this policy.

All records created or received by IACIS, except for those excluded by law, are available for inspection and copying by its members.

The IACIS Board of Directors and members authorized by the Board of Directors, have the responsibility to preserve and maintain the records related to their work activities according to the applicable record retention schedule.

II. DEFINITIONS:

A. Record:

A "record" is a document, book, paper, photograph, file, sound recording or machine readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of IACIS business, whether or not confidential or restricted in use

B. Record Copy:

The single copy of a document, often the original, which is designated as the official copy to be preserved for the entire retention period.

C. Records Series:

The individual categories in the records retention schedule. Each category represents a collection of files, documents or electronically stored information kept together (either physically or intellectually) because it relates to a particular subject or function, results from the same activity, documents a specific type of transaction or has some other relationship arising out of its creation, receipt, maintenance, or use.



- D. **Retention Period:**
The length of time a record must be kept to meet administrative, fiscal, legal, or historical requirements.

- E. **Vital Records:**
Records which are essential to the continued functioning or reconstitution of an agency during and after an emergency; and also those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions.

III. GENERAL RECORDS MANAGEMENT

- A. Records must be stored in a secure manner.

- B. Records management is the responsibility of the IACIS Secretary.

- C. In compliance with Oregon law and industry standard guidelines, the following items will be retained by the organization for the specified time period.
 - 1. Accounts payable/receivable ledgers and schedules: 10 years
 - 2. Audit reports of accountants: Permanently
 - 3. Bank statements: 10 years
 - 4. Cash books: 10 years
 - 5. Checks (canceled, with exception below): 10 years
 - 6. Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc.): Permanently
 - a. Checks should be filed with the papers pertaining to the underlying transaction.
 - 7. Contracts and leases (expired): 10 years
 - 8. Contracts and leases still in effect: Permanently
 - 9. Correspondence, general: 4 years
 - 10. Correspondence (legal and important matters): Permanently
 - 11. Depreciation schedules: 10 years
 - 12. Donation records of endowment funds and of significant restricted funds: Permanently
 - 13. Donation records, other: 10 years

Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.

- 14. Deposit slips: 10 years
- 15. Volunteer/Employee applications: 3 years



International Association of Computer Investigative Specialists Records Retention Policy

Effective: April 20, 2023

16. Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, volunteers, officers, etc., for travel and other expenses: 10 years
 17. Financial statements (end-of-year): Permanently
 18. General ledgers and end-of-year statements: Permanently
 19. Insurance policies (expired): Permanently
 20. Insurance records, current accident reports, claims, policies, etc.: Permanently
 21. Internal reports, miscellaneous: 3 years
 22. Inventories of products, materials, supplies: 10 years
 23. Invoices to customers: 10 years
 24. Invoices from vendors: 10 years
 25. Minutes of Board of Directors, including Bylaws and Articles of Incorporation: Permanently
 26. Payroll records and summaries, including payments to pensioners: 10 years
 27. Purchase orders: 3 years
 28. Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of tax liability: Permanently
 29. Time sheets and cards: 10 years
 30. Volunteer records: 3 years
- D. Required paper records will be stored in a safe deposit box. When allowed by statute, electronic copies of records will be maintained in lieu of paper records.
- E. Each document will include the date it was effective and the document that it superseded.

IV. RECORDS THAT SHALL NOT BE KEPT

- A. References to protected status (race, sex, sexual orientation, marital status, age, disability, religion, national origin, or veteran status; employee complaints about discrimination, harassment, or violations of the law.
- B. Inaccurate, false, or misleading information.
- C. Duplicate files.
- D. Medical information.
- E. Privileged documents and communications such as "Attorney-Client Communications" that are meant to keep confidential.
- F. Drafts of performance evaluations.
- G. Other information considered "inappropriate to keep" such as after-hours behavior, arrest



International Association of Computer Investigative Specialists Records Retention Policy

Effective: April 20, 2023

records, personal finances, family background, club memberships, religious affiliations, union memberships, and political beliefs.

V. RESPONSIBILITIES OF THE IACIS SECRETARY

A. Responsibilities of the Secretary include

1. Maintaining the Board of Director self-nomination forms (By-Laws: Section 4.5.2)
2. Keeping of the minutes of any meeting, special meeting, or executive session meeting of the Board of directors (By-Laws: Section 5.7.2)
3. Keeping the minutes of any annual membership meeting (By-Laws: Section 5.7.2)
4. Maintain any resignation of a member of the Board of Directors (By-Laws: Section 4.14.2)
5. Maintain the current and former version of the By-Laws (By-Laws: Section 5.7.1)
6. Maintain all membership records (By-Laws: Section 5.7.5)
7. Maintain election results of the Board of Directors
8. Maintain certification records
9. Maintain training records
 - a. Curricula
 - b. Student lists

B. Financial records are to be maintained and stored by the Treasurer of IACIS.

VI. STANDING COMMITTEE RECORDS RETENTION REQUIREMENTS

Unless specifically addressed, all operating records will be reviewed annually and maintained for a minimum of one year.

VII. CERTIFICATION RECORDS

A. IACIS shall maintain a record system appropriate to its particular circumstances and to comply with regulations. The records system shall demonstrate that the certification requirements have been effectively fulfilled, particularly with respect to application forms, evaluation reports and other documents relating to granting, maintaining, renewing, suspending and withdrawing certification or any other changes to the scope of certification of an individual. (See Certification Policy for further details)

B. Certification records will be maintained in accordance with this policy and applicable accreditation standards or guidelines. Certification records shall be identified, managed and disposed of in such a way as to ensure the integrity of the process and the confidentiality of the information. Certification records shall be kept for an appropriate period of time, as outlined in this policy, to demonstrate continued confidence for at least one full certification cycle, or as required by recognition arrangements, contractual, legal or other obligations.



International Association of Computer Investigative Specialists Records Retention Policy

Effective: April 20, 2023

- C. IACIS shall maintain, as appropriate, the date(s) of the examination, performance characteristics, and examination outcome.
- D. The IACIS Secretary will conduct an annual audit of certification records to ensure they are complete and up to date.
- E. Certification practical exercises, written examinations, and proficiency tests (including practical exercises and examinations) will be maintained electronically by IACIS for a period of no less than five (5) years.
- F. Programmatic documents describing the certification standards must be archived indefinitely.
- G. Work product such as practical exercises and written examinations submitted to Certification or Standards Committee member will be retained for a period of one year following the conclusion of a certification program cycle.
- H. Candidate progress reports, extension requests, written examination assessment or grading documents/spreadsheets will be maintained until the certification is earned or all appeals are exhausted.
- I. Staff agreements will be maintained until a person no longer fulfills the role within the Certification or Standards Committees.
- J. Staff contact forms will be retained until the information has been properly updated in the IACIS membership database.
- K. Applications for recertification will be recorded in the certification management database on the IACIS website and retained for a period of one year.
- L. Semi-annual or annual reports submitted to the Board of Directors will be records by the IACIS Secretary and retained in compliance with Oregon laws relative to corporate records.

VIII. TRAINING RECORDS

- A. Course registration or applications will be retained until after the training event is complete.
- B. Record of each student's successful or unsuccessful completion of individual courses will be retained indefinitely, along with the date of successful completion.
- C. Course evaluations will be retained for a period of one year to allow for individual instructor and administrative review.



International Association of Computer Investigative Specialists Records Retention Policy

Effective: April 20, 2023

- D. A record copy of all course materials, such as manuals, syllabi, PowerPoint's, practical exercises, and tests, will be retained indefinitely.
- E. Staff applications will be retained for a period of one year.
- F. Staff rosters will be retained indefinitely.

IX. ETHICS

- A. IACIS shall maintain records pertaining to an ethics issue for the duration of any related ethics investigation.
- B. Upon the completion of an ethics investigation, the following records disposition will apply:
 1. All ethics related materials will be maintained by the Secretary and afforded the protections necessary to preclude unauthorized disclosure;
 2. A copy of the initial complaint, related communications, and the ethics findings will be maintained for a period of no more than 5 years unless specifically directed otherwise by the Board of Directors;
 3. All personnel associated with the ethics investigation, excluding the complainant(s), are required to acknowledge destruction of any materials in their possession related to the investigation (including notes, e-mails, recordings, interviews, etc). A copy of these acknowledgements will be filed with the other related ethics records.
 4. All requests for disclosure of any ethics related records must be made to the Board of Directors who must approve access to any records by a majority vote of the disinterested Directors.

Submitted by:	<u>Erin Mitchell</u>
Membership Review Period:	<u>September 24 – October 24, 2021</u>
Draft of Policy Reviewed by Board:	<u>March 19, 2023</u>
Date of Policy Ratification by Board:	<u>March 20, 2023</u>
Effective Date (30 days after ratification):	<u>April 20, 2023</u>
Final Version Identifier:	<u>1.0</u>



I. PURPOSE

This policy defines the requirement of a Board Member to comply with Oregon State law and disclose any potential conflict of interests to the Board of Directors.

The policy is designed to ensure that no IACIS Board Member can use personal influence or cast a vote on any matter in which a possible conflict of interest exists.

II. DEFINITIONS

A. A conflict of interest transaction is a transaction with the corporation in which a director of the corporation has a direct or indirect interest. (ORS 65.361.1)

III. GENERAL PROCEDURES

- A. Members of the Board must conduct their personal and business affairs in such a manner as to avoid any possible conflict of interest (“duality”) with their duties and responsibilities as members of IACIS. Except as provided herein and subject to the laws of the State of Oregon, (ORS Chapter 65) any duality on the part of any board member shall be disclosed to the Board and made a matter of record through an annual procedure and also when the interest becomes a matter of specific Board action.
- B. Any board member having a duality of interest shall not vote or use his personal influence on the matter, and he shall not be counted in determining the quorum for the meeting on that issue. The minutes of the meeting shall reflect that a disclosure was made, the director abstained from voting and that a quorum was present. This provision shall apply in those circumstances where the monetary value of any transaction(s) between IACIS and the other party exceeds \$2,500 within one calendar year. Any transactions below that amount shall be deemed authorized by the Board of Directors in accordance with ORS 65.361, assuming that the annual disclosure has been made and that the affected board member does not vote on the matter.
- C. A board member shall not be assigned a position as Director/Chairman of any of the five standing committees if the topic of that committee affects his personal financial interests; except with a 2/3 vote of the Board of Directors. Financial interest shall mean any of the following; any position as an owner, officer, board member, partner, employee, contractor/sub-contractor, or other beneficiary of a for-profit entity and where the director holds 1% or more interest in the entity or receives more than \$2,500 per calendar year that could contract with or provide a service or product to IACIS or its members. If at any time during the term of committee chairmanship circumstances change so that the financial interest threshold is exceeded the Director shall have an affirmative obligation to disclose to the Board of Directors.
- D. A Director having a financial interest, as set forth above, must avoid the appearance of promoting that interest when acting in an official capacity as a representative of IACIS.
- E. Directors shall not engage in financial transactions using non-public IACIS information or allow the improper use of such information to further any private interest.



**International Association of Computer Investigative Specialists
Conflict of Interest Policy (v1.1)**

Effective: November 28, 2022

Draft Submitted On:	<u>06/01/2022</u>
Version of Current Policy Draft:	<u>1.3</u>
Date of Final Version:	<u>11/28/2022</u>
Membership Review Period:	<u>July 6 to August 5, 2022</u>
Date of Policy Ratification by Board:	<u>08/26/2022</u>
Final Version Identifier:	<u>1.1</u>



IACIS Policy for Internal Audits, Corrective/Preventive Actions, Notification of Changes and Process for Improvements

I. PURPOSE:

The IACIS Policy for Internal Audits, Corrective/Preventive Actions, Notification of Changes and Process for Improvements defines the policy for audits, the processes for preventative and corrective actions, all notification of changes to policies and documents, and the process for improvements. The purpose of this policy is to ensure management has mechanisms for deploying elements of a quality system for continued improvement.

II. Definitions

- A. **Audit:** A systematic, independent, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled.
- B. **Corrective Action:** An action or series of actions in response to a nonconformity (with great impact to the quality system or frequency of occurrence) in which the action's purpose is to identify and eliminate the cause of the undesirable situation, and to bring the deficiency into conformity with a required standard.
- C. **Feedback:** Data provided from applicants, candidates, certified persons and interested parties regarding any aspect of the certification process.
- D. **Findings:** Same as nonconformity. A situation or condition that does not adhere to policy and/or procedure and has the potential to have a fundamental impact on the quality of the work product.
- E. **Improvement:** An action or series of actions in response to an internal audit or feedback received to make a process more efficient and enhance the quality of the organization's product or personnel.
- F. **Preventative Action:** An action or series of actions in response to a potential nonconformity in which the action's purpose is to identify and eliminate the cause of the potential undesirable situation, and to bring the potential deficiency into conformity with a required standard.
- G. **Nonconformity:** A situation or condition that does not adhere to policy and/or procedure and has the potential to have a fundamental impact on the quality of the work product.



III. General Policy for Internal Audits

- A. An internal audit of the certification program will be conducted annually by the Audit Committee (designated in the By-Laws section 7.5) to include core competencies, public notification (website) compliance with current policies and procedures, certification policy, feedback from applicants/CFCE certificate holders, application process, CFCE certification process, recertification process and appeals process.
- B. The internal audit of the certification program will be conducted by members with knowledge of the certification process who report to the Board of Directors but are not members of any of the certification committees to which they audit. If an audit team member selected is a Director of certification or chair of a certification committee, the scope of the audit can not include self-auditing of their own committee or division within IACIS.
- C. The internal audit team will produce a report and provide to IACIS management the annual audit findings which will include, but not be limited to, any non-conformities to IACIS certification policies, improvements that may be made within the certification process, public documentation compliance (website), complaints regarding the certification process, mitigation of nonconformities, and current status of corrective and prevent actions.
- D. The audit team will notify the appropriate person responsible for the area of audit with the outcome of audit findings. The audit team will also recommend corrective and preventative actions for any nonconformities to be reviewed by the appropriate person responsible for the area of audit. This notification will be made within the audit report.
- E. As part of the annual audit, the audit team will review internal and external security threats and review the mitigation plan. The review of the threats, response plan, and report will be included as part of the audit report.

IV. Process for Corrective and Preventative Actions

- A. Any non-conformities identified during the internal audit or through a feedback process will be evaluated by persons with knowledge of the policies, procedures and current practices will be assessed for a cause and a prevention, and if possible, a method to prevent recurrence.
- B. Any preventative actions identified during the internal audit or feedback will be evaluated by the person responsible for the area of the audit and the audit team for validity, feasibility and resource availability. If preventative actions suggestions are not deemed practicable, the audit team working with the person responsible will provide a justification. If the preventative action suggestion is practicable, identification of a cause will be identified along with preventative action.

- C. Once the cause and prevention of the recurrence in a nonconformity are identified through the internal audit, mitigation steps for the nonconformity will be determined and communicated to IACIS management. Mitigation steps will be included in the audit report and tracked by the audit committee.
- D. The person responsible for the area of audit will review the mitigation steps for corrective and preventative actions and propose a timeline of remediation appropriate for the actions for each step. Implementation of mitigation steps will follow the timeline and order of reviewed mitigating actions.
- E. Actions taken based on internal audit for corrective and preventative actions will be documented in the Annual Report and provided to IACIS management along with any measure of their demonstrated effectiveness, if applicable.

V. Process for Corrective/Preventative Actions for Maintaining Security within Certification Process and Materials

- A. IACIS applications and data that are hosted and maintained by a vendor (e.g., e-think for Moodle, Salient 6 for web hosting, Microsoft for SharePoint) are subject to the incident response plans and protocols that the hosting vendor employs. IACIS will follow vendor's protocols as advised by the vendor.
- B. In the event that IACIS cannot follow the incident response policies and protocols put forth by the vendor, IACIS will determine what actions are needed for the security of the certification process and materials. IACIS will implement actions to mitigate security risks.

VI. Improvement Process

- A. As part of the internal audit and feedback, opportunities for improvement will be identified and included in the audit report. If the improvement opportunity requires more resources from within IACIS, this will be identified along with the impact of providing or not providing improvement resources.
- B. Consideration of improvements will be conducted by the person responsible for the area improvement/feedback was identified in the internal audit. If multiple persons are identified and multiple committees are affected, any opportunities for improvement will be provided to all affected for consideration.
- C. Upon consideration and acceptance of an opportunity for improvement, a plan for implementing the improvement will be created and provided to IACIS management. The plan may be part of the internal audit report or a separate communication.
- D. Implementation of improvements will follow the improvement plan created and be implemented in an appropriate timeline.



International Association of Computer Investigative Specialists Internal Audits Policy

Effective: April 20, 2023

VII. Notification of Changes

- A. Any changes implemented resulting from internal audits, feedback, corrective/preventative actions or opportunities for improvement will be communicated to all affected parties. New policies, or amending current policies, will be electronically disseminated on the IACIS website for review.

- B. An outline of substantive changes to the certification process or policy that may impact applications and certification holders will be communicated electronically with affected parties.

Submitted by:	<u>Erin Mitchell</u>
Membership Review Period:	<u>September 24 – October 24, 2021</u>
Draft of Policy Reviewed by Board:	<u>March 19, 2023</u>
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Final Version Identifier:	<u>1.0</u>



International Association of Computer Investigative Specialists FSAB Site Visit Policy

Effective: April 20, 2023

I. PURPOSE:

To comply with the FSAB accreditation requirements, the following criteria must be documented to ensure a successful site visit when FSAB inspects the IACIS CFCE program.

II. CRITERIA:

- A. The on-site evaluation may occur annually. Locations may be selected depending on the date of the meeting and availability of evaluators and IACIS representatives.
- B. All documents needed for the on-site evaluation will be prepared prior to the inspection and will be made available to the evaluators.
- C. The IACIS representative for the on-site evaluation will be the Director of Standards, the Accreditation Chairperson, and/or any other IACIS personnel familiar with the accreditation program. The IACIS accreditation representatives will consist of the Director of Standards, Accreditation chairman, and/or their representatives.
- D. IACIS representatives assisting on the on-site evaluation will cooperate with assessors who conduct the site visit(s).
- E. IACIS agrees to cover reasonable site visit expenses for two FSAB assessors who conduct the site visit(s).

Submitted by:	<u>Erin Mitchell</u>
Membership Review Period:	<u>September 24 - October 24, 2021</u>
Draft of Policy Reviewed by Board:	<u>March 19, 2023</u>
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Final Version Identifier:	<u>1.0</u>



International Association of Computer Investigative Specialists Complaints Policy

Effective: November 28, 2022

I. PURPOSE

This policy outlines and governs general complaints received by IACIS.

II. DEFINITIONS

A. Complaints

A general complaint refers to any complaint regarding IACIS which is not covered by the IACIS Code of Ethics and Professional Conduct. Examples of a general complaint include but are not limited to a complaint about IACIS itself, the website, a policy or procedure, training events.

II. COMPLAINT REVIEW

- A.*** The complaint review committee shall be composed of the members of the Executive Committee. The Executive Committee is comprised of a minimum of three Directors.
- B.*** The Vice President shall be responsible for the receiving, acknowledgement and tracking of the complaint and will decide which Director role is best suited to lead the complaint investigation and assign the complaint investigation to that Director. The complaint will not be investigated by personnel previously involved in the subject of the complaint.
- C.*** If the complaint includes an allegation which could constitute a breach of the IACIS Code of Ethics and Professional Conduct, the complaint will be directed to the Director of Ethics to be handled and tracked as an Ethics complaint. This is not a general complaint.
- D.*** If the complaint is regarding a member or members of the Executive Committee then the complaint will be handed over to a three-party panel consisting of members of the Board of Directors or appropriate designees not involved with the complaint.
- E.*** All complaint investigations will be conducted impartially and confidentially in a timely manner. If the scope of the complaint requires a long investigative period, updates will be provided by the assigned Director of the complaint investigation to the Vice President so the complainant can be updated.
- F.*** The assigned Director or designee of the complaint investigation will lead the investigation by reviewing the relevant facts, investigate further if necessary, and make findings and recommendations to the Executive Committee in a timely manner.
- G.*** The Executive committee will review the findings and recommendations and decide on any action to be taken.
- H.*** At the direction of the Executive committee, the Vice President will notify the complainant of the resolution.



International Association of Computer Investigative Specialists Complaints Policy

Effective: November 28, 2022

- I. If, while handling the complaint, information regarding a member is released, the affected parties will be notified in a timely manner.
- J. Each quarter, the Vice-President will provide the Board of Directors with an update on the general complaints.
- K. The Board of Directors shall evaluate any organizational recommendations made by the assigned Director and/or the Executive Committee and implement remediation steps as needed.
- L. All records related to a complaint – including the original complaint, emails, committee reports, and documents – will be provided to the IACIS Board Secretary for storage in accordance with the Records Retention Policy.

Draft Submitted On:	06/01/2022
Version of Current Policy Draft:	1.0
Date of Final Version:	11/28/2023
Membership Review Period:	July 6 to August 5, 2022
Date of Policy Ratification by Board:	08/26/2022
Final Version Identifier:	1.0



International Association of Computer Investigative Specialists Vendor, Sponsorship and Partnership Policy

Effective: July 20, 2015

I. PURPOSE

The IACIS Vendor, Sponsorship, Partnership Policy outlines and governs IACIS' policy for identifying, appointing and administering vendors, sponsors, and partners. This policy is not intended to be overly restrictive in terms of limiting the flexibility of IACIS to enter into agreements with advertisers, vendors, sponsors or partners.

The purpose of this policy is to govern how the International Association of Computer Investigative Specialists (IACIS) classifies, appoints and interacts with external vendors, sponsors and partners. IACIS is committed to identifying and developing professional relationships with key industry representatives by providing qualified access to IACIS students and members at IACIS-sponsored events. Additionally, IACIS is committed to identifying and developing key strategic partnerships with external entities to benefit and further the organizational goals of IACIS.

II. DEFINITIONS

A. Vendor:

An authorized representative or owner of an organization seeking to promote or sell products or services at IACIS events.

B. Sponsor:

A person, company or organization that provides material support to IACIS through the provision of monetary donations, goods or services.

C. Advertiser:

A person, company or organization who is permitted by IACIS to place notices at IACIS events, on the IACIS Website, IACIS printed material or contact the IACIS membership with the purpose of advertising, promoting or selling products, events or services.

D. Partner:

A strategic or professional alliance or association between IACIS and a person, company or organization developed in the furtherance of a common purpose of mutual benefit.

E. Sponsorship Package

A defined level of Sponsorships which states the minimum contribution to IACIS or IACIS events by a Sponsor/Vendor to be accredited with that level of Sponsorship and the benefits attached to same. A single level of sponsorship may include Vendors, Sponsors, Advertisers and Partnership.

F. The Board

“The Board” Refers to the IACIS Board of Directors unless otherwise stated.

G. The Director of Marketing

The Director of Marketing refers to the IACIS Director of Marketing unless otherwise stated.



International Association of Computer Investigative Specialists Vendor, Sponsorship and Partnership Policy

Effective: July 20, 2015

III. Procedure for assignment of Sponsors, Vendors and Partners

- A. The Director of Marketing has primary responsibility for development and administration of IACIS agreements with advertisers, vendors, sponsors and recognized partners.
- B. The Director of Marketing has primary responsibility for preparation of Vendor, Sponsorship packages.
- C. Vendor Packages shall be forwarded to Board for review prior to publication.
- D. The Director of Marketing may initiate and develop event-related agreements with Vendors, Sponsors and Partners on behalf of IACIS. Provided, any agreements resulting in contractual obligations must be referred to the Board for approval and President for signature.
- E. Partners should be selected to enhance the image, credibility, reputation and visibility of IACIS and are to be approved by the Board.

Date of Final Version:	July 13, 2015
Membership Review Period:	June 14, 2015 – July 13, 2015
Draft of Policy Reviewed by Board?	July 13, 2015
Date of Policy Ratification by Board:	July 13, 2015
Date Reviewed by IACIS Attorney:	N/A
Effective Date (30 days after ratification):	August 13, 2015
Final Version Identifier:	1.0



I. PURPOSE

The IACIS General Board of Directors Election Policy outlines and governs the IACIS election protocols to include operating procedures, roles and responsibilities, and organizational structure. The policy shall govern the roles of the election protocols relative to the process of electing eligible IACIS members onto the IACIS Board of Directors.

II. GENERAL BOARD OF DIRECTOR ELECTION PROCEDURES

- A. The election process for the IACIS Board of Directors shall be conducted on an annual basis.
- B. Regular members in good standing, in accordance with the corporation's Bylaws and Membership Policy, are entitled to vote in the election of directors.
- C. By the first of January of each year, the secretary shall notify the IACIS membership of an upcoming election to include the number of director positions expected to be vacant. The notification shall seek self-nominations for eligible IACIS members in good standing who are willing and able to serve if elected.
 - 1. A solicitation for the nomination of candidates shall be made through the IACIS Listserv and posted to the IACIS website so that it can best reach the membership.
 - 2. The election policy shall remain posted on the IACIS website in the member's area (intranet).
 - 3. The Secretary shall verify the eligibility of each nominated candidate.
 - 4. The self-nomination period shall close on January 15th at 23:59 UTC. Any self-nominations received after this time shall be considered ineligible.
- D. In the event the number of self-nominations received is equal or less than the number of positions open, then no election by the membership is required.



Effective: July 25, 2019

- E. The only forms of campaigning for a board position, by a candidate, are:
 - a. Submission of the candidate's self-nomination form as outlined in the annual self-nomination solicitation.
 - i. The self-nomination form must be submitted in a PDF format, without external links
 - b. Submission of answers for questions provided by the membership
 - c. Violation of this section of the policy could result in the candidate's disqualification from the election and disciplinary action, up to, and including dismissal from the organization.

- F. Members are prohibited from campaigning during the election period for a candidate in an unsolicited form. Violation of this section of the policy could result in disciplinary action, up to and including, dismissal from the organization.

- G. The candidacy list for any required election shall be made available on the IACIS Member's website and an announcement shall be made to the IACIS membership via the Listserv, notifying members of the eligible candidates no later than February 1st. Once this announcement is made, voting shall begin on February 14th.

- H. The Board of Directors may utilize a professional third party service to conduct elections.

- I. In the event of a recount, the Board of Directors (majority vote) will select a third party to recount the votes. If the recount totals are within 1% +/- of total votes, the results reported by the entity conducting the election shall be deemed valid and binding. Electronic votes must be received no later than the last day of February at 23:59 UTC in order for the vote to be deemed valid.

- J. Electronic votes must be received no later than the last day of February at 23:59 UTC in order for the vote to be deemed valid.
 - 1. A record of which members participated in the election shall be tabulated.
 - 2. The election records shall be retained in accordance with the IACIS Records Retention Policy. Election results will be announced to the Board of Directors via the IACIS Board listserv within 72 hours after electronic voting concludes.



Effective: July 25, 2019

- K. The Board will ratify the election results by official motion.
- L. The Chairman, or designee, shall contact each of the newly elected directors to confirm their acceptance of the position within five days of the Board’s formal ratification of the election results.
- M. The Secretary will publish the election results to the general membership via the IACIS general email listserv.

III. TERM OF OFFICE

- A. The newly elected directors’ term will begin at the conclusion of “old business” during the 2nd quarter director’s meeting, or May 15th following the election, whichever occurs first.
- B. The outgoing directors’ terms of office end upon the conclusion of “old business”. The outgoing director(s) and newly elected director(s) may not concurrently serve on the Board in compliance with the IACIS Bylaws.

IV. PREVIOUS POLICIES

- A. The IACIS General Board of Directors Election Policy shall supersede previous election policies or any other policies that may direct the IACIS election process onto the IACIS Board of Directors

Draft by Mark Johnson Submitted On:	<u>May 8th, 2019</u>
Version of Current Policy Draft:	<u>4.3</u>
Date of Final Version:	<u>May 9th, 2019</u>
Membership Review Period:	<u>May 25, – June 25, 2019</u>
Date of Policy Ratification by Board:	<u>July 25, 2019</u>
Final Version Identifier:	<u>4.4</u>



I. PURPOSE:

The purpose of this policy is to govern all aspects of how the International Association of Computer Investigative Specialists (IACIS) collects, uses, maintains, and discloses personal information from all users or services operated by IACIS. IACIS is committed to protecting the confidentiality of personal information of its users, and this policy establishes the use of privacy and terms of use notifications. This policy also addresses intellectual property or materials owned or authorized for use by IACIS, including items that are trademarked or copyrighted.

II. POLICY STATEMENT

- A. Personal Information: Information submitted to IACIS with any application or other solicitation becomes the property of IACIS and will be maintained by the IACIS Secretary. Such information will be shared with interested parties for the sole purpose of fulfilling the purpose of the submission. In some cases, the information provided will be used to identify and contact third parties to determine eligibility requirements or other needs ancillary to fulfilling the stated purpose for the submission. This information will not be shared with the IACIS general membership or public except as provided in Appendix A.

- B. Information Disclosure: Inquiries regarding any user, member, applicant, candidate, or certificant will be referred to the IACIS Secretary. The Secretary, upon receipt of a written request, may release the first and last name of the individual together with the individual's certificate number, the date of issuance, period of validity or expiration/recertification year, official name or type of computer or digital forensics certification specified on the certificate. No further information may be released to any party without the express, written consent of the subject of the inquiry. The Secretary shall comply with the directions of valid served legal process(es). As noted in the Certification Policy, IACIS will list a directory of certificants on its public website that will include the first name, last name, and certificant number for each certification credential granted by IACIS.

III. IACIS WEBSITE / E-SERVICES & COPYRIGHT/TRADEMARK NOTIFICATIONS

- A. The e-Services Committee will ensure proper notifications pertaining to IACIS website(s) or other e-Services as properly noticed in the appropriate location(s). Authorized notifications are outlined in Appendices A, B, and C of this policy.



International Association of Computer Investigative Specialists Privacy & Intellectual Property Policy

Effective: February 1, 2016

B. Notifications shall address the following categories:

- Personal identification information
- Policies governing user conduct such as anti-discrimination and anti-harassment
- Copyright of materials that are the property of IACIS
- Privacy notice (private/protected and publicly accessible areas)
- Terms of use

C. The e-Services Committee will utilize the notifications and verbiage noted in Appendices A, B, and C of this policy where applicable. Further, this policy in its entirety shall be posted on the IACIS website for all users to view.

D. On or about the first day of January each year, directors overseeing the standing committees shall update the year of copyright where applicable

Draft Submitted On:	August 21, 2015
Version of Current Policy Draft:	1.0
Review by Attorney:	N/A
Date of Final Version:	August 21, 2015
Membership Review Period:	Dec 3, 2015 to Jan 2, 2015
Date of Policy Ratification by Board:	February 1, 2016
Final Version Identifier:	2.0



Effective: February 1, 2016

Appendix A: Privacy Notice:

Information Collected

We may collect and store some or all of the following information:

- The name of the Internet domain and the IP address from which access to our online services was made;
- The type of browser and operating system used to access our online services;
- The access date and time of our online services;
- The pages visited and any information requested.

This information is primarily collected for statistical analysis and technical improvements to the site. This information is retained for an undetermined period of time and may be, at the direction of appropriate legal process, given to third parties, including but not limited to law enforcement.

Personal Information

If you choose to provide us with personal information, such as by sending a message to an e-mail address on this Web site or by filling out a form and submitting it through our Web site, we will use that information to respond to your message or to fulfill the stated purpose of the communication. We do not collect or use information for commercial marketing.

We may share information you give us with individuals acting on our behalf. In limited circumstances, we may be required by law to disclose information you submit.

Electronically submitted information is not maintained or destroyed according to any established principle or policy. Depending on the nature of the submission, it may be retained for an indefinite period of time and shared with others within the organization that may have an official interest in the content of the information.

Remember that e-mail is not necessarily secure against interception. If your communication is sensitive or includes personal information you may prefer to send it by postal mail instead.



Effective: February 1, 2016

Appendix B: Copyright and Trademark Materials (Intellectual Property)

The copyright (Copyright© <year> IACIS) and the material on the IACIS website including, without limitation, the manual and other information contained herein, is owned by IACIS. IACIS reserves all rights with respect to all content herein. The automated and/or systematic collection of data from this website is prohibited.

IACIS maintains trademarks on all of the IACIS logos. The use of all IACIS logos are governed by the Board of Directors. The certification (e.g. CFCE, CAWFE) logos may be used by members that have obtained and maintain the associated certification (including periods of remediation) provided that the logos are used in their authorized format and are only used to reflect the possession of the certification. IACIS certification logos cannot be used to infer any endorsement by IACIS beyond the possession of the associated certification. All other logos and trademarks may only be used with the express written consent of the IACIS Board of Directors.

If IACIS discovers use of copyrighted or trademarked material in contravention of the license above, IACIS may bring legal proceedings against the infringer by seeking monetary damages and an injunction to stop use of those materials in addition to other remedies provided by law. An infringer could also be ordered to pay legal costs. Members may lose the ability to re-apply for certification or to be granted additional certifications If applicable. Members may also face action by the IACIS Board of Directors and/or censure from the IACIS membership.

Suspected violations of this policy should be reported by email to secretary@iacis.com or by post to IACIS, P.O. Box 2411, Leesburg, VA. 20177.



Appendix C: Website & e-Services Terms of Use

Introduction

These terms and conditions govern your use of this website or other associated e-services; by using this website or other associated e-services, you accept these terms and conditions in full. If you disagree with all or any part of these terms and conditions, you must not use this website or other associated e-services.

License to use website

Copyright © 2012 IACIS.

The copyright and the material on this website including without limitation the manual and other information contained herein are owned by IACIS. IACIS reserves all rights with respect to all content herein. The automated and/or systematic collection of data from this website is prohibited.

If IACIS discovers that you have used its copyright materials in contravention of the license above, IACIS may bring legal proceedings against you by seeking monetary damages and an injunction to stop you using those materials in addition to other remedies provided by law. You may also be ordered to pay legal costs. Members may lose their ability to re-apply for certification or be granted additional certifications and may face censure from the membership if applicable.

If you become aware of any material on the website that you believe infringes your or any other person's copyright, please report this by email to secretary@cops.org or by post to IACIS, P.O. Box 2411, Leesburg, VA. 20177.

You must not:

- Republish material from this website or other associated e-services (including republication on another website);
- Sell, rent or sub-license material from the website or other associated e-services;
- Show any material from members or protected/non-public segments of the website or other associated e-services in public;
- Reproduce, duplicate, copy or otherwise exploit material on this website or other associated e-services for a commercial purpose;
- Edit or otherwise modify any material on the website or other associated e-services; or
- Redistribute material from this website or other associated e-services except for content specifically and expressly made available for redistribution.

Acceptable use

You must not use this website in a manner that causes, or may cause, damage to any IACIS e-services or impairment of the availability or accessibility of the website or other associated e-services to others or its membership; or in any way which is unlawful, illegal, fraudulent or harmful, or in connection with any unlawful, illegal, fraudulent or harmful purpose or activity.



Effective: February 1, 2016

Use of this website or other associated e-services for any purposes related to marketing without the express written consent of IACIS is forbidden.

Restricted access

Access to certain areas of this website, or other electronic service provided by IACIS, is restricted. IACIS reserves the right to restrict access to other areas of this website or other electronic service at its sole discretion.

User identification and passwords are issued for the use and benefit of its membership or authorized users consistent with these terms of service and the IACIS By-Laws. IACIS may revoke the individual user identification and access to the IACIS list serve(s) or electronic service without notice upon a determination that the user has employed them in a manner inconsistent with these terms and conditions.

User content

Under these terms and conditions, “your user content” means material (including without limitation text, images, audio material, video material and audio-visual material) that you submit to this website or other associated e-services, the list serve or to the IACIS Board, for whatever purpose.

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Each user is responsible for the content of each submission. IACIS is not responsible for the content of user submissions nor is it responsible for monitoring such submissions ancillary to the use of this website or other associated e-services.

Information Disclosure

Inquiries regarding any member, applicant, candidate, or certificant will be referred to the IACIS Secretary. The Secretary, upon receipt of a written request, may release the name of the individual member together with the individual’s Certificate number, the date issued, period of validity or expiration/recertification year, official name or type of certification in computer or digital forensics specified on the certificate. No further information may be released to any party without the express, written consent of the subject of the inquiry. The Secretary shall comply with the directions of validly served legal process.



International Association of Computer Investigative Specialists Privacy & Intellectual Property Policy

Effective: February 1, 2016

No warranties

This website or other associated e-services are provided without any representations or warranties, express or implied. IACIS makes no representations or warranties in relation to the accuracy of information on this website or other associated e-services or the information and materials provided on this website or other associated e-services.



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

I. PURPOSE:

The Membership Policy sets forth overarching guidance and governs all aspects of membership in the International Association of Computer Investigative Specialists (IACIS). The policy implements the IACIS By-Laws articles relevant to membership.

The policy is designed to ensure that everyone has a single source of information regarding membership in IACIS, including membership criteria; classes of membership; and a full description of a member's rights, privileges, responsibilities, and authorities.

II. DEFINITIONS:

A. Member

This is a general reference to all personnel that have qualified for and been granted status in one of the membership classes. Membership is not a right, it is a revocable privilege granted to those that satisfy the criteria set forth in this policy.

B. Fulltime Law Enforcement or Government Personnel

These are personnel that work fulltime (e.g. greater than 30 hours per week) for (e.g. are direct employees of) a national, federal, state, territorial, local, or tribal agency.

C. Former Law Enforcement or Government Personnel

These are personnel that worked fulltime (e.g. greater than 30 hours per week) for (e.g. were direct employees of) a national, federal, state, territorial, local, or tribal agency **AND** either retired or separated in good standing.

D. Contractors Supporting Law Enforcement or Government

These are personnel that are employed by a non-government organization **AND** work in fulltime support of (e.g. greater than 30 hours per week) a national, federal, state, territorial, local, or tribal agency.

III. MEMBERSHIP CRITERIA

Membership in IACIS is a privilege extended to those that meet the criteria established within this section. Membership in IACIS is divided into two different classes of membership; each of which has its own set of rights and privileges. To become a member, an individual is required to complete a membership application **AND** satisfy any class specific requirements identified herein. There are only two classes of membership; Regular Member and Associate Member. Both of these classes of membership are considered restricted in that only those personnel approved by the Board of Directors or its designee are included in one of the classes of membership.



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

A. *Regular Member*

This is a restricted *class of membership* that is only open to *Fulltime Law Enforcement or Government Personnel, Former Law Enforcement or Government Personnel, and Contractors Supporting Law Enforcement or Government* (as defined in section II of this policy) or those that have qualified under section III B iv.

i. *Requirements.*

To qualify for this class of membership personnel must: complete a membership application that provides verifiable employment information, pay the membership dues, and be approved for membership by the Board of Directors or its designee.

ii. *Rights.*

Members assigned to this class of membership have the right to vote in any matter brought to the membership. Additionally, holders of a Regular Membership meet one of the criteria for being elected to the Board of Directors and serving as an Officer of the corporation (see ByLaws). All members in this class of membership may serve on any committee.

iii. *Privileges.*

This class of membership is granted, by default, access to the IACIS membership website, its services, and member products/services, including but not limited to, training and certification. As authorized by the Board of Directors, this class of membership may be entitled to certain additional privileges (i.e. advance registration for training or certification events, reduced fees for dues/registration, etc.). These privileges may be changed at any time and will typically be documented on the corporate website as a “Regular Member Privileges”.

B. *Associate Member*

This is a restricted *class of membership* that is only open to those personnel that do not qualify for membership as a Regular Member **AND** are approved by the Board of Directors. This class of membership is designed for current or aspiring members of the computer/digital forensics community that support the mission and values of IACIS.

i. *Requirements.*

To qualify for this class of membership personnel must: complete a membership application that includes an authorization for a background check, pay the membership dues, and be approved for membership by the Board of Directors or its designee. Personnel applying for this class of membership must agree to a background check (incorporated into the electronic application).

ii. *Rights.*

Personnel in this class of membership are not permitted to vote, hold office, or serve on the Board of Directors; however, they may be permitted to serve on a committee.

iii. *Privileges.*

This class of membership is granted, by default, access to the IACIS membership



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

website, its services, and member products/services, including but not limited to, training and certification. Other privileges may be provided to this class of membership and will typically be documented on the corporate website as “Associate Member Privileges”.

iv. *Reclassification*

An Associate Member may be reclassified as a Regular Member if they have completed the following requirements and are voted on for approval by the Board of Directors. Associate Members that are reclassified as a Regular Member will receive all Rights and Privileges thereof.

1. Is a digital forensic, incident response, or cybersecurity practitioner.
2. Has completed at least one CFCE recertification.
3. Has been a member of a committee for three consecutive years and receives a written nomination to be reclassified as a Regular Member by the Committee Chair.
4. Received a written nomination from a Regular Member, other than the Committee Chair referenced in Section III B iv 2.

C. *Lifetime Member*

This is **NOT** a separate *class of membership*; rather it is a status that can be assigned to either a Regular Member **OR** an Associate Member.

i. *Requirements.*

The Board of Directors may, at its discretion, award any Regular or Associate Member with the status of *Lifetime Member*. This is an exceptional honor and is generally conveyed only to those that have demonstrated unparalleled support to IACIS and/or the Computer/Digital Forensics community.

ii. *Rights.*

In addition to whatever rights the member already has based on their *class of membership*, *Lifetime Members* may attend any functions open to the general membership (i.e. training events, certification events, etc.) without the requirement to pay any fees AND is no longer required to pay any annual dues. All *Lifetime Members* will be recognized as such on any IACIS identification or membership documentation.

iii. *Privileges.*

There are no specific privileges associated with this status.

D. *Charter Member*

This is **NOT** a separate *class of membership*; rather it is a special status that was assigned to those members who, at the time of their initial application for membership were a sworn law enforcement officer **AND** had completed the United States Internal Revenue Service course on “Seized Computers and Data Recovery” in either 1989 or 1990.



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

- i. *Requirements.*

This status cannot be assigned to any new members as it is intended to recognize only those few that chartered the IACIS organization.
 - ii. *Rights.*

In addition to whatever rights the member already has based on their *class of membership*, *Charter Members* may attend any functions open to the general membership (i.e. training events, certification events, etc.) without the requirement to pay any fees AND is no longer required to pay any annual dues. All *Charter Members* will be recognized as such on any IACIS identification or membership documentation.
 - iii. *Privileges.*

There are no specific privileges associated with this status.
- E. Background Checks
- i. A background check must be performed for all Associate Member applicants.
 - ii. The IACIS Secretary will identify and recommend independent organization(s) to conduct background investigations for membership applicants. The Secretary will ensure: The organization(s) providing background services have no direct or indirect involvement or interest in programs administered by IACIS; and that the organization(s) providing background services are capable of conducting international background checks using current technology and information gathering processes. The Secretary will provide the Board of Directors with a recommendation for final approval along with any derogatory information. The Board of Directors will have final approval authority of the outsourced background investigation organization(s).
 - iii. The Secretary, or Board-approved designee, will review the background investigation results to determine if the applicant qualifies for membership. The application, or background investigation instrument, will indicate if the application was approved or not.
 - iv. Applications will be rejected for one or more of the following findings:
 1. Conviction for any felonious crime
 2. Conviction for less serious crime that involves threatened or actual physical harm to a person or property, issues involving moral turpitude, or any other issue which would reflect poorly on the integrity of the applicant
 3. Criminal arrest for a felonious or less serious crime that involves the threatened or actual harm to a person or property, or which would reflect poorly on the integrity of the applicant.
 4. Violation(s) of a professional organization's code of ethics or professional standards.
 5. Instances of perjury, false testimony, or fabrication of testimony wherein one or more instances provides reasonable evidence to suggest the applicant's character is



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

questionable

- v. The Secretary, or Board-approved designee(s), has the sole authority to process applications within the scope of this policy. The Secretary may form a subcommittee of IACIS members to process applications and review background results. If the Secretary or Board approved designee discovers information that would suggest to a reasonable and prudent person that the applicant is not qualified for IACIS membership, the Secretary or Board-approved designee has the right to reject the application.
- vi. Upon rejecting the application, the Secretary will notify the applicant.
- vii. If an application is not approved, the applicant may appeal to the Board of Directors in writing within 30 days.

IV. ADMISSION TO MEMBERSHIP

Applicants qualified for one of the classes of membership described above shall be admitted to the membership of IACIS upon the payment of all fees and/or dues **AND** the execution of a Membership Agreement (incorporated into the electronic application) which includes the applicant's affirmation of the IACIS Articles of Incorporation, the IACIS By-Laws, and all IACIS policies.

V. MEMBERSHIP FEES AND DUES

All membership fees and dues are established by the Board of Directors and will be posted on the IACIS website.

A. Initial Fees and Dues

Initial dues and any application fees are payable at the time the signed Membership Agreement is submitted. Membership does not take effect until the signed Membership Agreement is received **AND** the initial dues and any applicable fees have been received by the IACIS Treasurer. All dues and fees are listed on the IACIS website.

B. Annual Dues

Annual dues must be paid to the IACIS Treasurer prior to the 31st of December of each year. On January 1st of each year, any existing members that have not paid their dues will be considered delinquent and their membership rights and privileges will be suspended. After 30 days of being delinquent, if no special dispensation has been provided by the Board of Directors, the individual's membership will be terminated as defined in the Termination of Membership section of this policy. All dues and fees are listed on the IACIS website.

VI. MEMBERSHIP ROLL

IACIS will maintain a membership roll containing (at a minimum) the member's name,



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

physical address, phone number, email address, membership date, and membership class of each member. Upon termination of membership, the roll will be updated to reflect the member's date of termination. The membership roll will be maintained as part of the Corporation's permanent records. The Corporation and its members are prohibited from selling or making the list available to any third party.

VII. NON-LIABILITY OF MEMBERS

As specified in the IACIS By-Laws, no member shall be individually liable for the debts, liabilities, or obligations of the Corporation.

VIII. NON-TRANSFERABILITY OF MEMBERSHIP

Membership is granted to a specific individual. As such, membership cannot be transferred or assigned to another individual for any reason.

IX. TERMINATION OF MEMBERSHIP

The membership of any member, to include all rights and privileges held by the member, shall terminate upon the occurrence of any of the following events:

A. Failure to Pay Required Dues or Fees

Any member failing to pay their dues or fees as specified in section V of this policy is subject to termination of their membership

B. Upon Written Notice from the Member

Any member can elect to terminate their membership at any time for any reason by sending a written notice to the Secretary. The written notice can be in any format including email. Termination of membership will be effective upon receipt of the notification and no provisions will be made for returning any dues or fees already paid to the Corporation.

C. Upon Majority Vote of Disinterested Directors

The Board of Directors may decide, after affording the member in question the right to be heard on the issue, to terminate the membership of any individual that has violated the policies, procedures or duties of Membership. Termination of the membership will be effective immediately (unless otherwise indicated by the Board of Directors) and no provisions will be made for returning any dues or fees already paid to the Corporation.

D. Upon Majority Vote of Disinterested Members

The Membership may decide, after affording the member in question the right to be heard on the issue, to terminate the membership of any individual that has violated the policies, procedures or duties of Membership. This action must be accomplished during a Special Meeting of the Membership (as detailed in section X of this policy). Termination of the



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

membership will be effective immediately (unless otherwise indicated by the Membership) and no provisions will be made for returning any dues or fees already paid to the Corporation.

X. MEMBERSHIP MEETINGS

For the membership there are two different types of meetings; the Annual Meeting of the Members and a Special Meeting of the Members. During any meeting of the membership, the membership collectively has the ability to take any action that the Board of Directors is allowed to take with the same restrictions imposed by Oregon Statutes, the IACIS By-Laws, or approved IACIS Policies.

A. Place and Time of Meetings

Any meeting of the Membership can be held at any location and time as determined by the Board of Directors.

i. Annual Meetings of the Membership.

For Annual Meetings of the Membership, Members shall be provided notice of the exact date, time, and location of any meeting not less than seven (7) calendar days and not more than sixty (60) calendar days in advance thereof.

ii. Special Meetings of the Membership.

For Special Meetings of the Membership, Members shall be provided notice of the exact date, time, location, and purpose of any meeting not less than fourteen (14) calendar days and not more than sixty (60) calendar days in advance thereof.

iii. Notification of Meetings.

The Membership shall be notified of any meeting of the membership. The means of notifying the Membership is via email to each Member's primary email address or via the IACIS Listserv. It is each member's responsibility to ensure that their primary email address is current and accurate. Personal notification shall be subject to any and all acknowledgment requirements as may be set forth in ORS Chapter 65, as that chapter may, from time-to-time, be amended.

B. Conduct of Meetings

i. Meeting Chairperson.

All meetings of the Membership will be presided over by the Chairman of the Board, or in their absence by the President of the Corporation, or in their absence by the Vice President of the Corporation, or in their absence by a Chairperson designated by the Board of Directors, or in the absence of such a designated Chairperson by a Chairperson designated by a majority of the members present at the meeting.

ii. Meeting Secretary.

The Secretary of the Corporation shall act as Secretary for all meetings of the Membership, or in their absence by a person designated by the Chairperson of the



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

meeting. The Meeting Secretary will document the proceedings of the meeting and disseminate a copy of the meeting minutes within 30 calendar days of the meeting.

iii. *Meeting Procedures.*

Meetings shall be governed by such procedures as may be approved from time to time by the Board of Directors, insofar as those procedures are not inconsistent with or in conflict with the Articles of Incorporation, the Bylaws, or with provisions of law. Where practical, the current revision of *Robert's Rules of Order* shall be used as a guide in the conduct of meetings.

C. *Quorum for Meetings*

Pursuant to ORS 65.241, those voting eligible Members present at a properly noticed meeting of the Members shall constitute a quorum.

D. *Membership Action; Voting*

Every act or decision done or made by a majority of voting eligible Members present in person (or by proxy) at a duly held meeting at which a quorum is present is considered to be an act of the Membership.

i. *Vote Entitlements.*

Each voting eligible Member shall have one (1) vote on each matter submitted to a vote by the Members. Voting at meetings shall be by a show of hands unless otherwise required. Written confirmation of any and all votes shall be included within the minutes of the meeting of which the action was taken and shall duly be made available to all Members by the Secretary within thirty (30) days of each vote.

ii. *Action by Written or Electronic Ballot.*

Except as otherwise provided under the Articles of Incorporation, the Bylaws, or provisions of law, any action which may be taken at any Annual or Special Meeting of the Membership may be taken without a meeting or in conjunction with a meeting if the Corporation distributes a written or electronic ballot to each Member entitled to a vote. The ballot shall set forth the proposed action; provide an opportunity to select individuals or specify approval or disapproval of each proposal or a vote for candidates, as appropriate; indicate the number of responses needed and the percentage of approvals necessary to pass the measure submitted; and specify the date by which the ballot must be received by the Corporation in order to be counted. The date set shall afford Members a reasonable time within which to return the ballots to the Corporation. Ballots shall be mailed or electronically delivered in the same manner required for giving notice of membership meetings as specified herein. Approval of action by written ballot shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum, if required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the action at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot.



International Association of Computer Investigative Specialists Membership Policy

Effective: April 20, 2023

E. *Annual Meeting of the Membership*

The Annual Meeting of the Membership shall be held for the purpose of conducting such business as may come before the meeting. The Board of Directors will establish the official agenda for the meeting no less than 30 days prior to the date of the meeting after soliciting the membership for proposed agenda items. At a minimum, the agenda will include any updates to old business (agenda items identified in the previous Annual Meeting of the Membership), an update on the major issues associated with each of the standing committees, and any new business (new agenda items listed in the official meeting agenda).

F. *Special Meeting of the Membership*

A Special Meeting of the Membership may be called for the purpose of conducting only such business as is stated in the purpose of the meeting. The identified purpose of the meeting will establish the official agenda for the meeting. Any Special Meeting of the Membership may be called in accordance with ORS 65.204 or as that section may be amended.

XI. *PREVIOUS POLICIES*

This policy shall supersede all previous policies of the same name.

XII. *REFERENCES*

This policy implements general guidance provided in the Corporation’s Bylaws (Article 12).

Draft By Director Melvin Submitted On:	<u>March 19, 2023</u>
Review by Attorney:	<u>N/A</u>
Date of Final Version:	<u>March 19, 2023</u>
Membership Review Period:	<u>February 15, 2023, to March 14, 2023</u>
Date of Policy Ratification by Board:	<u>March 20, 2023</u>
Final Version Identifier:	<u>2</u>



International Association of Computer Investigative Specialists CFCE Core Competencies

Effective: May 2, 2018

IACIS Certified Forensic Computer Examiner (CFCE) Program

The CFCE core competencies described in this document are a binding set of competencies that guide both the training and certification programs to ensure that the skills and knowledge points delivered within the training program are also the same set of standards evaluated within the certification program.

The core competencies have been identified through a job analysis process which identified the tasks and skillset for successful performance as a computer forensic examiner.

Certified Forensic Computer Examiner Core Competencies

There are Seven (7) competency areas addressed in the CFCE Program:

- I. Pre-Examination Procedures
 - II. Computer Fundamentals
 - III. Partition Schemes
 - IV. File Systems
 - V. Data Recovery
 - VI. Windows Artifacts
 - VII. Presentation of Findings
-
- I. Pre-Examination Procedures
 - a. Knowledge of rules of evidence and the IACIS Code of Ethics and Professional Conduct as applicable to computer forensics.
 - b. Knowledge of proper computer search and seizure methodologies to include photographic and documentation procedures.
 - c. Ability to explain on-scene actions taken for the preservation of physical and volatile digital evidence including the proper handling of mobile phones.
 - d. Ability to establish, maintain and document a forensically sound examination environment.
 - II. Computer Fundamentals
 - a. Recognize and understand the evidential potential of various computer hardware and small-scale devices.
 - b. Understand the BIOS, UEFI and Boot sequence.
 - c. Understand binary, decimal and hexadecimal numbering systems include bits, bytes and nibbles.
 - d. Knowledge of sectors, clusters, volumes and file slack.
 - e. Understand the difference between logical and physical drives.
 - f. Understand the difference between logical and physical files.
 - g. Knowledge of what happens when media is formatted.



International Association of Computer Investigative Specialists

CFCE Core Competencies

Effective: May 2, 2018

III. Partition Schemes

- a. Ability to identify current partition schemes.
- b. Knowledge of individual structures and system areas used by different partition schemes.
- c. Understand that partition schemes can be used with different file systems and operating systems.
- d. Understand the difference between a primary and extended partition.
- e. Define Globally Unique Identifier (GUID) and explain its application.

IV. File Systems

- a. Understand file system concepts and system files.
- b. Understand the structure of FAT directory entries.
- c. Understand the structure of exFAT directory entries.
- d. Ability to distinguish, examine, analyse, and parse the contents of the NTFS master file table, including the Standard Information, File Name and Data attributes.
- e. Knowledge of deleted/orphaned files including how they are identified in their respective file entries.
- f. Be able to identify file systems used by Apple and Linux.

V. Data Recovery

- a. Understand hashing and hash sets.
- b. Ability to generate and validate forensically sterile media.
- c. Ability to generate and validate a forensic image of media.
- d. Ability to capture data from Random Access Memory.
- e. Understand file headers.
- f. Understand file fragmentation.
- g. Ability to extract file metadata from common file types.
- h. Ability to extract data from compound files.
- i. Knowledge of encrypted files/media and strategies for recovery.
- j. Knowledge of Internet and Browser artifacts.
- k. Understand Cloud storage and how to obtain the data.

VI. Windows Artifacts

- a. Knowledge of the locations of common Windows artifacts.
- b. Understand the purpose and structure of the component files that create the Windows registry.
- c. Be able to identify and extract specific data from the registry.
- d. Be able to analyze the Recycle Bin.
- e. Be able to analyze the Windows thumbcaches.
- f. Be able to analyze Shell Link files and Jump lists.
- g. Be able to extract and examine Event Logs.
- h. Understand the importance of volume shadow copy services.
- i. Ability to locate, mount and examine virtual drive files.
- j. Understand the Swap and Hibernation files and the evidence they may contain.



International Association of Computer Investigative Specialists CFCE Core Competencies

Effective: May 2, 2018

vii. Presentation of Findings

- a. Ability to draw sound conclusions based on examination findings.
- b. Be able to report findings using industry standard/technically accurate terminology.
- c. Ability to explain complex technical concepts or processes in terms easily understood by non-technical people.

Submitted By Director Melvin On:	<u>March 19, 2023</u>
Review by Attorney:	<u>N/A</u>
Date of Final Version:	<u>May 2, 2018</u>
Membership Review Period:	<u>N/A</u>
Date of Policy Ratification by Board:	<u>N/A</u>
Final Version Identifier:	<u>2.0</u>



I. PURPOSE

It shall be the policy of the International Association of Computer Investigative Specialists (IACIS) to establish procedures for the purchasing, tracking, depreciation, and disposition of assets obtained by the corporation.

II. GENERAL

- A. Assets with a purchase price or value of less than \$500 individually shall be expensed. Similar assets with a collective value over \$1,000 shall be capitalized. Sales tax, shipping, and setup or installation shall not be included in value determination.
- B. Assets purchased or obtained by IACIS should bear a direct and tangible link to the goals of IACIS. IACIS shall purchase only those assets necessary to meet the needs of its membership.
- C. An asset valued at less than \$500, may be purchased by Directors and reported to the Executive Committee and Treasurer for recording and tracking. The information shall also be available to all Directors upon request.
- D. An asset valued at more than \$500 but less than \$2,500, shall require approval of the Executive Committee.
- E. An asset valued over \$2,500, shall require formal approval by a majority vote of the Board of Directors.
- F. The Treasurer shall be responsible for maintaining a register of assets that shall include the following: make, model, serial number, cost, location. It is the responsibility of the individual Directors to provide this information to the Treasurer in a timely manner.

III. ASSET TURNOVER

- A. Assets may be replaced when they can no longer efficiently meet the needs of the corporation. Purchasing criteria listed above in the "General" section shall be followed when assets are replaced. The disposition of the replaced asset shall be reported to the Treasurer for tracking purposes. Disposition of assets must follow the criteria listed in the "IV Disposition of Assets (B)(vi)" below.

IV. DISPOSITION OF ASSETS

- A. IACIS shall attempt to fully utilize all assets to the end of their productive lives. Where possible, assets will be moved on to other Directors, committee members, or members working on behalf of IACIS but whose needs may not be as hardware/software critical as those of the current possessor of the asset.
- B. Assets may be sold to the person in possession of the assets under the following process:



International Association of Computer Investigative Specialists Asset Policy (v2.1)

Effective: June 3, 2020

- i. The Treasurer shall obtain three values for the asset using information obtained from independent sources such as appraisal lists, resale values from dealers of similar equipment, auction results, sales listings, and/or written appraisals by qualified individuals or businesses. The independent values will be averaged to determine a fair market value.
- ii. A fair market value shall also be obtained by taking the original purchase price and dividing that amount by the number of months it takes to fully recover the property's cost based on the following schedule. The number of months from the purchase date to the date of sale shall be multiplied by the depreciated value per month and subtracting that total from the original purchase price to determine the depreciated value at the time of sale. If the depreciated value is less than the average value obtained using the method described in section "i" above, then the lower amount shall be used to determine a "fair market value"
 - Computer/Electronics - 3 years
 - Software - 3 years
 - Trademarks/Logos - 15 years
 - Website design - 3 years
 - Furniture - 3 years
- iii. Adjustments to these values for damage shall be documented but shall in no event decrease the estimated value of the item by more than forty percent.
- iv. If an offer to purchase is within twenty percent of the fair market value of the asset as determined by sections "i" or "ii" above, the sale may proceed. If the offer to purchase is not within twenty percent of the fair market value, the Treasurer may make a counteroffer that is not less than twenty percent below the estimated fair market value. If accepted by the purchaser, the sale may proceed.
- v. If the counter offer is rejected, the Treasurer shall consult with the Executive Board to determine if the fair market value should be adjusted to reach an agreement. If the Executive Committee agrees to adjust the fair market value, the reasons for such adjustment shall be recorded in the asset register and a final offer shall be made to the purchaser. If accepted by the purchaser, the sale may proceed.
- vi. If an agreement cannot be reached, the Treasurer shall arrange for repurposing the asset within the IACIS organization, donation of the asset to a bona fide not-for-profit institutions, charitable organizations, or educational institutions. In the case of not-for-profit institutions, charitable organizations, or private educational institutions, a copy of the IRS determination letter and a receipt shall be obtained. In the case of a donation to a governmental educational institution, a receipt shall be obtained.
- vii. Items deemed obsolete or damaged beyond repair shall be disposed of by the Treasurer, recorded in the asset register, and reported to the Board of Directors.



International Association of Computer Investigative Specialists Asset Policy (v2.1)

Effective: June 3, 2020

- viii. The proper entries shall be made by the Treasurer in the asset register to record the sale, donation, or disposal of the asset.
- ix. The Treasurer shall report to the Board of Directors on the purchase, donation, sale, or disposition of assets as they occur.
- x. If the Treasurer is the intended purchaser, then the determination of fair market value and the transaction of the item shall be handled by a Director other than the Treasurer using the methods described in sections "i" or "ii" above.

Date of Final Version:	<u>May 3, 2020</u>
Membership Review Period:	<u>March 26, 2020 – April 27, 2020</u>
Draft of Policy Reviewed by Board?	<u>March 26, 2020</u>
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Date Reviewed by IACIS Attorney:	<u>Not reviewed by IACIS Attorney</u>
Effective Date (30 days after ratification):	<u>June 3, 2020</u>
Final Version Identifier:	<u>2.1</u>



I. PURPOSE:

The IACIS Credit Card Acceptable Use Policy outlines the responsibilities and procedures of the Board of Directors, the Treasurer, the President, and member(s) that are authorized to possess and use an IACIS controlled credit card

II. Card Holder's Responsibilities:

- A. Only authorized members of IACIS may possess and use an IACIS controlled credit card.
 - 1. The Treasurer may issue directors a credit card during their tenure on the Board of Directors. When a director's term expires, the outgoing director will physically destroy their credit card or send it to the Treasurer (the Treasurer will provide direction).
 - 2. IACIS members who are not directors can only be issued credit cards upon approval of the Board of Directors. The issuance of a credit card to a member is considered temporary and task or mission specific, and no member will possess an IACIS credit card for an extended period of time. When the term of use for the member credit card expires, the credit card must be turned in to the Treasurer or physically destroyed as directed by the Treasurer. A standing IACIS director must authorize member issued credit card transactions/expenditures in advance.
- B. An IACIS issued credit card may only be used for the purchase of goods and services for official IACIS business.
- C. An IACIS member using the credit card must submit their receipts and a description detailing the goods or services purchased, the cost, the date of the purchase and the appropriate budgetary line item pertaining to each purchase as outlined in the IACIS Credit Card Acceptable Use Schedule.
- D. All receipts generated from the use of an IACIS credit card or account information relating to the credit card must be turned into the Treasurer along with all other required information within the time frame outlined in the IACIS Credit Card Acceptable Use Schedule.
- E. An IACIS member that is issued an IACIS credit card is responsible for its protection and custody and shall immediately notify the IACIS Treasurer if the card is stolen or lost.



International Association of Computer Investigative Specialists Credit Card Acceptable Use Policy (v2.0)

Effective August 3, 2011

- F. The IACIS credit card may not be used for cash advances, personal use, or any other type of purchase previously not authorized by the IACIS Treasurer or standing committee director. Unauthorized expenditures may result in the member reimbursing IACIS in full to include the gross amount and any applicable fees.
- G. IACIS members that are issued an IACIS credit card must immediately surrender the card upon request of the Treasurer, President, or Chairman of the Board. IACIS reserves the right to withhold any reimbursements or any other monies owed until the card is surrendered.
- H. This policy applies to all current and future card holders. All card holders must sign a new “Credit Card Holder Agreement” as directed or whenever this policy or associated schedule is updated: a copy of which will be maintained by the Secretary until the credit card is no longer issued to the member.

III. Treasurer’s Responsibilities:

- A. The Treasurer of IACIS is responsible for the administration of the credit card program and accountability of related accounts. The Treasurer’s responsibilities includes:
 - 1. Administration and oversight of the IACIS Credit Card Acceptable Use Policy, IACIS Credit Card Acceptable Use Schedule, and IACIS Credit Card Holder Agreement.
 - 2. Issuance, maintenance, and retrieval of assigned IACIS credit cards to authorized IACIS members.
 - 3. Ensuring the accuracy of expense reports and associated receipts.
 - 4. Compliance with the IACIS Records Retention Policy.
 - 5. Gather receipts and ensure that they are legible and in an appropriate format (see IACIS Credit Card Acceptable Use Schedule).
- B. If a member fails to comply with the scope of this policy or violates the memorandum of understanding described in Section IV of this policy, the Treasurer may suspend or revoke the member’s assigned credit card as outlined in the Credit Card Acceptable Use Schedule.
 - 1. If the Treasurer believes a member inappropriately used an IACIS credit card for



International Association of Computer Investigative Specialists Credit Card Acceptable Use Policy (v2.0)

Effective August 3, 2011

personal use or unauthorized transactions, the member may be responsible for applicable charges and fees.

2. If the Treasurer reasonably believes the member fraudulently used an IACIS credit card, the appropriate criminal justice will be notified following an initial review by the Board of Directors.

IACIS Members that are issued a credit card will agree to the terms of the Credit Card Acceptable Use Policy and Credit Card Acceptable Use Schedule by signing a “IACIS Credit Card Holder Agreement” document prior to any use.

Date of Final Version:	<u>05/31/2011</u>
Membership Review Period:	<u>06/03/2011-07/03-2011</u>
Draft of Policy Reviewed by Board?	<u>Yes</u>
Date of Policy Ratification by Board:	<u>06/03/2011</u>
Date Reviewed by IACIS Attorney:	<u>N/A</u>
Effective Date (30 days after ratification):	<u>08/03/2011</u>
Final Version Identifier:	<u>2.0</u>

Policy reviewed by the Treasurer on September 25, 2017 – No recommended changes



I. PURPOSE:

The IACIS Credit Card Acceptable Use Policy “Schedule” supplements the IACIS Credit Card Acceptable Use Policy by providing general protocols and procedures with regard to reporting requirements for expenditures made with the use of an IACIS issued credit card.

II. REPORTING EXPENDITURES

A. Once an IACIS credit card is used, the following items shall be turned in to the IACIS treasurer within the deadlines described in Section III below.

1. Receipt

A digital copy of the original receipt may be accepted in lieu of the original but only if the copy is reasonably legible. If the copy is not reasonably legible, the treasurer/bookkeeper may deem the copy unacceptable and request a new one until such time that a reasonably legible copy is received.

2. Description of purchase

A description of the purchase must accompany the receipt so that the treasurer/bookkeeper can accurately determine what the purchase was for, whom the purchase was for, and what the purchase will be used for. If the date of the transactions is not evident on the receipt, the description of purchase must also contain the date of the expenditure.

3. Budget Line Item Code

A budgetary line item code must be associated with each IACIS expenditure so that accurate accounting of the type of expenditure can be established. The line item codes can be found on the second sheet of the Credit Card Expense Report.

4. Credit Card Expense Report Form

A properly completed Credit Card Expense Report Form must be submitted to the treasurer for purchases where a receipt is not available. Instances where a receipt may not be available can include lost receipts, destroyed receipts, or retailers not providing a receipt. Although instances of unavailable receipts may occur, every effort should be made to secure receipts when possible. If a legible receipt is available, then a Credit Card Expense Report Form is not required.

III. REPORTING DEADLINES

A. Once an IACIS credit card is used, the items listed in section II above shall be turned into the Treasurer in accordance with the following schedule.

1. Receipts must be turned in to the Treasurer within 30 days of the expense or 30 days



International Association of Computer Investigative Specialists Credit Card Acceptable Use Schedule (v2.0)

Effective April 20, 2012

upon return from travel.

2. If a member fails to submit the required items within thirty (30) days from the expense or 30 days upon return from travel, the Treasurer will notify the member to reconcile his or her account by complying with this policy.
3. If a member fails to submit the required items within sixty (60) days from the date of the expense, the Treasurer will notify the President and immediately suspend the credit card account.
4. If a member fails to submit required items beyond ninety (90) days from the date of the expense, the Treasurer will notify the Board of Directors who may revoke the member's credit card privileges and record this action in executive session minutes.
5. Reinstatement of a member's credit card privileges shall require a majority vote of the IACIS Board of Directors.

Date of Final Version:	<u>03/18/2012</u>
Membership Review Period:	<u>N/A (Schedule – not policy)</u>
Draft of Schedule Reviewed by Board?	<u>03/12/2012 (revamped edition)</u>
Date of Schedule Ratification by Board:	<u>04/20/2012</u>
Date Reviewed by IACIS Attorney:	<u>N/A</u>
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Reviewed by the Treasurer on September 25, 2017 – No recommended changes



I. PURPOSE

This policy defines authorized travel and provides guidance regarding expenses, reimbursement policies and approvals. While this policy applies to all classes of membership, the application of certain sections, particularly in relation to authorization, may be subject to variation dependent upon the current function of the travelling IACIS personnel.

The policy is designed to ensure that no IACIS personnel are financially disadvantaged while travelling on IACIS business, but also to ensure that IACIS' financial resources are used wisely.

II. GENERAL PROCEDURES

A. The IACIS travel policy is guided, but not constrained by, the Federal Travel Regulations published by the US General Services Administration.

III. SPECIFIC POLICIES AND PROCEDURES REGARDING OFFICIAL TRAVEL

A. Travel by IACIS personnel must be authorized by a Standing Committee Director or by the Executive Committee. IACIS personnel cannot approve their own travel unless authorized.

B. Staff members must have completed an IACIS Staff Agreement when the authorized travel is to occur.

C. The Relevant Standing Committee Director should approve travel dates.

a. Airline Travel

A. IACIS personnel traveling by airplane on official IACIS business must use Economy class accommodations except for the following reasons and with prior approval:

- a. No Economy class accommodations are available.
- b. Other than Economy class is required to accommodate a medical condition.
- c. Where a scheduled single leg flight time is in excess of 8 hours.

B. In the case of a & b above, Premium Economy (or another airline equivalent), will be the only upgrade approved and purchased by IACIS.

C. In the case of a scheduled single leg flight exceeding 8 hours, selected seating within Economy, will be the only upgrade approved and purchased by IACIS unless authorized by the Executive Committee. Travelers may upgrade beyond what has been approved by IACIS at their own expense.



International Association of Computer Investigative Specialists Travel Policy

Effective: April 27, 2020

- D. Airline travel should be coordinated with the designated IACIS travel coordinator at least three weeks in advance, unless specifically authorized by the Treasurer or a Standing Committee Director.
- E. If IACIS personnel are scheduled to travel on official IACIS business and can no longer fulfill a travel obligation for a purchased ticket, every effort must be made to cancel that ticket with the designated IACIS travel coordinator.
- F. Where a traveler has to carry additional IACIS materials (to include materials with which they are provided at a training event) then the cost of carrying a necessary additional item of checked baggage will be reimbursed. IACIS will reimburse expenses for up to two checked personal bags within the weight limits of the applicable airlines
- G. If changes are needed to flight times, the Treasurer or a Relevant Standing Committee Director must authorize any expense associated with those changes.

b. Reimbursements

- A. IACIS personnel traveling on official IACIS business (to include interrupted travel) may be reimbursed for expenses outlined in this policy.
- B. Travel expenses will, under normal circumstances, be reimbursed within sixty days of the submission of a completed IACIS expense reimbursement form and related receipts.
- C. An IACIS Expense Reimbursement Request Form and related receipts detailing the approved reimbursements must be received by the Treasurer within 90 days of the date of the expenditure in order to qualify for reimbursement. Any reimbursement requests received outside of 90 days may be approved by the Treasurer on a case by case basis.

c. Accommodations

- A. IACIS personnel traveling on official IACIS business will be reimbursed for business class hotel lodging at a rate not to exceed the rates provided by the General Services Administration (GSA) or the U.S. State Department via their website (<https://www.gsa.gov/travel-resources>). In the event variations are necessary due to room availability, proximity to the target venues, etc., the Treasurer or the individual's supervising Standing Committee Director may approve variations from this rate. However, any Director can make the approval if necessary when time is of the essence.

d. Meals and Incidental Expenses (M&IE)

- A. IACIS personnel traveling on official IACIS business will be reimbursed for meals and incidental expenses as approved and in accordance with published U.S. Federal per diem rates.



- B. When a “Per Diem” rate is paid, it will be understood to include the cost of meals and incidental expenses.

e. *Rental Vehicles*

- A. IACIS personnel traveling on official IACIS business must receive prior authorization by the Treasurer or Standing Committee Director to rent a vehicle. Under normal circumstances, the rental will comprise a vehicle no larger than that of “intermediate” class. Should the number of anticipated passengers or role of the rental require a larger vehicle, this variation must form part of the authorization
- B. IACIS maintains a preferred renter program. Details should be obtained from the Treasurer.
- C. Matters relating to insurance are important and details should be obtained from the Treasurer.

f. *Taxis / Rideshare / Shuttle Services*

- A. With prior authorization from the Treasurer or Standing Committee Director, those traveling on official business may make use of taxis, rideshare companies and shuttle services when needed to conduct IACIS business. This includes travel to and from meals and travel to and from airports, hotels.

g. *Trains*

- A. IACIS personnel traveling on official IACIS business are authorized to travel by train when it is deemed to be in the best interest of IACIS. Barring time sensitive qualifiers, this will normally be when the total cost of travel by train is less than or equal to the total cost of air travel.
- B. If a traveler scheduled to travel on IACIS business can no longer fulfill a travel obligation for a purchased train travel ticket, every effort must be made to cancel that ticket with the designated IACIS travel coordinator.

h. *Bus / Coach*

- A. IACIS personnel traveling on official IACIS business are authorized to travel by bus when it is deemed to be in the best interest of IACIS. Barring time sensitive qualifiers, this will normally be when the total cost of travel by bus is less than or equal to the total cost of air travel. When traveling by bus or coach on official IACIS business, IACIS personnel are entitled to travel in first class where provided.
- B. If a traveler scheduled to travel on IACIS business can no longer fulfill a travel obligation for a purchased bus or coach ticket, every effort must be made to cancel that ticket with the designated IACIS travel coordinator.



Effective: April 27, 2020

i. *Personally Owned Vehicle*

- A. IACIS personnel traveling on official IACIS business are authorized to travel by personally owned vehicle (POV) when approved by the Treasurer or a Standing Committee Director. Barring time sensitive qualifiers, this will normally be when the cost of travel by POV, including lodging and meals, is less than or equal to that of other modes of travel. When traveling by POV on official IACIS business, IACIS personnel are entitled to reimbursement for travel expenses incurred to conduct IACIS business, travel to and from meals, and travel to and from airports, hotels or other means of transportation–
- B. IACIS personnel traveling on official IACIS business, using a personally owned vehicle, are required to have current vehicle insurance coverage.

j. *Parking*

- A. IACIS personnel traveling on official IACIS business shall be reimbursed for parking a POV or rental vehicle when parking is needed to conduct that IACIS business.
- B. Airport parking will be reimbursed for the "long-term" parking rate but only up to a value where the combination of reimbursed mileage from a POV and parking is equal or less than the cost of a round trip taxi service or other comparable mode of transportation unless otherwise approved by the IACIS Treasurer or a Standing Committee Director.

k. *Miscellaneous*

- A. As unanticipated charges and fees can arise from time to time, the Treasurer or a Standing Committee Director may extend reimbursement for miscellaneous expenses not mentioned in the current version of this policy, for example: airline baggage fees, tolls because of travel interruption, etc.

l. *Insurance Coverage*

- A. IACIS personnel performing official IACIS business are covered under the IACIS organizational insurance policy when renting vehicles in the United States and abroad.
- B. IACIS does not maintain a medical insurance policy. Injury or the onset of a medical condition occurring during the performance of IACIS business would be covered by the individual's personal medical insurance.
- C. IACIS may reimburse travel-based medical insurance up to \$100.00 USD, per staff member, per event. A receipt for the insurance must be provided before reimbursement is authorized.



International Association of Computer Investigative Specialists Travel Policy

Effective: April 27, 2020

IV. ***PREVIOUS POLICIES***

- A. This policy shall supersede all previous IACIS travel related policies.

Draft by S. Matsudaira Submitted On:	<u>January 19, 2020</u>
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