



UPDATED November 13, 2012

November 9, 2012

RE: **Standards Technical Committee Formation – Investigations**

Dear Potential Committee Member:

ASIS International (ASIS) is developing an American National Standard, namely, *Managing the Investigative Process – Guidance on Conducting Investigations*. The standard will provide guidance on establishing and implementing an organizational investigations program, including the principles of investigations, managing an organizational investigations program and conducting organizational investigations, as well as guidance on the evaluation of competence of individuals involved in the investigation process.

The Standard will enable an organization to identify, develop, and implement policies, objectives, and programs taking into account legal requirements and other requirements to which the organization subscribes that may impact or govern the investigative process and its applications. The Standard will provide generic guidance as a framework, applicable to all types of organizations (or parts thereof) regardless of jurisdiction, size and nature of operation. It will provide guidance for organizations to develop their own specific performance criteria, enabling the organization to tailor and implement an organizational investigations program appropriate to its needs and those of its stakeholders.

This Standard is applicable to any organization that wishes to:

- Establish, implement, manage, maintain, and improve an organizational investigations program;
- Conduct organizational investigations utilizing internal and/or external investigators;
- Assure itself of its conformity with its stated organizational investigations policy;
- Demonstrate conformity with this Standard by and to internal or external parties.

You have been identified as someone who may be interested in participating on the Technical Committee that will develop this Standard. For information on ASIS' standards development process and committee expectations, please see the [ASIS Standards Procedures](#) and the [Quick Reference Guide](#).

The INV Technical Committee will consist of voting and observer (non-voting) membership:

- ***Voting:** Voting members are required to attend meetings, provide input and content for the Standard, and vote for the Standards approval as an American National Standard. **Voting membership requires attendance at meetings (typically held virtually) and timely responses to letter ballots.** There may only be one voting representative for each organization, however a voting alternate may also be designated.
- ***Observer:** Observer members will be informed of the Technical Committee's activities, may attend technical committee meetings and submit comments for consideration, but do not vote on letter ballots. There may only be one observer representative for each organization.

***Organizations are to coordinate voting, alternate, and observer representation to avoid duplication in application submissions.**

Member participation will fall under one of the following self-declared "interest categories":

- **General Interest**
- **Producer/Service Providers**
- **User/Managers**

Membership composition of the INV Technical Committee will be balanced across interest categories based on ANSI "balance" requirements; and consideration may be given on committee size. (ASIS membership is not a requirement for participation.)

Please note, committee inclusion will be based on a first-come basis and only fully completed application forms will be considered.

If you wish to be considered for participation on the INV Technical Committee, please complete and submit the attached INV *Application Form* on or before December 14, 2012 to standards@asisonline.org. Forms received after the deadline may not be accepted.

Once the INV Technical Committee is formed, confirmation and next steps will be sent.

Sincerely yours,

[Original Signed by]

Susan Carioti
Director, Standards and Guidelines
ASIS International

cc: ASIS Standards and Guidelines Commission
M. Siegel

Attachment