

Zena Scott Archer Award Investigator of the Year

1. Nominations

- 1.1. Nominees must be full members of The Association that have served at least two continuous years as a full member.
- 1.2. Nominations must be in relation to investigative assignments only.
- 1.3. Members that are subject to current complaints will not be considered until the complaint is concluded.
- 1.4. Cases that are submitted for consideration must not be older than two years although, with long running matters, the discretion of the Awards Chairman may allow older cases to be considered.
- 1.5. Cases that have previously been considered will not be 're-entered'

2. Verification

- 2.1. Upon receipt of the nomination, the Awards Chairman will set out to verify that the submission is correct. Any embellished or fictitious case will be rejected.
- 2.2. The cases will be verified using references. This might include other awards, client testimonial, colleague testimonial, media references, court records and any other valid sources.
- 2.3. A record will be made of the verification process.
- 2.4. Cases that cannot be verified to the satisfaction of the Awards Chairman will be rejected.
- 2.5. The areas that require verification are a) professional b) investigation case c) client testimonial d) peer group testimonial e) published record.
- 2.6. Items a) and b) are mandatory and at least one other feature from c-e is required.
- 2.7. Professional means that the case has to have been carried out in a professional capacity as opposed to an amateur pursuit. Pro bono assignments in conjunction with ABI or recognised body (a charity for example) may be considered. Evidence must be produced of a professional approach to the case and this will include a proposal, a report, any relevant policies and a data protection impact assessment where necessary.
- 2.8. Once verified, the cases will be summarised, anonymised and then forwarded to be screened by the quality control panel.

3. Quality Control Panel

- 3.1. The panel shall consist of three ABI members of distinction.
- 3.2. The identity of panel members will be published.
- 3.3. The panel members will maintain a record of their decision making.
- 3.4. A panel member must report any attempt to influence their decision making to the GC.
- 3.5. Any candidate or member that directly or indirectly attempts to influence a panel member will be disqualified and / or disciplined.

4. Quality Control Process

- 4.1. Each panel member will consider the cases independently.
- 4.2. Each case will be scored in three distinct areas using a score matrix 1 to 5.
- 4.3. The three areas are a) Investigating Skills b) Outstanding c) Commendable
- 4.4. Investigating skills are a combination of setting objectives, making use of resources, applying knowledge, acting intuitively, cautiously and patiently. This will cover knowledge of the law and how it was applied, being open minded and carefully eliminating aspects of the information collected.
- 4.5. Outstanding simply means gauged by the common industry standards. To stand out as a special piece of work.
- 4.6. Commendable is a measure of whether the member's work would be admired and respected across the industry to the extent that fair minded peers would congratulate the member for achieving the outcome.
- 4.7. The maximum achievable score is 45 points.
- 4.8. To pass the quality control stage the case must score no less than 31 points.
- 4.9. Entrants that do not achieve a score of 31 but do score over 27 points will receive a **President's Commendation Certificate**.
- 4.10. **All** entrants will be featured as case studies on the ABI website.

5. Voting Process

- 5.1. Eligible ABI members will be entitled to vote.
- 5.2. The vote will take place, anonymously, using an electronic platform.
- 5.3. Members will be presented with a synopsis of each case that is prepared by the candidates themselves.
- 5.4. The synopsis will be agreed by the Awards Chairman who will remove any content that may reveal the identity of the candidate.
- 5.5. Candidates are expected to keep their own identity confidential during the process.
- 5.6. The vote will close on the morning of the AGM.
- 5.7. The record of the vote will be retained for 12 months.
- 5.8. The result of the vote will remain secret until the award presentation.
- 5.9. The winner will be the case that received the most votes from the membership.
- 5.10. The candidate in second place will receive **The President's Silver Award** and the candidate in third place will receive **The President's Bronze Award**.

6. Insufficient Candidates

- 6.1. Where the award process cannot proceed due to insufficient candidates there will not be an award that year.
- 6.2. Where cases are submitted and achieve a score of 27-30 then a **President's Commendation Certificate** will still be awarded.