



**DEPARTMENT OF FINANCIAL SERVICES**

*Division of State Fire Marshal  
Bureau of Fire Standards and Training*

**FIRE INVESTIGATOR TASK BOOK**

Please type or print legibly.

NAME: LAST	FIRST	MI	DATE OF BIRTH
HOME ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS	PHONE NUMBER	FCDICE STUDENT ID NUMBER	
DATE TASK BOOK INITIATED	DATE TASK BOOK COMPLETED		

**ATTEST:** The information contained in this document is true and correct to the best of my knowledge. I understand that falsification of this document is subject to penalty and is cause to deny or revoke this certification.

*Signature of Applicant*

*Date*

*Signature of Fire Chief, Agency Head, or Designee*

*Printed Name of Fire Chief, Agency Head, or Designee*

*Date*

**PURPOSE OF THIS TASK BOOK:** This task book is an evaluative tool designed to document that a candidate has demonstrated certain requisite skills to meet specific job performance outcomes. The skills required herein are based on those listed in the 2014 edition of the National Fire Protection Association 1033 "Standard for Professional Qualifications for Fire Investigator" (NFPA 1033). Selected skill objectives in this task book supplement the student learning outcomes and objectives met by successfully completing the Fire Investigator program curriculum.

**EXPECTATION OF CANDIDATE:** The candidate is solely responsible for the maintenance, completion, and submission of this task book.

**REQUIREMENT TO CONDUCT ON-SCENE ACTIVITIES:** The candidate shall participate in a minimum of 5 fire scene investigations. The candidate shall observe or perform the tasks described herein.

**EXPECTATIONS OF EVALUATOR:** The evaluator is a direct supervisor, training officer, or person designated by the Fire Chief or Agency Head who is responsible for overseeing the performance or activity of the candidate. The evaluator shall be a certified firefighter or certified fire investigator and shall also possess an active fire instructor certification. The evaluator shall have a minimum of 5 years of fire investigative experience. The evaluator shall document first hand observation of the requisite skills of candidate and shall attest by signature that task(s) have been demonstrated.

**FIRE INVESTIGATOR**

	<i>Evaluator Signature (Print &amp; Sign Name)</i>	<i>Instructor ID Number</i>	<i>Date</i>
<b>1. Initial Scene Examination (see section 4.2.1, NFPA 1033).</b> The student shall perform the following tasks at a fire scene:  1. The student shall conduct an initial inspection and evaluation of the fire scene.			

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<ol style="list-style-type: none"> <li>2. The student shall determine the area or point of origin, source of ignition, and the material(s) ignited.</li> <li>3. The student shall determine the act or activity that brought ignition source and materials together.</li> <li>4. The student shall assess the subsequent progression, extinguishment, and containment of the fire.</li> <li>5. The student shall secure fire ground using marking devices and specialized tools and equipment.</li> </ol>			
<p><b>2. Conducting an Exterior Survey (see section 4.2.2, NFPA 1033).</b></p> <p>The student shall perform the following tasks at a fire scene:</p> <ol style="list-style-type: none"> <li>1. The student shall demonstrate evidence identification and preservation techniques.</li> <li>2. The student shall identify on-scene hazards to avoid injuries to investigators.</li> <li>3. The student shall determine safe access and egress routes to the property.</li> </ol>			
<p><b>3. Conducting an Interior Survey (see section 4.2.3, NFPA 1033).</b></p> <p>The student shall perform the following tasks at a fire scene:</p> <ol style="list-style-type: none"> <li>1. The student shall identify and preserve areas of potential evidentiary value requiring further examination.</li> <li>2. The student shall determine the evidentiary value of contents.</li> <li>3. The student shall identify hazards to avoid injuries to investigators.</li> <li>4. The student shall assess the structural conditions of the building.</li> <li>5. The student shall identify and describe the damage and effects of the fire.</li> <li>6. The student shall identify and describe the impact of fire suppression efforts on fire.</li> <li>7. The student shall evaluate the remaining protected areas and determine the presence or absence of contents.</li> </ol>			
<p><b>4. Interpreting Fire Patterns (see section 4.2.4, NFPA 1033).</b></p> <p>The student shall perform the following task at a fire scene:</p> <p>The student shall interpret fire patterns so that each individual pattern is evaluated with respect to burning characteristics on different types of materials involved and in context and relationship with all patterns observed and mechanisms of heat transfer that led to the formation of the pattern.</p>			

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<p><b>5. Interpreting Fire Patterns (see section 4.2.5, NFPA 1033).</b> The student shall perform the following tasks at a fire scene:</p> <ol style="list-style-type: none"> <li>1. The student shall identify possible phases of fire development.</li> <li>2. The student shall evaluate methods and effects of fire suppression.</li> <li>3. The student shall recognize potential false origin area patterns.</li> <li>4. The student shall identify possible areas of fire origin.</li> <li>5. The student shall identify damage and effects of the fire event.</li> <li>6. The student shall identify and interpret variations of fire patterns on different materials concerning heat release rates, form, and ignitability.</li> <li>7. The student shall distinguish the impact of different types of fuel loads and fuel trails.</li> </ol>			
<p><b>6. Examine and Remove Fire Debris (see section 4.2.6, NFPA 1033).</b> The student shall perform the following tasks at a fire scene:</p> <ol style="list-style-type: none"> <li>1. The student shall examine debris for cause evidence.</li> <li>2. The student shall identify potential ignition sources.</li> <li>3. The student shall preserve evidence without inflicting damage or contamination.</li> <li>4. The student shall employ search techniques that further the discovery of fire cause evidence and ignition sources.</li> <li>5. The student shall use search techniques that incorporate documentation, collection, and preservation of evidence.</li> </ol>			
<p><b>7. Reconstruct the Area of Origin (see section 4.2.7, NFPA 1033).</b> The student shall perform the following tasks at a fire scene:</p> <ol style="list-style-type: none"> <li>1. The student shall reconstruct the area of origin so that all protected areas and fire patterns, as they correlate to contents or structural remains, items potentially critical to cause determination, and photo documentation are returned to their pre-fire location, to determine the point of origin.</li> <li>2. The student shall return materials to their original positions.</li> <li>3. The student shall examine all materials to determine the effects of fire and distinguish among different types of fire-damaged contents.</li> </ol>			
<p><b>8. Inspects the Performance of Building Systems (see section 4.2.8, NFPA 1033).</b></p>			

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<p>The student shall perform the following tasks at a fire scene:</p> <ol style="list-style-type: none"> <li>1. The student shall inspect the detection, suppression, HVAC, utilities, and building documentation.</li> <li>2. The student shall determine the operating system's impact on fire growth and spread when identifying the origin areas.</li> <li>3. The student shall identify defeated and/or failed systems.</li> <li>4. The student shall recognize the system's potential as a fire cause.</li> <li>5. The student shall determine any alterations to and failure indicators of building systems.</li> <li>6. The student shall evaluate the suppression efforts on building systems.</li> </ol>			
<p><b>9. Effects of Explosions (see section 4.2.9, NFPA 1033).</b> The student shall perform the following tasks at a fire scene that contains evidence of an explosion:</p> <ol style="list-style-type: none"> <li>1. The student shall discriminate the effects of explosions from other types of damage.</li> <li>2. The student shall identify and preserve explosion evidence.</li> <li>3. The student shall identify explosive effects on glass, walls, foundations, and other building materials.</li> <li>4. The student shall analyze damage to document blast zone and origin.</li> </ol>			
<p><b>10. Documenting the Scene (see section 4.3, NFPA 1033).</b> The student shall perform the following tasks at a fire scene:</p> <ol style="list-style-type: none"> <li>1. The student shall diagram the scene to accurately represent the scene, evidence, pertinent contents, significant patterns, and area(s) or point(s) of origin.</li> <li>2. The student shall sketch the scene using basic drafting skills and evidence recognition and observation skills.</li> <li>3. The student shall photograph and document the scene to accurately depict and support scene findings.</li> <li>4. The student shall construct investigative notes from available documents and interview information so that notes are accurate.</li> <li>5. The student shall construct investigative notes that are accurate, provide further documentation of the scene, and represent complete documentation of the scene findings.</li> <li>6. The student shall demonstrate data-reduction skills, note-taking skills, and observational and correlating skills.</li> </ol>			

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<p><b>11. Evidence Collection &amp; Preservation – Locate, Collect, and Package Evidence (see section 4.4.2, NFPA 1033).</b></p> <p>The student shall perform the following tasks at a fire scene:</p> <ol style="list-style-type: none"> <li>1. The student shall locate, document, collect, label, package, and store evidence so that it is properly identified, preserved, collected, packaged, and stored for use in testing, legal, or other proceedings and examinations, ensuring cross-contamination and investigator-inflicted damage to evidentiary items are avoided and the chain of custody is established.</li> <li>2. The student shall recognize different types of evidence and determine whether evidence is critical to the investigation.</li> <li>3. The student shall abide by legal procedures to retain evidence required within the investigation.</li> <li>4. The student shall abide by legal procedures for managing victims and fatalities so that all evidence is discovered and preserved and the procedures are followed.</li> </ol>			
<p><b>12. Evidence Collection &amp; Preservation – Evidence for Analysis (see section 4.4.3, NFPA 1033).</b></p> <p>The student shall perform the following tasks at a fire scene:</p> <p>The student shall select items for analysis that support the specific needs of the investigation and evaluate the fire incident to determine any additional forensic, engineering, or laboratory resource needs.</p>			
<p><b>13. Evidence Collection &amp; Preservation – Chain of Custody (see section 4.4.4, NFPA 1033).</b></p> <p>The student shall perform the following task at a fire scene:</p> <p>The student shall maintain chain of custody so that written documentation exists for each piece of evidence and ensure evidence is secured.</p>			
<p><b>14. Evidence Collection &amp; Preservation – Evidence Disposal (see section 4.4.5, NFPA 1033).</b></p> <p>The student shall perform the following tasks at a fire scene:</p> <p>The student shall dispose of evidence, based on jurisdictional or agency regulations, and file information so the disposal is timely, safely conducted, and in compliance with jurisdictional or agency requirements.</p>			

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<p><b>15. Conducting Interviews (see section 4.5.2, NFPA 1033).</b> The student shall perform the following tasks:</p> <p>The student shall obtain information, ask follow-up questions, elicit responses to all questions, document the response to each question, and adjust interviewing strategies based on deductive reasoning and interpretation of verbal and nonverbal communications.</p>			
<p><b>16. Conducting Interviews – Evaluation of Information (see section 4.5.3, NFPA 1033).</b> The student shall perform the following tasks:</p> <ol style="list-style-type: none"> <li>1. The student shall evaluate interview information so that all interview data is individually analyzed and correlated with all other interviews.</li> <li>2. The student shall document corroborative and conflictive information.</li> <li>3. The student shall develop new leads.</li> <li>4. The student shall demonstrate correlation skills.</li> </ol>			
<p><b>17. Post Incident Investigations – Investigate File (see section 4.6.2, NFPA 1033).</b> The student shall perform the following tasks:</p> <ol style="list-style-type: none"> <li>1. The student shall Identify areas of further investigation, interpret the relationship between gathered documents and information, and identify corroborative evidence and discrepancies.</li> <li>2. The student shall demonstrate information assessment, correlation, and organizational skills.</li> </ol>			
<p><b>18. Post Incident Investigations – Coordination of Expert Resources (see section 4.6.3, NFPA 1033).</b> The student shall perform the following task:</p> <p>The student shall demonstrate an understanding of the importance of ensuring that expert competencies are matched to specific investigation needs, that financial expenditures are justified, and that utilization of experts clearly furthers the investigative goals of determining cause or affixing responsibility.</p>			
<p><b>19. Post Incident Investigations – Motive and Opportunity (see section 4.6.4, NFPA 1033).</b> The student shall perform the following tasks:</p> <ol style="list-style-type: none"> <li>1. The student shall demonstrate an understanding of how to establish evidence as to motive and/or opportunity to commit a crime.</li> <li>2. The student shall demonstrate an understanding of how to conduct financial analysis of evidence related to the case.</li> </ol>			

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<p>3. The student shall demonstrate an understanding of how to gather and analyze records that may show motive to commit a crime.</p>			
<p><b>20. Post Incident Investigations – Determination of Investigative Opinion (see section 4.6.5, NFPA 1033).</b> The student shall perform the following task:</p> <p>The student shall formulate an opinion concerning origin, cause, or responsibility for the fire supported by the data, facts, records, reports, documents, and evidence.</p>			
<p><b>21. Presentation of Information (see sections 4.7 and 4.7.1, NFPA 1033).</b> The student shall perform the following tasks:</p> <ol style="list-style-type: none"> <li>1. The student shall present the findings to the designated evaluator who is not involved in the actual investigation.</li> <li>2. The student shall prepare a written report that accurately reflects the investigative findings, is concise, expresses the investigator's opinion, contains facts and data that the investigator relied on in rendering an opinion, contains the investigator's reasoning for his or her opinion, and meets the needs or requirements of the intended audience.</li> </ol>			
<p><b>22. Presentation of Investigative Findings (see section 4.7.2, NFPA 1033).</b> The student shall perform the following tasks:</p> <ol style="list-style-type: none"> <li>1. The student shall present the investigative findings verbally to an audience.</li> <li>2. The student shall complete the presentation within an allotted time.</li> <li>3. The student shall demonstrate communication skills.</li> <li>4. The student shall determine the audience's needs and correlate the content of findings to deliver information to meet the needs of the audience.</li> </ol>			
<p><b>23. Presentation of Testimony (see section 4.7.3, NFPA 1033).</b> The student shall perform the following tasks:</p> <ol style="list-style-type: none"> <li>1. The student shall testify during simulated legal proceedings in a manner that conveys all pertinent investigative information and ensures that evidence is presented clearly and accurately.</li> <li>2. The student shall demonstrate the ability to differentiate facts from opinion and determine accepted procedures, practices, and etiquette during a simulated legal proceeding.</li> </ol>			