

# Fire Investigator

## Certification Procedures Guide



This Certification Procedure Guide reflects the requirements of  
**NFPA 1033: Standard for Fire Investigator  
Professional Qualifications, 2014 Edition**

# Foundation of the FSTB Certification System

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## **Equal Access for All**

Registrations for certification will be accepted from any candidate meeting the criteria listed in the appropriate certification document. Applications will be accepted without regard to race, color, creed, gender, marital status, or status as a military veteran. Applications will be accepted without regard to age as long as the applicant is at least 18 years of age, and disability as long as that disability does not hinder the applicant's ability to perform the necessary skills and practices required by the National Fire Protection Association's (NFPA) Professional Qualifications Standards. If you have questions or comments regarding the certification, training, or other services provided by the Fire Service Training Bureau (FSTB), please call 515-294-6817.

## **Legal Authority**

Legislative authority for fire service certification was granted to the Fire Service Institute, Iowa State University Extension by the Iowa legislature in 1986. With the passing of HF 2492 and the permission of the governing International Fire Service Accreditation Congress (IFSAC), authority for fire service certification was granted to the Fire Service Training Bureau, Division of the State Fire Marshal effective July 1, 2000.

## **Accreditation**

The FSTB certification system has been accredited by the IFSAC to certify fire service personnel to accepted national standards. Through this process, Iowa fire service personnel achieve international certification. Accreditation of the FSTB certification system assures the Iowa fire service that programs and standards used within this system adhere to the most current recognized and adopted national standards. The assurances gained through the accreditation process provide credibility and prestige for every firefighter participating in the certification process. Firefighters certified through the Iowa system are recognized throughout the United States (and the world) as qualified and meeting the standards set forth by the NFPA.

## **Certification**

After participants within the FSTB certification system have met the performance requirements and successfully completed an objective evaluation process, the FSTB awards National Certification. Upon awarding National Certification, the individual's name is entered in the Iowa certification data bank as well as the national certification data bank maintained by the IFSAC at Oklahoma State University. An official seal from the IFSAC is attached to every certificate and includes an individual national certification number.

## **Standards**

NFPA Professional Qualifications Standards are used by the entities accredited by the IFSAC. To maintain accreditation, entities must certify fire service personnel to the latest edition of the "Professional Qualifications Standards" adopted by the issuing jurisdiction.

## **System Integrity**

The requirements, criteria, and process explained in this document are used to ensure the highest possible credibility and stature for participants in the FSTB certification system. These processes help ensure that Iowa trained and certified fire service personnel are among the most highly qualified firefighters in the world.

## Entering the System

Qualified personnel within the Iowa fire service may enter the certification system for the purpose of seeking certification by contacting the FSTB. Upon receipt of a request, the FSTB will forward appropriate information to members of the fire service about any of the levels or categories of certification available.

## Application & Fees

Every individual seeking certification within the FSTB certification system must submit an [Online Certification Testing Registration Form](#) and a \$50 Registration Fee to secure entrance into the system. Approved methods of payment are: Cash, Purchase Order, Check, Money Order, Credit Card, or Bill to Fire Department. Candidates wishing to test at a specific exam site must submit a Certification Registration Form and payment at least three (3) weeks prior to the exam date to be accepted.

**NO "WALK-IN" OR LATE REGISTRATIONS WILL BE ACCEPTED AT ANY TEST SITE!**

## Refunds of Registration Fees

Registration fees may be refunded only within the first two (2) months after being received by the FSTB. Registration fees will only be refunded if the individual has not taken any action towards certification, other than the submission of the registration and fee payment. Registration fees will not be refunded if any of the steps of the certification process have been initiated (e.g., submitting local documentation form, taking written or practical exams).

## Certification Process Timeline

Candidates testing for ALL LEVELS (Firefighter I and/or II, Hazardous Materials Awareness and Operations, Driver/Operator - Pumper and/or Aerial, Fire Service Instructor I and/or II, Fire Officer I and/or II, Fire Inspector I, and Fire Investigator) will be given twelve (12) months to complete the certification process. The twelve (12) month time limit begins when the application is entered into the database by the FSTB Certification and Accreditation Unit staff. The FSTB will NOT accept any documentation requirements until the candidate's registration has been entered into the certification database. After the twelve (12) month time period has expired, candidates not completing the certification process will be required to start the process over by submitting a NEW registration and fee payment. Candidates will also be required to retake the written and practical exams (regardless of the pass/fail status from the previous exams), and re-submit all required documentation. All information and paperwork from expired certification attempts will be removed from the FSTB database.

## Certification Exam Availability

Every qualified individual seeking certification will be allowed access to the certification exam process (see "Certification Requirements"). Certification exams are offered in numerous locations throughout Iowa every year. They are conducted on a regional basis at many of the Iowa Community College regional fire schools, select fire departments, and at the Annual State Fire School conducted by the FSTB. A **Certification Schedule** is posted on the Certification page of the FSTB website at [www.dps.state.ia.us/fm/fstb](http://www.dps.state.ia.us/fm/fstb). Each candidate seeking certification within the Iowa FSTB Certification System must submit the [Online Certification Testing Registration Form](#). Restricted test sites are also conducted for fire departments having enough candidates to "fill" a test site. Fire departments wishing to schedule a restricted test site should contact the FSTB for more information.

# Certification Requirements

## Facial Hair Policy

Persons with beards or facial hair in the area of the SCBA face piece seal (including full-face beards, mutton-chops, goatees, etc.) will **NOT** be allowed to participate in the skills exam for any certification level. This policy will be enforced regardless of the skills being tested at any site. No exceptions to this policy will be granted. This is in conjunction with 29 CFR 1910.134 Respiratory Protection Standard.

## Exam Results

After candidates have completed the exam process, the FSTB begins the process of scoring and processing the test results. As soon as scoring and documentation are completed, the results are sent to the candidates via regular mail. To ensure candidate confidentiality, certification exam scores will not be released over the telephone or any other mechanism. The candidate should receive test results within 30 working days of the exam. If candidates do not receive their test scores within 30 working days, they should notify the FSTB. Exam scores will still not be released by phone, but the FSTB will begin a trace of the notification and/or explain the delay.

**Please DO NOT contact the FSTB Certification and Accreditation Unit prior to the 30-working day timeframe.**

## Certification

Upon successful completion of the certification process, the applicant's name will be entered into the Iowa certification database and the National Certification Database maintained by the IFSAC. Candidates will also receive (at no additional cost), an "Iowa/Nationally Certified" patch, a certification level bar, and an individualized certificate awarding National Certification from the FSTB. This certificate will bear a numbered seal from the IFSAC. When you have completed all of the necessary steps for your certification level, please allow 60 working days for the completed certificate. If you have not received your certification within that time period, please contact the FSTB to verify all materials are completed and received.

**Please keep a copy of all your documentation for your records.**

## Reciprocity

Individuals in possession of certifications from out-of-state/other IFSAC entities may request reciprocity from the FSTB. The FSTB will only grant reciprocity for the levels of certification that the FSTB is accredited to by the IFSAC. Individuals must complete the [Online Request for Reciprocity Form](#), available on the FSTB website with a \$50 Reciprocity Fee. Once the provided IFSAC seal has been verified, the certificate information will be entered into the Iowa certification database and the FSTB will recognize the individual as having attained national certification at the requested level. The FSTB will not provide a new IFSAC certification seal number or certificate as the individual has already attained national certification and recognition at said level. If the individual or their affiliated organization specifically desires or requires an Iowa certification for the level in question, they must complete the steps for Certification Testing Registration, as described previously, and complete the written and practical exams, along with payment of the Certification Registration Fee.

## Denial and Revocation of Certification

The FSTB may deny or revoke a candidate's certification if the candidate submits false, copied, or plagiarized information to the FSTB or is found to be cheating during any phase of the certification process.

## Testing Accommodations

The Americans with Disabilities Act (ADA) requires that reasonable accommodations be provided to qualified individuals with disabilities. This law defines disabilities as physical or mental impairments that substantially limit one or more of a person's major life activities (e.g., walking, hearing, speaking, seeing, reading, and/or writing). The FSTB will provide reasonable and appropriate accommodations to qualified candidates who have documented disabilities and demonstrate a need for accommodations during the examination. A candidate must initiate a request for accommodations by completing the FSTB [Request for Accommodations Form](#), available on the FSTB website. In addition to submitting the on-line request form, a candidate must provide documentation from a qualified health professional, to include:

1. A statement of the specific diagnosis of the disability.
2. Cite the diagnostic criteria and tests given, with dates, results, and interpretations. Cite how the results support the diagnosis.
3. Describe the candidate's functional limitation(s) due to the disability, and the impact of those limitations on physical, perceptual and cognitive abilities.
4. Recommend specific accommodations and for each accommodation, provide a rationale as to how it will reduce the impact of the functional limitation(s).
5. State your professional credentials, training, work experience and any licenses you hold that support your qualifications to diagnose and/or treat this disabilities.
6. If no prior accommodations have been made for this candidate, explain why. If they have, state what was done and provide past documentation of prior accommodations.

**Please note:** The aforementioned supporting documentation provided by a qualified health professional must be received at the FSTB at least 10 days prior to the test date.

### **Please mail the supporting documentation to:**

Certification Unit  
Fire Service Training Bureau  
1015 Haber Road  
Ames, IA 50011

## Appeal Process

If certification is denied or revoked, the individual is entitled to due process, including an appeal and hearing. Any person believing that they have not received fair treatment within the certification process is also entitled to the appeal process.

The first step in the appeal process is for the individual to contact the Certification Manager at the FSTB. This initial contact is intended to be an informal review of the specific details. The official appeal process must be initiated in writing by email within 30 days of the action being appealed. The appeal must include the following:

- Individual's FSTB identification number
- Current address, phone number, and email address
- Statement of the issue(s) involved and date incident took place.
- Remedy requested.

The Certification Manager shall, within 21 working days from the date the appeal is received, provide a written response by email to the individual requesting the appeal. If the appeal is not resolved during this step, the individual appealing may move to the second step and appeal to the Bureau Chief of the FSTB. This appeal must be submitted in writing by email to the Bureau Chief within 7 working days from the Certification Manager's response. The Bureau Chief shall within 21 working days after the 2<sup>nd</sup> step appeal is received, provide a response in writing by email to the individual requesting the appeal. The decision of the Bureau Chief will be final.

**Please keep a copy of all your documents for your records!!**

**Certification Questions may be directed to:**

**[fstbcert@dps.state.ia.us](mailto:fstbcert@dps.state.ia.us)**

**515-294-6817**

# Introduction to Fire Investigator Certification

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## [Online Certification Testing Registration Form](#)

Certification Unit email: [fstbcert@dps.state.ia.us](mailto:fstbcert@dps.state.ia.us)

FSTB website: [www.dps.state.ia.us/fm/fstb](http://www.dps.state.ia.us/fm/fstb)

FSTB Certification phone number: 515-294-6817

Each individual seeking certification within the Iowa Fire Service Training Bureau Certification System must submit the online [Certification Testing Registration Form](#), and a \$50 Registration Fee, to secure entrance into the system.



The form is available on the Certification Page of our website at [www.dps.state.ia.us/fm/fstb](http://www.dps.state.ia.us/fm/fstb) or scan the code to go directly to the registration form.

A **Certification Schedule** (located on the Certification web page) is updated regularly to reflect a current list of available written and practical test sites.

Candidates are given twelve (12) months in which to complete the certification process. This time limit starts when the candidate's FIRST registration to test form is submitted and entered into the FSTB database.

Candidates failing the written exam are responsible for notifying the FSTB of their desire to retest by registering for another scheduled exam on the FSTB Certification web page. Candidates may not take the written exam more than once per day. If the candidate has failed both attempts at the written exam, they must submit another \$50 registration fee, which will allow them two (2) more attempts.

Candidates will be required to submit a Practical Skills Project for this certification level. This project involves completing various scenarios that reflect the functional duties of a Fire Investigator. These scenarios include: Investigations of accidental and arson related fires. This Practical Skills Project relates to objectives from NFPA 1033: these objectives are detailed in the included Skill Set evaluation items. Once completed, all components of this project must be submitted electronically to the FSTB for review and approval within the twelve (12) month time limit.

If the twelve (12) month time limit expires and the candidate has not successfully completed all the requirements for the certification process, the candidate will have to restart the process. All information and documentation relating to the previous certification attempt will be removed from the FSTB database.

Projects must be submitted and completely approved prior to the twelve (12) month time period from when the candidate's certification application was entered into the FSTB database. Projects submitted at the deadline without time for review will **NOT** be accepted. Please allow enough time for your submission to be reviewed and for any corrections, if needed.

**An official picture ID (e.g., driver's license, state-issued identification card, military ID, etc.) must be presented for admittance to ALL written and practical exams.**

# Fire Investigator Certification Requirements

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## Prerequisite:

Candidates seeking certification for Fire Investigator within the Iowa Fire Service Training Bureau Certification System must successfully complete all parts of the Fire Investigator certification exam to achieve national certification as Fire Investigator.

- Must attend the FSTB 2-week Arson / Fire Investigation School or the National Fire Academy's Basic Arson Investigation course, within the last 2 years.

## Written Examination:

The Fire Investigator written certification exam is based on the Requisite Knowledge objectives listed in NFPA 1033, *Standard for Fire investigator Professional Qualifications*, 2014 edition.

- Candidates are required to score a minimum of 70% on the written examination.
- The written certification exam contains one hundred (100) true/false and multiple choice questions covering Fire Investigator.

Number of Questions	Time
25	30 Minutes
50	60 Minutes
75	90 Minutes
100	120 Minutes

## Practical Skills Examination:

The Fire Inspector certification practical examination project is based on Requisite Knowledge and Requisite Skills objectives listed in NFPA 1033, *Standard for Fire Investigator Professional Qualifications*, 2014 Edition.

- Candidates are required to complete all skills in the project, which are graded on a Pass/Fail basis.

The practical skills for the Fire Investigator certification is a comprehensive take-home project that involves two different components. The first component is that the candidate will investigate an accidental fire in nature. The candidate will be required to complete a thorough investigation and documentation of the incident. The candidate's documentation will be evaluated using information contained in the required 17 evaluation items. If the accidental fire involves any of the optional 10 evaluation items, the candidate will be evaluated using the additional item(s). When the candidate submits the documentation for the accidental fire, they will be required to also submit a skill check-off sheet, photo log, scene diagram, and at least 5 photos of the investigation.

The second component of the project, is that the candidate will investigate an arson related fire in nature. The candidate will be required to complete a thorough investigation and documentation of the incident. The candidate's documentation will be evaluated using information contained in the required 17 evaluation items. If the arson related fire involved any of the optional 10 evaluation items, the candidate will be evaluated using the additional item(s). When the candidate submits the documentation for the arson related fire, they will be required to also submit a skill check-off sheet, photo log, scene diagram, and at least 5 photos of the investigation.

## Accidental Fire

### Required Evaluation Items:

- Securing the Fire Ground
- Conducting an Exterior Examination
- Conducting an Interior Survey
- Interpreting Fire Patterns Related to Material Involved
- Interpret and Analyze Fire Patterns Related to Development
- Examining and Removing Fire Debris
- Reconstructing the Area of Origin
- Building Systems Performance Inspection
- Scene Diagram Documentation
- Scene Photography Documentation
- Investigative Notes Creation
- Interview Plan Development
- Analyzing Interview Information
- Report and Records Assembly
- Formulating an Opinion Related to Investigation Findings
- Conducting Interviews
- Scene Diagram
- Photo Log
- 5 Photos:
  - Exterior Survey Photo
  - Interior Survey Photo
  - Fire Patterns Photo
  - Area of Origin Photo
  - Evidence Photo

### Optional Evaluation Items:

- Scene Examination: Explosion
- Selecting Evidence and Applying Appropriate Collection/Preservation Techniques
- Evidence Collection/Preservation
- Chain of Custody Documentation
- Proper Disposal of Evidence
- Coordinating Expert Resources
- Incendiary Fire Documentation Related to Motive or Opportunity
- Presenting Fire Investigation Findings
- Testify in Legal Proceeding
- Managing and Preserving Fire Related Injuries and Fatalities

## Arson Fire

### Required Evaluation Items:

- Securing the Fire Ground
- Conducting an Exterior Examination
- Conducting an Interior Survey
- Interpreting Fire Patterns Related to Material Involved
- Interpret and Analyze Fire Patterns Related to Development
- Examining and Removing Fire Debris
- Reconstructing the Area of Origin
- Building Systems Performance Inspection
- Scene Diagram Documentation
- Scene Photography Documentation
- Investigative Notes Creation
- Interview Plan Development
- Analyzing Interview Information
- Report and Records Assembly
- Formulating an Opinion Related to Investigation Findings
- Conducting Interviews
- Scene Diagram
- Photo Log
- 5 Photos:
  - Exterior Survey Photo
  - Interior Survey Photo
  - Fire Patterns Photo
  - Area of Origin Photo
  - Evidence Photo

### Optional Evaluation Items:

- Scene Examination: Explosion
- Selecting Evidence and Applying Appropriate Collection/Preservation Techniques
- Evidence Collection/Preservation
- Chain of Custody Documentation
- Proper Disposal of Evidence
- Coordinating Expert Resources
- Incendiary Fire Documentation Related to Motive or Opportunity
- Presenting Fire Investigation Findings
- Testify in Legal Proceeding
- Managing and Preserving Fire Related Injuries and Fatalities

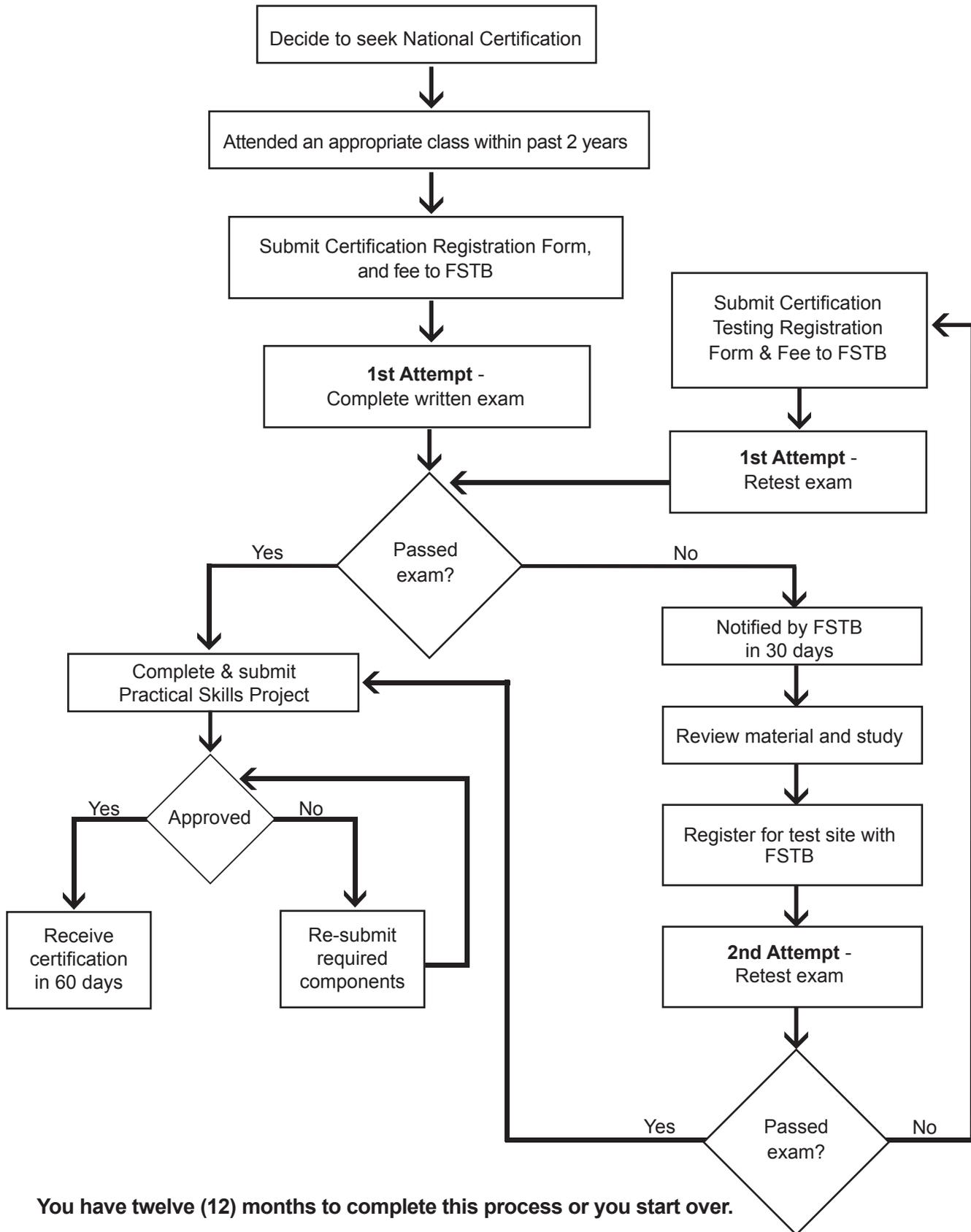
**Recertification:**

Once the candidate has received their certification as a Fire Investigator, the certification is valid for 3 years from the date of issue. If recertification is desired, the following procedures MUST be completed PRIOR to the certification expiration date.

1. Notify the FSTB Special Programs Coordinator in writing via email of the Investigator's desire to apply for recertification.
2. Provide written documentation of 30 hours of untested (informal) training as a student or instructor, or any combination, in fire investigation related courses or seminars. This can be in the form of attendance certificates such as from the Iowa Chapter of the International Association of Arson Investigators (IAAI) annual conferences, or any other conference dealing with fire/arson investigation; or
3. Provide written documentation of 15 hours of documented testing (formal) training hours (e.g., [CFITrainer.net](http://CFITrainer.net) course certificates); and
4. Submit a letter from the applicant's supervisor listing applicant's current job description and attesting to the fact that the primary duty of the applicant is fire investigation. The supervisor shall be experienced in Fire Investigation; will review each of the applicant's reports and shall verify the number of fires that the applicant has investigated during the past 3 year period. A minimum of 10 fires, regardless of the determination, have to have been investigated.

In the event an Investigator chooses not to recertify or does not submit the required documentation for recertification prior to the expiration of their certificate; their certification as Fire Investigator will be cancelled and removed from the Iowa certification database. The IFSAC will also be notified to remove the associated seal number from the national certification database. In order to regain certification, the individual would need to successfully complete the required Investigator course mentioned previously in this Guide, within the past 2 years, and pass the written and practical examinations.

# Certification Flow Chart for Fire Investigator



You have twelve (12) months to complete this process or you start over.

## Skill Set: Securing the Fire Ground

**Reference:** NFPA 1033-2014 Edition - 4.2.1

**Candidate Equipment Required:** Ribbon or rope, information signs, tape, stapler, and an assistant

### Evaluator’s Instructions to the Candidate

Secure the fire ground, given marking devices, sufficient personnel, and special tools and equipment, so that unauthorized persons can recognize the perimeters of the investigative scene and are kept from restricted areas and all evidence or potential evidence is protected from damage or destruction.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.1</b>				
1.	Locate general origin area and items of potential evidence.				
2.	Place ribbon or rope around the origin area and/or potential evidence items.				
3.	Post signs and/or a guard outside the roped or barricaded area.				
4.	Prevent unauthorized entry.				

## Skill Set: Conducting an Exterior Examination

**Reference:** NFPA 1033-2014 Edition - 4.2.2

**Candidate Equipment Required:** Note pad, photo log

### Evaluator’s Instructions to the Candidate

Conduct an exterior survey, given standard equipment and tools, so that evidence is identified and preserved; fire damage is interpreted; hazards are identified to avoid injuries; accessibility to the property is determined; and all potential means of ingress/egress are discovered.

Keeping safety in mind, the candidate will conduct a 360-degree exterior survey of the scene. The candidate will identify entry/exit points, items of potential evidence, and post fire indicators. The candidate will also indicate on a photo log where exterior photos would be taken, if any, using the following task steps:

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.2</b>				
1.	Assess fireground and structural conditions.				
2.	Proceed 360 degrees around the scene and assess fire damage.				
3.	Enter on the photo log where photos would be taken.				
4.	Ribbon potential evidence items.				
5.	Ribbon or mark entry/exit points.				
6.	Document observations.				

## Skill Set: Conducting an Interior Survey

**Reference:** NFPA 1033-2014 Edition - 4.2.3

**Candidate Equipment Required:** Note pad, photo log

### Evaluator’s Instructions to the Candidate

Conduct an interior survey, given standard equipment and tools, so that areas of potential evidentiary value requiring further examination are identified and preserved; the evidentiary value of contents is determined, and hazards are identified to avoid injuries.

Keeping safety in mind, the candidate will conduct a complete interior survey of the scene. The candidate will identify entry/exit points, items of potential evidence and post fire indicators. The candidate will also indicate on a photo log where interior photos would be taken, if any, using the following task steps:

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.3</b>				
1.	Assess structural conditions.				
2.	Proceed completely around the scene and assess fire damage and suppression impact.				
3.	Enter on the photo log where photos would be taken.				
4.	Ribbon potential evidence items.				
5.	Ribbon or mark entry/exit points.				
6.	Document observations.				

## Skill Set: Interpreting Fire Patterns Related to Material Involved

**Reference:** NFPA 1033-2014 Edition - 4.2.4

**Candidate Equipment Required:** Portable lighting, measuring device, note pad, and a briefing of fire suppression activity

### Evaluator's Instructions to the Candidate

Interpret fire patterns, given standard equipment and tools and some structural/content remains, so that each individual pattern is evaluated with respect to the burning characteristics of the material involved. Evaluations should be done in context and relationship with all patterns observed and the mechanisms of heat transfer that led to the formation of the pattern.

The candidate will observe a fire scene, document burn patterns and characteristics of different materials.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.4</b>				
1.	Locate fire scene.				
2.	Locate equipment needed.				
3.	Obtain fire suppression briefing.				
4.	Observe and document burn patterns.				
5.	Observe and document burn characteristics of two burned materials.				

## Skill Set: Interpret and Analyze Fire Patterns Related to Development

**Reference:** NFPA 1033-2014 Edition - 4.2.5

**Candidate Equipment Required:** Portable lighting, sketch pad

### Evaluator’s Instructions to the Candidate

Correlate burn patterns, given standard equipment and tools to structural/content remains. Evaluate the scene so that fire development is determined, methods and effects of suppression are evaluated, false origin area patterns are recognized, and all areas of origin are correctly identified.

The candidate will observe a fire scene and indicate on a rough sketch the area of origin and fire development.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.5</b>				
1.	Locate and observe the fire scene.				
2.	Using burn patterns and fire development indicators, sketch the fire scene.				
3.	Indicate area(s) of origin on the sketch.				
4.	Indicate fire development patterns on the sketch.				

## Skill Set: Examining and Removing Fire Debris

**Reference:** NFPA 1033-2014 Edition - 4.2.6

**Candidate Equipment Required:** Tools, evidence collection containers

### Evaluator’s Instructions to the Candidate

Examine and remove fire debris, given standard equipment and tools, so that all pieces of debris are checked for fire cause evidence; The ignition source(s) is identified, the fire cause is determined, and evidence is preserved without investigator inflicted damage or contamination.

The candidate, dressed in protective clothing, will dig out an origin area that will contain an ignition source and item(s) of evidence.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.6</b>				
1.	Use search techniques to further discovery of fire cause.				
2.	Locate origin area and incorporate documentation.				
3.	Locate, identify, and protect items of evidence.				
4.	Remove fire debris and locate ignition source.				
5.	Indicate the fire cause.				

## Skill Set: Reconstructing the Area of Origin

**Reference:** NFPA 1033-2014 Edition - 4.2.7

**Candidate Equipment Required:** Tools, burned items, a fire suppression briefing, an assistant, photo logs, and protective clothing

### Evaluator’s Instructions to the Candidate

Reconstruct the area of origin, given standard and, if needed, special equipment and tools if needed, so that all protected areas and burn patterns are identified and correlated to contents/structural remains. Items potentially critical to cause determination and photo documentation are returned to their pre-fire location and the point(s) of origin is discovered.

The candidate will identify protected areas, locate and replace items moved during fire suppression activities to their pre-fire location, and indicate on a photo log what photos should be taken to document reconstruction.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.7</b>				
1.	Note effect of fire on different types of material.				
2.	Obtain fire suppression briefing.				
3.	Locate protected areas.				
4.	Locate removed burned items.				
5.	Reconstruct scene.				
6.	Document reconstruction on the photo log.				

## Skill Set: Building Systems Performance Inspection

**Reference:** NFPA 1033-2014 Edition - 4.2.8

**Candidate Equipment Required:** Portable lighting, tools, note pad, and a general suppression briefing

### Evaluator’s Instructions to the Candidate

Inspect the performance of building systems, including detection, suppression, HVAC, utilities, and building compartments, so that a determination can be made on these operating systems’ impact on fire growth and spread. The inspection will consider identifying origin areas and indicate any defective or defeated systems.

The candidate will perform a post fire inspection of a scene and indicate on a floor plan the location and condition of each of the following systems: detection system, HVAC, utilities, and suppression system. The candidate will identify which expert resources, if any, would be needed to confirm that any of the systems were found defective or defeated.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.8</b>				
1.	Locate the fire scene, identify and inspect exterior utilities.				
2.	Locate and inspect detection systems.				
3.	Locate and inspect HVAC systems.				
4.	Locate and inspect suppression systems.				
5.	Report which, if any, expert resources would be needed.				
6.	Report which, if any, and how systems inspected were defective and/or defeated.				

## Skill Set: Scene Examination: Explosion

**Reference:** NFPA 1033-2014 Edition - 4.2.9

**Candidate Equipment Required:** Measuring device, note pad, and a briefing of fire suppression activity

### Evaluator's Instructions to the Candidate

Discriminate the effects of explosions from other types of damage, given standard equipment and tools, so that an explosion is identified and its evidence is preserved.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.2.9</b>				
1.	Identify type of explosion occurring.				
2.	Identify and document explosion characteristics:				
	a. potential debris field				
	b. evidence preservation procedures				
	c. origin of explosion				
	d. cause of explosion				
	e. analyze damage				
	f. document all findings in writing				

## Skill Set: Scene Diagram Documentation

**Reference:** NFPA 1033-2014 Edition - 4.3.1

**Candidate Equipment Required:** Note pad, measuring devices

### Evaluator’s Instructions to the Candidate

Diagram the fire scene, given standard tools and equipment, so that the scene is accurately recorded. Ensure items of evidence, pertinent contents, significant fire patterns, and origin areas/points are identified.

The candidate will diagram (rough sketch) the fire scene. The diagram shall include at least one item of evidence, one item of pertinent contents, one significant burn pattern, and one area or point of origin.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.3.1</b>				
1.	Locate and size up the fire scene.				
2.	Diagram the fire scene to include each of the following:				
	a. Relative locations, dimensions, rooms, stairs, doors, and windows				
	b. At least one item of evidence with location dimensions indicated				
	c. At least one item of pertinent contents with location and dimensions indicated				
	d. At least one burn pattern with location identified				
	e. At least one area or point of origin with size indicated				
	f. The candidate’s name, date, and scene number or location				

## Skill Set: Scene Photography Documentation

**Reference:** NFPA 1033-2014 Edition - 4.3.2

**Candidate Equipment Required:** Camera, note pad, measuring device

### Evaluator's Instructions to the Candidate

Photographically document the scene, given standard tools and equipment, so that the scene is accurately depicted and the photographs appropriately support scene findings.

The candidate will photograph the scene and provide a photo log of the photos taken, submitting at least five (5) photos that include: exterior survey, interior survey, fire patterns, area of origin, and evidence.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.3.2</b>				
1.	Photograph from the outside of the room to the inside.				
2.	Photograph items of evidence without size references.				
3.	Photograph items of evidence with size reference.				
4.	Document photos taken on a photo rough sketch and photo log.				

## Skill Set: Investigative Notes Creation

**Reference:** NFPA 1033-2014 Edition - 4.3.3

**Candidate Equipment Required:** Investigation file including interviews, photos, suppression report, and any available pre-fire information

### Evaluator’s Instructions to the Candidate

Record investigative notes at a fire scene, to include: available documents (e.g., pre-fire plans, inspection reports, etc.), and interview information, so that the notes are accurate, provide additional documentation of the scene, and represent complete documentation of the scene findings.

The candidate will review investigation documents, determine, if any, conflicting information and identify other information that may be needed to document scene findings.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.3.3</b>				
1.	Review file documents for completeness and accuracy of findings.				
2.	Identify conflicting information.				
3.	Determine and/or recommend needed follow-up information to corroborate or dispute investigative findings.				
4.	Filter out unnecessary documents.				

## Skill Set: Selecting Evidence and Applying Appropriate Collection/Preservation Techniques

**Reference:** NFPA 1033-2014 Edition - 4.4.3

**Candidate Equipment Required:** Investigation report, several different types of evidence, crime lab analysis request form

### Evaluator's Instructions to the Candidate

Select appropriate evidence for analysis, given information from the investigative file, so that samples forwarded for analysis support specific investigative needs.

The candidate will review an investigation report, select one item of evidence, and fill out a standard crime lab analysis request form indicating specific test(s) requested.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.4.3</b>				
1.	Review the investigation report.				
2.	Select one appropriate item of evidence.				
3.	Fill out the crime lab analysis request form completely				
4.	Indicate the specific analysis requested such as testing for the presence of hydrocarbons, tool marks, shell casings, and DNA.				

## Skill Set: Evidence Collection/Preservation

**Reference:** NFPA 1033-2014 Edition - 4.4.2

**Candidate Equipment Required:** Several types of evidence and evidence collection supplies

### Evaluator’s Instructions to the Candidate

Given standard or special tools, equipment, evidence collection materials, collect and preserve evidence at a fire scene. Actions include: Locating, documenting, collecting, labeling, packaging and storage. Collect evidence so that it is properly identified, preserved, packaged, and stored for use in testing or examination, legal, and/or other proceedings. Ensure cross-contamination and investigator-inflicted damage to the evidence items is avoided and the chain of custody is established and maintained.

The candidate will collect and package two different types of identified evidence, maintaining chain of custody, and avoiding contamination.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.4.2</b>				
1.	Identify two different types of evidence.				
2.	Select and collect one of each of the two types of evidence.				
3.	Package selected/collected items.				
4.	Document the process in field notes.				
5.	Identify what type of evidence testing would be requested (if any).				

## Skill Set: Chain of Custody Documentation

**Reference:** NFPA 1033-2014 Edition - 4.4.4

**Candidate Equipment Required:** Equipment, forms, tags, and six items of evidence

### Evaluator’s Instructions to the Candidate

Maintain a chain of custody, given standard investigative tools, utilizing marking tools, and evidence tags/logs; so that written documentation exists for each piece of evidence, and evidence is secured.

The candidate will mark, package, and log six items of evidence.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.4.4</b>				
1.	Obtain an incident briefing and take notes.				
2.	Locate and select evidence items.				
3.	Mark and/or tag and package six pieces of evidence.				
4.	Maintain chain of custody by correctly utilizing logs and/or forms during the transfer of evidence.				

## Skill Set: Proper Disposal of Evidence

**Reference:** NFPA 1033-2014 Edition - 4.4.5

**Candidate Equipment Required:** Incident information, model evidence policy, evidence, and evidence disposal forms

### Evaluator’s Instructions to the Candidate

Dispose of evidence, given jurisdictional/agency regulations and file information, so that the disposal is timely, safely conducted, and in compliance with jurisdictional/agency requirements.

The candidate will dispose of evidence in a timely and safe manner and document the disposal of evidence.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.4.5</b>				
1.	Review provided information.				
2.	Identify evidence subject to disposal.				
3.	Dispose of evidence according to the model evidence policy.				
4.	Document the disposal using the provided forms.				

## Skill Set: Interview Plan Development

**Reference:** NFPA 1033-2014 Edition - 4.5.1

**Candidate Equipment Required:** Incident information, witness statements, and a notepad

### Evaluator’s Instructions to the Candidate

Develop an interview plan so that the plan reflects a strategy to further determine the fire cause and affix responsibility. The plan should include a relevant questioning strategy, for each individual to be interviewed, that promotes the efficient use of the investigator’s time.

The candidate will develop an interview plan that assist in fire cause and suspect determination.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.5.1</b>				
1.	Review provided information.				
2.	Request additional information if needed.				
3.	Develop an interview plan strategy for two different persons of interest.				
4.	Document the two interview strategies by listing relevant questions.				

## Skill Set: Conducting Interviews

**Reference:** NFPA 1033-2014 Edition - 4.5.2

**Candidate Equipment Required:** Incident information, witness statements, and a notepad

### Evaluator’s Instructions to the Candidate

Conduct interviews so that pertinent information is obtained, follow-up questions are asked, responses to all questions are provided, and the response to each question documented accurately.

The candidate will conduct a witness interview. During the interview, the witness will become a suspect. The candidate will change questioning techniques and conduct an interrogation.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.5.2</b>				
1.	Develop interviewing strategies.				
2.	Identify the witness.				
3.	Conduct the interview.				
4.	Document the interview.				
5.	Identify the suspect.				
6.	Inform the suspect of rights, if needed.				
7.	Document the rights and waiver.				
8.	Conduct interrogation.				
9.	Document interrogation.				

## Skill Set: Analyzing Interview Information

**Reference:** NFPA 1033-2014 Edition - 4.5.3

**Candidate Equipment Required:** Incident information, interview transcripts, and note paper

### Evaluator’s Instructions to the Candidate

Evaluate interview information, given interview transcripts or notes and incident data, so that all interview data is individually analyzed and correlated with all other interviews, corroborative and conflicting information are documented, and new leads are discovered.

The candidate will evaluate, analyze, and correlate interview information to determine if the information is corroborative or conflictive in nature and develop new investigative leads.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.5.3</b>				
1.	Review provided information.				
2.	Correlate information into corroborative or conflicting groups.				
3.	Document new investigative leads.				
4.	List follow-up names and contact numbers.				

## Skill Set: Report and Records Assembly

**Reference:** NFPA 1033-2014 Edition - 4.6.1

**Candidate Equipment Required:** Several different sources of reports and records

### Evaluator’s Instructions to the Candidate

Gather reports and records so that all gathered documents are appropriate to the investigation, complete and authentic, Ensure the chain of custody is maintained and the material is acceptable to the courts for legal proceedings.

The candidate will gather reports/records so that all gathered documents are appropriate to the investigation, complete and authentic, and the chain of custody is maintained.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.6.1</b>				
1.	Review provided information.				
2.	Request and document request for needed materials.				
3.	Select documentation acceptable to the courts.				
4.	Document steps to maintain chain of custody of requested documents.				

## Skill Set: Coordinating Expert Resources

**Reference:** NFPA 1033-2014 Edition - 4.6.3

**Candidate Equipment Required:** Several different sources of reports and records

### Evaluator’s Instructions to the Candidate

Coordinate expert resources, given the investigative file, reports, and documents, so that the expert’s competencies are matched to the specific investigation needs, financial expenditures are justified, and utilization clearly furthers the investigation toward the goals of causation determination or affixing responsibility.

The candidate will coordinate expert resources by evaluating investigative files, reports, and documents, expert witness backgrounds and competencies, and fee schedules match expert competencies to specific investigation needs.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.6.3</b>				
1.	Review provided materials.				
2.	Document need for specific experts.				
3.	Justify costs for each expert witness selected.				
4.	Document how the selected expert witnesses will assist in the determination of causation or affixing responsibility.				

## Skill Set: Incendiary Fire Documentation Related to Motive or Opportunity

**Reference:** NFPA 1033-2014 Edition - 4.6.4

**Candidate Equipment Required:** Complete incendiary fire investigation file and evidence log

### Evaluator’s Instructions to the Candidate

Establish evidence for motive and/or opportunity, given an incendiary fire investigation, so that the evidence is the result of a prudent and complete investigation and supported by documentation and the evidence meets the evidentiary requirements of the jurisdiction.

The candidate will establish motive and/or opportunity of an incendiary fire through the use of prudent and complete investigation files, determining if the evidence meets legal requirements.

*To pass this station, you must successfully complete 100% of the steps.*

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.6.4</b>				
1.	Determine and document the motive and/or opportunity of the incendiary fire.				
2.	Document need for specific experts.				
3.	List supporting documents that establish motive finding.				
4.	Document evidence used to determine motive.				
5.	Document legal value of evidence provided.				

## Skill Set: Formulating and Opinion Related to Investigation Findings

**Reference:** NFPA 1033-2014 Edition - 4.6.2, 4.6.5

**Candidate Equipment Required:** Complete fire investigation file, including records, documents, and evidence

### Evaluator’s Instructions to the Candidate

Evaluate the investigation file, including all available file information, so that areas for further investigation are identified, the relationship between gathered documents and information is interpreted, and corroborative evidence and information discrepancies are discovered.

Formulate an opinion of the person(s) and/or product(s) responsible for the fire, given all investigative findings, so that the opinion regarding responsibility for a fire is supported by all records, reports, documents, and evidence.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.6.2 and 4.6.5</b>				
1.	Review provided materials.				
2.	Filter out unnecessary documents.				
3.	Request additional documentation if needed.				
4.	Document need for expert witnesses to assist in determining cause or responsibility.				
5.	Formulate and document an opinion as to the person and/or product responsibility.				

## Skill Set: Creating a Written Fire Investigation Report

**Reference:** NFPA 1033-2014 Edition - 4.7.1

**Candidate Equipment Required:** Investigation findings, documentation, an identified audience, forms, note pad, and authorization from the prosecutor to include the candidate’s opinion in the report.

### Evaluator’s Instructions to the Candidate

Prepare a written investigation report, given investigative findings and a specific audience, so that the report accurately reflects the investigative findings. The report should be concise, express the investigator’s opinion, and appropriate for the intended audience(s).

The candidate will hand write an initial investigation report, including an opinion as to the cause of the fire.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.7.1</b>				
1.	Review provided investigation information and incident reports.				
2.	Ask the assistant investigator follow-up questions, if necessary.				
3.	Write initial investigation report using provided materials.				
4.	Include opinion of fire cause, properly marked as opinion.				
5.	Review the report for grammar and accuracy.				
6.	Submit the report to the intended audience.				

## Skill Set: Presenting Fire Investigation Findings

**Reference:** NFPA 1033-2014 Edition - 4.7.2

**Candidate Equipment Required:** Investigation report findings, notes, an identified audience (i.e., prosecutor)

### Evaluator’s Instructions to the Candidate

The candidate will present investigative findings verbally, utilizing the investigative findings, notes, a 30 minute time allotment, and a specific audience (legal counsel). The presentation should be accurate, completed within the allotted time, and includes only need-to-know information for the intended audience.

The candidate will verbally present an investigation report without error within a 30-minute time frame to a selected audience.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.7.2</b>				
1.	Obtain and review the investigation report and other provided information.				
2.	Identify the audience member(s).				
3.	Verbally present the report information and/or findings.				
4.	Answer follow-up questions from the audience without error.				

## Skill Set: Testify in Legal Proceedings

**Reference:** NFPA 1033-2014 Edition - 4.7.3

**Candidate Equipment Required:** Investigative findings, 30 minutes to review information, and consultation with prosecution legal counsel

### Evaluator’s Instructions to the Candidate

Testify during a mock legal proceedings, utilizing investigative findings, contents of reports, and consultation with legal counsel, so that all pertinent investigative information is presented clearly and accurately, and the investigator’s demeanor is appropriate to the proceeding.

The candidate will testify and be cross-examined in a mock courtroom.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.7.3</b>				
1.	Review provided information within 30 minutes.				
2.	Ask questions of the prosecutor before testifying.				
3.	Answer questions from the prosecutor before testifying.				
4.	Testify in court to prosecutor’s questions without error.				
5.	Testify in court to cross-examination by defense counsel without error.				

## Skill Set: Managing and Preserving Fire Related Injuries and Fatalities

**Reference:** NFPA 1033-2014 Edition - 4.4.1

**Candidate Equipment Required:** Fire scene, necessary portable lighting, and a sketch pad

### Evaluator’s Instructions to the Candidate

The candidate will utilize proper procedures for managing victims and fatalities so that evidence associated with the injuries and/or fatalities is preserved in a manner that is consistent with industry best practices..

The candidate will observe a fatal fire scene and identify, protect, and document the body (bodies) and associated evidence.

***To pass this station, you must successfully complete 100% of the steps.***

No.	Evaluated Skill Items	First Time		Retest	
		Pass	Fail	Pass	Fail
	<b>Section 4.4.1</b>				
1.	Locate and observe the fire scene protect body and evidence.				
2.	Using burn patterns and fire development indicators, sketch the fire scene.				
3.	Indicate area(s) of origin on the sketch.				
4.	Indicate fire development patterns on the sketch.				
5.	Indicate location of victim.				
6.	Document and log all evidence and procedures.				