

FIRE INVESTIGATOR APPLICATION
 PENNSYLVANIA VOLUNTARY FIRE SERVICE CERTIFICATION PROGRAM
 NFPA 1033 – 2014 Edition



Method: Fire Investigator certification is completed through one of two methods: Challenge **OR** Course Completion.

Please Check Method Used: ____ Challenge ____ Course Completion

YOU MUST USE YOUR LEGAL NAME AS SHOWN ON A GOVERNMENT ISSUED ID

SECTION I

| | | | | |
|---------------------------------------|------------|-----------------|---------------|-------------------------------|
| Last Name | First Name | M.I. | Suffix | SSN# (Last 4 digits required) |
| Mailing Address | City | State | Zip Code | County |
| Date of Birth | Home Phone | Alternate Phone | Email Address | |
| Affiliation (Fire Dept./Organization) | | City/State | County | |

Please Read and Check One:

- I read (or had explained to me) and understand the job performance requirements for the Fire Investigator certification test. I have no conditions which would preclude me from safely or effectively performing all the functions (practical skills and written test) and tasks for the level for which I am seeking national certification.
- I read (or had explained to me) and understand the job performance requirements for the Fire Investigator certification test. I will be submitting a request for accommodation for the written national certification exam. I understand I **MUST** contact the Certification Program Manager no later than twenty days prior to the scheduled certification exam.

Disclosure of your social security number is required. Your social security number is solicited pursuant to Pennsylvania Crimes Code *18 Pa C.S. 4904* and Act 168 of 2006 amended Title 18 [Crimes and Offenses] of the Pennsylvania Consolidated Statutes, Section 2, subsection (h) (1). The Office of the State Fire Commissioner / Pennsylvania State Fire Academy only collects this number for tracking, certification processing, and verification purposes. Information is shared only where required to do so and is not sold, bartered, rented, or otherwise distributed.

By signing and dating this document, I certify the information contained in this application and any attachments are accurate and complete to the best of my knowledge and are submitted as true and correct in accordance with the OSFC/PSFA certification test policy and with the Pennsylvania Crimes Code *18 Pa C.S. 4904* relating to unsworn falsifications to authorities.

Signature of Candidate

Date

| | |
|--|----------------------------------|
| Test Site Official Use Only - Test Site: _____ | Test Site Number: _____ |
| Date Application Received at Test Site: _____ | Date Application Approved: _____ |
| Candidate Number: _____ Written Exam Results ____ PASS ____ FAIL Skills Exam Results ____ PASS ____ FAIL | |

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SECTION II

Act 168 of 2006 amended Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, Section 2, Subsection (h) (1) arson and related offenses reads:

“A person convicted of violating this section or any similar offense under Federal or State law shall be prohibited from serving as a firefighter in this Commonwealth and shall be prohibited from being certified as a firefighter under Section 4 of the Act of November 13, 1995 (P.L. 604, No.61), known as the State Fire Commissioner Act.”

All individuals making application for certification **MUST** provide documentation of a background check. Proof of non-conviction **MUST** consist of *either*:

1. An official criminal history record check obtained pursuant to Chapter 91 (relating to criminal history record information) indicating no arson convictions.

OR

2. By dating and signing the following statement by the person swearing to the following:

“I have never been convicted of an offense that constitutes the crime of “arson and related offenses” under 18 Pa. C.S 3301 or any similar offense under any Federal or State law. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to penalties prescribed by law, including, but not limited to, a fine of at least \$1,000.00”

Signature of Certification Candidate

Name of Certification Candidate (please type)

Date

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SECTION III – Please read and complete all information.

A candidate should meet the requirements of NFPA 1582, Standard on Medical Requirements for Firefighters and information for Fire Department Physicians prior to physical testing to ensure his/her ability to safely perform the required tasks.

During your participation in the certification test, in the event of injury/illness are you protected by an insurance carrier providing hospitalization and/or Workmen's Compensation? YES ___ NO ___ Please sign the waiver below.

Liability Waiver

I, the undersigned, have hospitalization insurance and do hereby release the following individuals and organizations from any and all liabilities or causes of action for any injuries or illness incurred during or after my participation in the Voluntary Certification Program Test sponsored by the Office of the State Fire Commissioner/Pennsylvania State Fire Academy, Pennsylvania Emergency Management Agency and hosted by the

(Name of Test Site)

The release covers all the aforementioned individuals and agencies as well as their agents, employees, or volunteers participating in this event.

This release covers all injuries or illnesses occurring during or as a result of the activities engaged in by the undersigned during the Voluntary Certification examination including any injuries which might result from physical abuse from third party participants or other individuals in or around the area where the examination is being conducted.

This release is intended to release all injuries, damages, or law suits to the undersigned person and property, whether known, unknown, foreseen, unforeseen, patent or latent which the undersigned may have against the Office of the State Fire Commissioner, the Pennsylvania Emergency Management Agency, the Host Entity, or its agents as listed above. The undersigned understands and acknowledges the significance and consequence of such specific intentions to release all claims, and hereby assumes full responsibility for any injuries, damages, or losses that may occur from the above mentioned event.

By signing and dating of this document **I HEREBY ACKNOWLEDGE** that **I HAVE READ THE CONTENTS** of this waiver, and that **I FULLY UNDERSTAND THE SAID CONTENTS** of the release, and that **I HAVE SIGNED INTENDING TO BE LEGALLY BOUND.**

Candidate Name (please type)

Signature of Candidate

Date

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SECTION IV

It is understood that the candidate registered on this form has done so with the full knowledge, consent, and approval of the named organization on page one of this application and is protected by an insurance carrier or the organization. Furthermore, I attest the candidate meets the requirements as noted in **Section III** of this application.

Participation approved by:

| | | |
|--|----------------------|--------------|
| Officer/Supervisor Name (please type) | Daytime Phone | Email |
| Signature of Officer/Supervisor | Title | Date |

SECTION V

****Any candidate who seeks certification either by challenge or course completion must meet the following requirements****

REQUIREMENT - NFPA 1033 (2014 Ed) Chapter 4:

A candidate **MUST** be trained or certified (at a minimum) at the Hazardous Materials Operations Level in accordance with NFPA 472 (2013 Ed) **OR** NFPA 1072 (2017 Ed), Chapter 5 (Core Competencies) and Chapter 6, (Mission-Specific) Section 6.2 (Personal Protective Equipment) and Section 6.6 (Product Control).

Attach a copy of one of the following recognized certificate (Jones & Bartlett curriculum).

_____ HAZARDOUS MATERIALS OPERATIONS LEVEL **OR**

_____ HAZARDOUS MATERIALS OPERATIONS LEVEL ANNUAL REFRESHER

NOTE: The certificate (training, refresher training, or certification) **MUST** be current (i.e., within one (1) year of the certification test date and **MUST** meet the requirements of the NFPA 472 (2013) or NFPA 1072 (2017) edition).

REQUIREMENT - NFPA 1033 (2014 Ed) Chapter 4: Fire Investigations

A candidate is required to document their participation in **10** fire investigations on the ‘*Summary Sheet*’ found at the end of this application. The investigations should be a representation of the incident types listed below:

- | | |
|---------------------------|-----------------|
| A. Residential structural | E. Wildland |
| B. Commercial structural | F. Marine |
| C. Industrial | G. Railroad |
| D. Vehicle | H. Refuse waste |

The summary sheet is to be used to document your participation. Your immediate supervisor **MUST** sign the summary sheet verifying that you completed the reports and the reports are on file.

NOTE: Any identifiable information of a person or party involved **MUST** be blacked out/redacted to protect privacy.

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Please Check Method Used:

_____ **Course Completion**

To certify through this method, you must successfully complete all training courses of instruction approved by the State Fire Academy. **Section VI** details specifically what is required for completion via training. If choosing this option, complete Sections 1, 2, 3, 4, 5, 6, and the verification form at the end of the application. The completion of any course **MUST** be within the current edition of the NFPA 1033 standard being tested. Upon completion of all courses and a review of the application and prerequisite documentation, the candidate will need to participate in and successfully pass both the certification written and practical tests.

_____ **Challenge**

If you are completing the Fire Investigator certification through the challenge process, you will need to complete **all sections** of this application to include the JPR skill components listed in Section VII, and the verification form.

Section VII details specifically what is required for completion. You need to complete, assemble, and submit all required documentation to the State Fire Academy for review. Your submission will be evaluated against the JPR's of the current NFPA 1033 Standard. If choosing this option, the candidate will complete the application, submit all prepared documentation, and take a written certification test.

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SECTION VI – Prerequisites (for both course completion or challenge method)

Please select the appropriate discipline (i.e., Law Enforcement, Municipal Fire Marshal, Fire Service or Other) which you will be using to complete the certification test process.

Law Enforcement (i.e., persons who are current Act 120 certified):

Submit copies of training certificates for the following courses (please check the course you completed):

1. Successful completion of:

_____ Fire Arson Investigation – National Fire Academy (R-206) 80 hours,

OR

_____ Successful completion of PA two (2) week Fire Investigator program.

2. Successful program completion in an accredited Pennsylvania law enforcement academy:

_____ Certificate of accredited PA Police academy.

3. Successful completion of a course on building construction types and concepts.

_____ Successful completion of Associates degree or higher utilizing the Act 46 process,

OR

_____ Successful completion of NFA Principles of Building Construction (Q0751) on-line course.

Web link for NFA Q0751: <https://apps.usfa.fema.gov/nfacourses/catalog/details/10521>

NOTE: Completion of both the BCN and BCP courses will fulfill this prerequisite; however, the courses **MUST** have been completed within the current edition of the NFPA 1033 standard being tested

4. Successful completion of:

_____ Pennsylvania State Police Forensic Photography course,

OR

_____ CFI Trainer – Digital Photography and the Fire Investigator.

NOTE: Mandatory for the challenge process. A prerequisite for the training process and must be completed prior to attending training course.

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Fire Marshal (County or Municipal)

Submit copies of training certificates for the following courses (please check the course you completed):

1. Successful completion of:

_____ Fire Arson Investigation – National Fire Academy (R-206) 80 hours,

OR

_____ Successful completion of PA two (2) week Fire Investigator program.

2. Successful completion of a course on building construction types and concepts.

_____ Successful completion of Associates degree or higher utilizing the Act 46 process,

OR

_____ Successful completion of NFA Principles of Building Construction (Q0751) on-line course.

Web link for NFA Q0751: <https://apps.usfa.fema.gov/nfacourses/catalog/details/10521>

NOTE: Completion of both the BCN and BCP courses will fulfill this prerequisite; however, the courses **MUST** have been completed within the current edition of the NFPA 1033 standard being tested

3. Successful completion of:

_____ Pennsylvania State Police Forensic Photography course,

OR

_____ CFI Trainer – Digital Photography and the Fire Investigator.

NOTE: Mandatory for the challenge process. A prerequisite for the training process and must be completed prior to attending training course.

4. Successfully complete the following CFI trainer programs *prior* to attending PSFA course:

_____ Introduction to evidence

_____ Documenting the event

_____ Search and Seizures

NOTE: Utilizing the verification form or Act 46 equivalency form, a candidate may be able to meet this prerequisite via an alternative option; however, this must occur prior to attending PSFA courses or the submittal of this application.

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Fire Services Personnel or Other (i.e., municipal fire officer, insurance representative, private investigator, etc.):

Submit copies of training certificates for the following courses (please check the course you completed):

1. Successful completion of:

_____ Fire Arson Investigation – National Fire Academy (R-206) 80 hours,

OR

_____ Successful completion of PA two (2) week Fire Investigator program.

2. Successful completion of a course on building construction types and concepts

_____ Successful completion of Associates degree or higher utilizing the Act 46 process,

OR

_____ Successful completion of NFA Principles of Building Construction (Q0751) on-line course.

Web link for NFA Q0751: <https://apps.usfa.fema.gov/nfacourses/catalog/details/10521>

NOTE: Completion of both the BCN and BCP courses will fulfill this prerequisite; however, the courses **MUST** have been completed within the current edition of the NFPA 1033 standard being tested

3. Successful completion of:

_____ Pennsylvania State Police Forensic Photography course,

OR

_____ CFI Trainer – Digital Photography and the Fire Investigator.

NOTE: Mandatory for the challenge process. A prerequisite for the training process and must be completed prior to attending training course.

4. Successfully complete the following CFI trainer programs *prior* to attending PSFA course:

_____ Introduction to evidence

_____ Documenting the event

_____ Search and Seizures

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SECTION VII - Complete this section only if the challenge method is selected.

There are five (5) parts to the challenge process; specific, required details for each part are provided below. All materials shall be assembled in a sequential order (i.e., Part I through Part V). The materials submitted shall be properly labeled to indicate the JPR(s) met; in addition, the materials submitted **MUST** be the candidate's own, original work.

NOTE: If a JPR cannot be found within your documentation, you will not receive credit for that specific JPR.

Part I – Scene Examination

Provide a plot plan, floor plan, and/or photographs of the scene, rooms, and burn patterns, and complete the following:

- 4.2.1 / 4.3.2 Securing the Fire Ground
Mark the plot plan and/or floor plan, or show in the photos, how the scene would be / was secured.
- 4.2.2 / 4.3.2 Conducting Exterior Survey
Assess the exterior of the scene. Determine the presence and/or absence of contents, the structural condition, observe fire damage, and interpret burn patterns. Report what you find.
 - Photographs, **AND**
 - Written documentation
- 4.2.3 / 4.3.2 Conducting Interior Survey
Assess the interior of the scene. Determine the presence and/or absence of contents, the structural condition, observe fire damage, and interpret burn patterns. Report what you find.
 - Photographs, **AND**
 - Written documentation
- 4.2.4, 4.2.5 / 4.3.2 Interpret & Analyze Fire Patterns
Assess the scene, observe fire damage and determine the structural condition and report the effect of the fire on different types of materials. Interpret and report variations in burn patterns dependent on fuel, fuel loads, trails, heat release ratio, ventilation, and ignitability. Report what you find.
 - Photographs, **AND**
 - Written documentation
- 4.2.6/4.2.9 Examining & Removal of Fire Debris
Determine what search techniques would be used to discover fire cause evidence and ignition sources. Explain the removal of debris vs. possible evidence and preservation of evidence without investigator-inflicted damage or contamination. Complete the necessary documentation and provide an example(s) of the evidence you would submit.

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- 4.2.7 / 4.3.2 Reconstructing the area of origin
Reconstruct the area of origin so that all protected areas and fire patterns are identified and correlated to the contents or structural remains, and potential items critical to cause determination and photo documentation are returned to their original (i.e., pre-fire) position.
- 4.2.8 Inspecting the performance of building systems
Inspect the performance of the buildings systems, including detection, suppression, HVAC, utilities, and building compartmentation and documentation of such. Explain (written) the possible need and use of expert resources and possible systems operating impact on fire growth and spread.
- 4.3.1 Diagramming the scene
Submit diagram(s) of the scene, so that the scene is accurately represented and evidence, pertinent contents, significant patterns, and area(s) or point(s) of origin are identified.
- 4.3.3 Constructing Investigative notes
Construct investigation notes, available documents (e.g., pre-fire plans and inspection reports) and interview information so that the notes are accurate, provides further documentation of the scene, and represents complete documentation of the scene findings.

Part II – Evidence Collection / Preservation

- 4.4.1 Utilizing Proper Procedures for Managing Victims and Fatalities
Explain proper procedures/protocols for collecting and preserving evidence about fire victims/fatalities.
- 4.4.2, 4.4.3, 4.4.4, 4.4.5 Evidence Collection / Preservation Procedure / Disposal of Evidence
 - Identify the potential types of evidence and determine if evidence is critical to the investigation.
 - Collect, package and properly label relevant evidence for preservation, testing, and decontamination while maintaining the chain of custody.
 - Identify proper reports/documents necessary for investigation and in the chain of custody.
 - Utilize the fire scene information to determine types of analytical services needed and report forensic, engineering and/or laboratory findings.
 - Explain how to properly dispose of evidence in accordance with jurisdictional and/or agency regulations/requirements.

Part III – Interview

- 4.5.1 Developing an Interview Plan
Submit a written plan of persons to be interviewed and list questions to be asked during interview
- 4.5.2 Conducting Interviews
Submit an interview that has been conducted given incident information, so that all pertinent information is obtained, follow-up questions are asked, response to all questions are elicited, and the response to each question is accurately documented. If questions strategy changed, explain why.

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4.5.3 Evaluating Interview Information

Evaluate interview information and incident data from the investigation. Correlate the data and evaluate the source of the information. Document any new leads from the interviews.

PART IV – Post-Incident Investigation

4.6.1 / 4.6.2 Gathering Reports and Records

Gather reports and records, so that all gathered documents are applicable to the investigation, complete, and authentic; the chain of custody is maintained; and the material is admissible in a legal proceeding.

4.6.3 Coordinating Expert Resources

Coordinate expert resources, given the investigation file, reports, and documentation, so that the expert's competencies are matched to the specific investigation needs, and utilization clearly furthers the investigation goals of determining cause or affixing responsibility.

4.6.4 / 4.6.5 Formulating and Opinion of person(s) and/or Product(s) Responsible for the Fire

Document the opinion concerning origin, cause, or responsibility for the fire, given all investigative findings, so that the opinion regarding origin, cause, or responsibility for a fire is supported by data, facts, records, reports, documents, and evidence.

PART V – Presentations

4.7.1 Preparing a Written Investigation Report

Prepare a written investigative report documenting all aspects included in the investigation in a clear concise file, including all documentation (e.g., notes, photos, logs, research reports, resource reports, etc.).

4.7.2 Verbally Expressing Investigation findings

Prepare and present a 15-20 presentation of investigative findings to include only need to know information for intended audience. Identify the specific audience and the impact of releasing information.

4.7.3 Testifying during legal Proceedings

Present documentation of testifying at a pre-trial hearing or higher. Answer questions pertaining to investigation following 4.7.2.

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Prerequisite Verification Form

Candidate Name: _____

My signature below indicates that I read and understand the requirements of the Fire Investigator certification program; furthermore, I meet the prerequisites established by the Standard or the Authority Having Jurisdiction.

General Criteria

- _____ I am 18 years of age or older;
- _____ I signed the Act 168 form or provided an official criminal history record check obtained pursuant to Chapter 91;
- _____ I signed the application;
- _____ I signed the liability waiver section of the application;
- _____ I had a chief officer sign Section IV of this application;
- _____ I attached a copy of an approved current course completion certificate (Jones & Bartlett curriculum) of a Hazardous Materials Operations Course or Operations Refresher Training Certificate;
- _____ I attached my summary sheets of 10 documented fire investigations.

Prerequisites (either method)

- _____ I attached a copy of my Arson Investigation course (Section VI, Item 1);
- _____ I attached a copy of my certificate of program completion at an accredited PA Police academy (*if applicable*);
- _____ I attached a copy of the NFA Principles of Building Construction course (Q0751) or equivalent;
- _____ I attached a copy of my forensic photography course completion certificate;
- _____ I attached a copy of the CFI trainer programs (i.e., evidence, documentation, search & seizure) course completion certificates (*if applicable*).

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Challenge Method (only)

- _____ I have attached the documentation for Part I – Scene Examination; 1 through 8
- _____ I have attached the documentation for Part II – Documenting the Scene; 9 through 11
- _____ I have attached the documentation for Part III – Evidence Collection/Preservation; 12 through 15
- _____ I have attached the documentation for Part IV – Interview; 16 through 18
- _____ I have attached the documentation for Part V – Presentations; 19 through 21

Testing Assistance

- _____ I am physically capable of completing the practical skill exercises.
- _____ I am able to read and comprehend the written test and related materials.
- _____ I **will not** be submitting a request for accommodation for National Certification exam.

OR

- _____ I **will** be submitting a request for accommodation for the National Certification exam. I understand that I **MUST** contact the Certification Program Manager no later than two weeks prior to the certification exam

_____ **Candidate Name (please type)**

_____ **Signature of Candidate**

_____ **Date**

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Summary Sheet of Arson Investigations

Candidate Name: _____

| No | Incident Number | Type of Investigation | Location of Incident City/State | Your Agency During Investigation Activity | General Description of Investigation | Outcome | Contact Person to Verify Information: Name and Phone # |
|----|-----------------|-----------------------|---------------------------------|---|--------------------------------------|---------|--|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

Officer/Supervisor Name _____ Officer/Supervisor Signature _____ Date _____