

# **PENNSYLVANIA FIRE SERVICE VOLUNTARY CERTIFICATION PROGRAM**



## **FIRE INVESTIGATOR**

## **CANDIDATE HANDBOOK**

OFFICE OF THE STATE FIRE COMMISSIONER  
PENNSYLVANIA STATE FIRE ACADEMY

Dear Certification Candidate,

Welcome to the Pennsylvania Fire Service Voluntary Certification Program. The purpose of this manual is to provide you with information to successfully participate in certification testing. This manual outlines the pre-requisites, testing and application process, and provides you with a study guide reference list. Tests are conducted under the sanction and approval of the Pennsylvania Office of the State Fire Commissioner with accreditation granted by the National Board on Fire Service Professional Qualifications (National Pro-Board) and the International Fire Service Accreditation Congress (IFSAC).

In accordance with Act 61 of 1995, The State Fire Commissioner Act, the Office of the State Fire Commissioner is the certifying agency within the Commonwealth of Pennsylvania, and the Pennsylvania State Fire Academy is the administering agency. Any United States Citizen eighteen (18) years of age or older who resides in Pennsylvania may apply for consideration as a test candidate.

Good luck and thank you for participating in the Pennsylvania Voluntary Fire Service Certification Program.

## Application Process

Obtain an application from either the Office of the State Fire Commissioner (OSFC) website [www.osfc.pa.gov](http://www.osfc.pa.gov) or an approved test site. You must fill out the form, in full, and provide all required documentation. The completed application and accompanying documents are to be submitted to an approved test site or PA State Fire Academy (PSFA). Your application is then reviewed and either accepted or rejected based on compliance and deficiencies (i.e., lacks pre-requisites, no signatures, etc.).

The general test process is as follows:

1. A candidate must submit a complete application including all supporting documents;
2. After the application is approved, the candidate takes the written and subsequently the skills tests (NOTE: the skills test cannot be taken before the written test);
3. Upon successful completion of the written and skills tests and a review of the application for completeness by the test site and PSFA or Delegated Authority, the candidate can be certified for the level tested. If a candidate should not pass any part of the testing process, a retest can be administered and must be completed within one (1) year of the original test date.

## Application Pointers

1. Make sure the application is legible and complete. Applications **MUST** be typed.
2. Social Security Number: you have the option to provide the full nine (9) or just the last four (4) digits.
3. Provide your complete name including suffix (Jr, Sr, III, etc.) **NO** nicknames please.
4. Make sure your mailing address includes street, apartment number, city, state and zip.
5. Make sure all appropriate signatures are obtained and are signed in **BLUE** or **BLACK** ink.
  - a. *Chief Officers **CANNOT** sign for themselves where a Chief Officer's signature is required;*
  - b. *For this requirement, another Chief Officer **MUST** sign this section of the application.*
6. Legible copies of all prerequisites must be attached and signed were applicable. **NOTE:** *Copies must include both the front and back of the document where applicable. (i.e. CPR & Medical cards).*
7. Make sure your Prerequisite Verification Form (found in the back of the application) is appropriately marked off and signed in **BLUE** or **BLACK** ink.

## Prerequisites (NFPA 1033 (2014 Ed) Chapter 4:

**HAZMAT:** Candidates **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 1072 (2017) edition).

**Investigations:** Candidates are required to document their participation in **10** fire investigations on the summary sheet as provided on the last page of the fire investigator 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 to protect privacy.

### **Test Policy**

**Written Test:** The written test is a randomly generated, 100-question test, and candidates have two hours to complete the examination. The passing score is seventy percent (70%).

**Skills Test:** Four skill stations are used; candidates **MUST** pass 100% of the skill stations offered.

### **Re-test Policy**

**Written Test:** If you are unsuccessful, you have a total of two (2) retest attempts and have one (1) year to complete the retest. You will need to contact the fire academy or a test site of your choice to schedule a retest.

**Skills Test:** You must pass 100% of the skill stations offered.

- If you are unsuccessful on three (3) or less skill stations, you may retest the same day (only one retest per skill station);
- If you are unsuccessful on four (4) or more skill stations, you may NOT retest the same day. Skill retests must be scheduled for a later date and time.
- A total of eight (8) retest attempts are permitted and must complete in one (1) year to successfully complete the testing process.

### **Appeals**

Within thirty (30) days of receipt of a failure notice, a candidate may request a review of his/her performance records by the State Fire Academy. Appeals must be in writing and in accordance with the policies and procedures of the Certification Program.

Send to: Pennsylvania State Fire Academy  
Attn: Certification Program Manager  
1150 Riverside Drive  
Lewistown, PA 17044

## Accommodations

The Pennsylvania Fire Service Voluntary Certification Program offers reasonable accommodations for the written certification exams for individuals with documented disabilities. Only written requests for accommodations for certification examinations are reviewed and each request is reviewed on a case-by-case basis. Requests must be submitted on the Accommodation Request form. The Pennsylvania Fire Service Voluntary Certification Program provides written notification of its decision to the candidate upon completion of its review and the review by legal counsel of the request for accommodation.

The *Accommodation Request* form is located on Page 8 of this manual or is available from the Pennsylvania State Fire Academy and test site coordinators. Please contact the Certification Program Manager for further information. The candidate who is requesting an accommodation must complete the request form at the time of application submission or as soon as the need for an accommodation is recognized. All requests must be made prior to the scheduled date of the examination. Any request for accommodation not submitted at least twenty (20) working days prior to the scheduled examination will result in a delay in the candidate's date of examination.

Documentation of a specific disability which would impact a candidate's performance on the written examination must be current (within five (5) years of the date of application). Such documentation should include a signed explanation on letterhead stationery from a professional who is familiar with the applicant's disability or a copy of an Individual Education Plan (IEP) from an educational institution. See below comment.

The statement must confirm and describe the disability for which the accommodation is requested. The professional must have expertise in the specific disability for which the accommodation is being requested.



## **Recertification**

In the Commonwealth of Pennsylvania, certification is a voluntary process; currently there is no requirement for recertification. Issuance of a certificate indicates the candidate has successfully passed the certification test. The certificate issued indicates that the candidate was certified based on the edition and year of the standard under which the candidate certified. Furthermore, issuance of a certification certificate does not imply nor guarantee any indication of future performance as a result of the testing process.

## **Safety Policy**

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.

For the safety and protection of all participants, all equipment and Personal Protective Equipment (PPE) used for testing **MUST** meet the NFPA standard at the time of manufacturing. PPE will be inspected prior to use in testing.

The facial hair policy directs that a candidate with facial hair which interferes with the operation or use of a Self-Contained Breathing Apparatus (SCBA) will not be permitted to participate in a test that requires the use of a SCBA.

## **Test Results/Release of Results**

The Office of the State Fire Commissioner/PA State Fire Academy notifies candidates of their results in writing via US Mail. Only pass/fail grades are given.

The Federal Education Records and Privacy Act (FERPA) of 1974 (i.e., Federal law) established a minimum standard for the protection of education/training records of students (i.e., candidates) thereby requiring consent from the student/candidate before any records or other personally identifiable information can be released to anyone other than the person. In the event a third-party requests test results of a student/candidate, a Consent to Release Information form must be completed and signed by the student/candidate indicating that the third party who is requesting the information can be provided the results.

## **No Show Policy**

If a candidate is accepted for testing and fails to show up without an acceptable reason, the test site has the right to enforce their no-show policy which could include but is not limited to suspension from testing for an identified period of time and/or financial penalties.

## **Professional Testing Integrity and Dishonesty**

Dishonesty in the professional test environment includes but is not limited to: cheating, plagiarizing, facilitating acts of testing dishonesty by others, having unauthorized possession of examinations, or submitting work of another person. Any instance(s) of testing dishonesty constitutes the need for disciplinary and/or legal actions. All certification candidates shall act with personal integrity, respect others' rights and property, and help maintain a professional environment in which all can be successful.

Test Site Coordinators, Assistant Coordinators, Test Proctors, Evaluators, and Instructors should take reasonable steps to anticipate and deter acts of dishonesty, reinforce integrity, and support appropriate behavior to protect the rights and trust of honest candidates. At the beginning of each test process, it is the responsibility of those to provide candidates with the “Testing Integrity and Dishonesty” policy and clarify questions that may arise.

### ***Falsification of Documents***

Any individual found to have forged, altered, or falsified documentation for the purpose of certification testing will be indefinitely suspended from participating in any certification exam within the Commonwealth of Pennsylvania. Further action may be taken in accordance with the Pennsylvania Crimes Code 18 Pa C.S. 4904, relating to unsworn falsifications.

### ***Cheating on Test***

All candidates are expected to work entirely on his/her own while taking any exam. Violations of test integrity consist of any attempt to receive assistance from written or printed aids unless provided by the test proctor for the purpose of a specific test, or any persons, papers or electronic devices, or of any attempt to give assistance

### ***Document Integrity***

Certification candidates are expected to complete all work individually. For any material obtained from other sources such as plot plans, web maps, etc., a source reference must be given.

## **Study Reference List**

The following is a list of text that may be reference in preparation for testing.

1. NFPA 1033 (2014 Ed.) Standard for Professional Qualifications for Fire Investigator
2. NFPA 921 (2014 Ed.) - Guide for Fire and Explosion Investigations
3. Brady, Prentice Hall, Kirk’s Fire Investigation, 7<sup>th</sup> Edition
4. IFSTA, Fire Investigator, 2<sup>nd</sup> Edition, 1<sup>st</sup> Printing
5. Jones & Bartlett, Brannigan’s Building Construction for the Fire Service, 4<sup>th</sup> Edition, 1<sup>st</sup> Printing
6. Jones and Bartlett, Fire Investigator, Principles and Practice, 3<sup>rd</sup> Edition
7. Skill Sheets are available on the OSFC website [www.osfc.pa.gov](http://www.osfc.pa.gov)

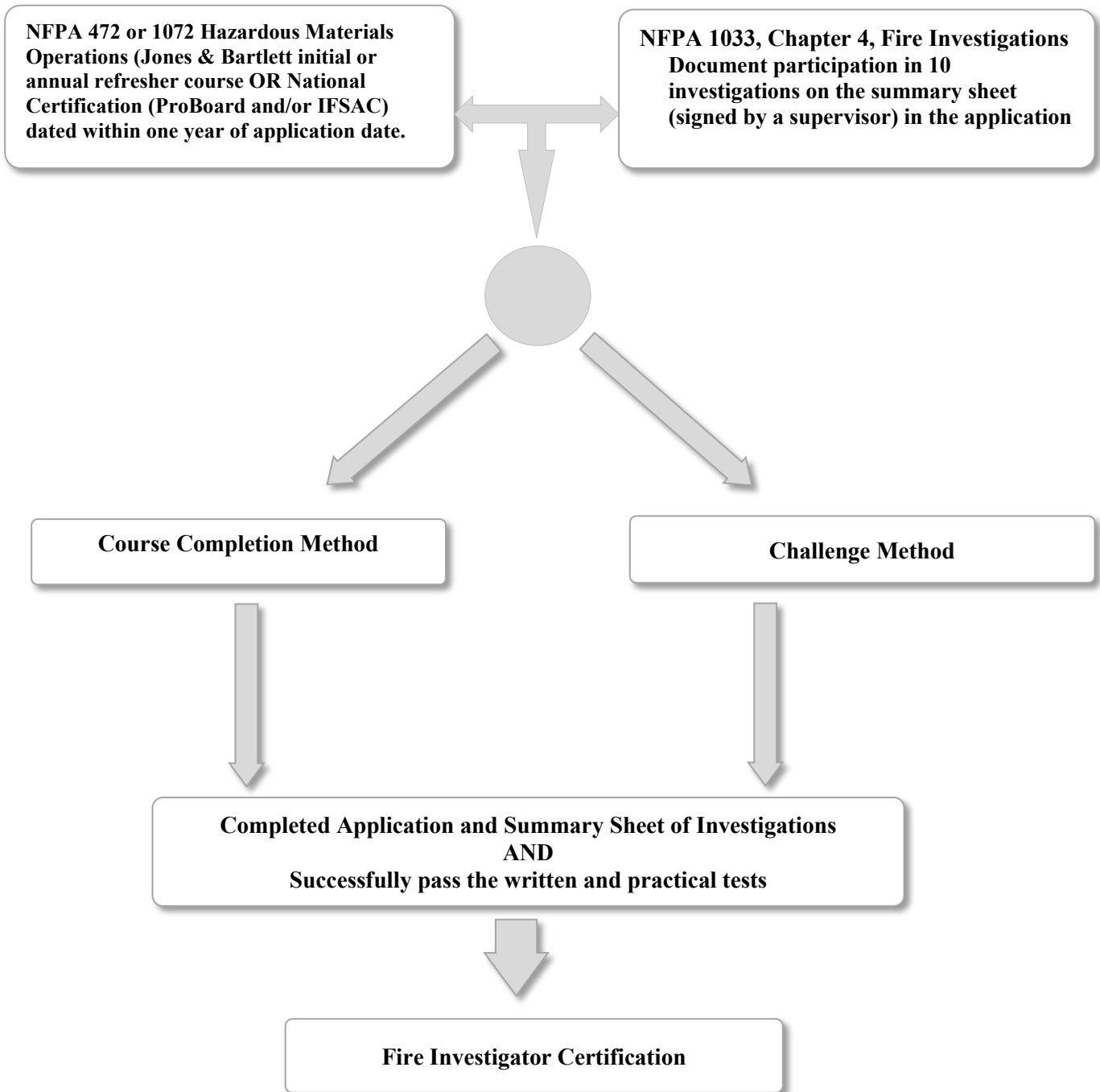
## **Additional Information:**

1. Applications shall be submitted to the PSFA Certification Program Manager. Please contact the program manger if any questions exit.
2. Photo ID is required at the time of the written and skills tests.
3. Bring all appropriate PPE and SCBA needed to complete all possible skill stations.
4. Dress appropriately; bring extra dry clothes.
5. Bring food and water or a similar beverage to stay hydrated.

Certification applications, skill sheets, and test site contact information, can be found at [www.osfc.pa.gov](http://www.osfc.pa.gov) under < [State Fire Academy](#) > link, then the < [Certification](#) > sub-link at the top of the webpage. If you have additional questions or concerns about the test process, please contact the test site coordinator at the site in which you applied to be tested at or contact the PA State Fire Academy Certification Program Staff.



# Fire Investigator Certification Pathway



**Note:** Please refer to the Fire Investigator application OR the Methods for Certification section of this handbook for details regarding criteria for each method.

## **Methods for Certification:**

To certify as a fire investigator, there are two options available: course completion **OR** challenge. Each option is overviewed below, and the excerpts for course completion and challenge methods, as noted in the application, are also provided below.

### **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.

**Note:** The written test assess comprehension of knowledge; the skills test evaluates the following: investigation of a scene using scientific methods; documenting and evaluating a fire scene to determine the area or point of origin, source of ignition, materials ignited, act/activity that brought the ignition source and materials together; assessing the subsequent progression, extinguishment and containment of a fire; evaluating a fire scene, utilizing proper physical and legal procedures to identify, document, collect, and preserve evidence required within the investigation; writing an investigation report; and the ability to present investigative findings. Likewise, these competencies to fulfill the JPRs are warranted in and assessed via the documentation submitted in the challenge method.

**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.

**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.

**Fire Services Personnel or Others** (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

## JPR Criteria required to complete 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 and 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 and 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.

- 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.
- 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.



# Firefighter Code of Ethics

**I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...**

- Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- Accept responsibility for my actions and for the consequences of my actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- Be respectful and conscious of each member's safety and welfare.
- Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicle and equipment and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.

**Developed by the National Society of Executive Fire Officers**