

Fire Investigator
Competency Verification Form



**MUST USE YOUR LEGAL NAME AS SHOWN ON A GOVERNMENT ISSUED ID
PLEASE TYPE**

Section I - Personal Information

| | | | | |
|---------------------------------------|------------|-----------------|--------|-------------------------------|
| 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 | |

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 the number for tracking, certification processing, and Verification purposes. Information is only shared where required to do so and is not sold, bartered, rented or otherwise distributed.

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

Signature of Candidate

Date

Education (Check highest level achieved)

- Doctorate or Master's Degree Bachelor's Degree Associated Degree Academic Certificate
 Other: _____

Experience

Candidates will need to provide a copy of their Job Description/Functional Position Description to verify their position within their organization and the length of time in the position.

Supporting Documents

Supporting documentation must be attached to this form. Please note in each Competency JPR/Category area which document supports a specific JPR(s). The following are a few examples of document types applicable.

- | | | |
|-------------------------|-----------------------|--|
| Resume | Organization Chart | Position Description |
| Copy of Degree | Copy of Transcript(s) | Copy of course completion certificates |
| Copy of course syllabus | | |

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Section II – Competency Assessment

Each competency area has a separate attestation statement and should be completed by the individual who can verify your experience with the specific competency listed. Please be sure you are signing the appropriate section.

| JPR/ Category | Option #1 Formal Course(s) | Option #2 Work History Documentation | Option #3 Cognitive Assessment | Option #4 Training Programs (Act 46) |
|--|----------------------------------|--|--------------------------------------|--|
| 4.1 General | | | | |
| 4.1.2 Employ all elements of scientific methods as the analytical process through the investigation, and in drawing conclusions. | | | | |
| 4.1.3 Site safety assessments completed on scenes, regional/national safety standards and/or organizational policies/procedures are followed. | | | | |
| 4.1.4 Maintains necessary liaison with interested professionals and entities. | | | | |
| 4.1.5 Adhere to applicable legal and regulatory requirements. | | | | |
| 4.1.6 Understands the organization and operation of an investigative team within an incident management system. | | | | |

Supporting Documentation or Reference: Please note the specific JPR your documentation supports.

For example: document XYZ supports JPR 4.1.4

Attestation Statement:

I, _____, do attest the candidate meets the competencies identified in the information provided in this section and it is true and complete to the best of my knowledge.

Name (please type)

Phone

Email

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| JPR/ Category | Option #1 Formal Course(s) | Option #2 Work History Documentation | Option #3 Cognitive Assessment | Option #4 Training Programs (Act 46) |
|---|----------------------------------|--|--------------------------------------|--|
| 4.2 Scene Examination Inspecting and evaluating the fire scene. | | | | |
| 4.2.1 Secures the fire ground and perimeters of the investigative scene to restrict unauthorized personnel | | | | |
| 4.2.2 Conduct exterior survey, identify and preserve evidence. Assess fire ground and structural condition, observe damage from and effects of the fire and interpret fire patterns. | | | | |
| 4.2.3 Conduct interior survey, identify and preserve evidence. Assess structural conditions and damage, effects of fire, impact of fire suppression, fire flow and heat propagation. | | | | |
| 4.2.4 Interpret fire patterns and effects of burning characteristics on different types of materials. | | | | |
| 4.2.5 Interpret and analyze fire patterns, interpret variations of fire patterns on different types of materials with consideration of heat release rate, form and ignitability. | | | | |
| 4.2.6 Examine and remove fire debris, check for fire cause evidence, potential ignition source(s) identified, evidence is preserved, employ search techniques for discovery of fire cause. | | | | |
| 4.2.7 Reconstruct area of origin, ability to examine all materials to determine cause. | | | | |
| 4.2.8 Inspect performance of building systems and impact on fire growth, identify alterations, failures and evaluate impact of suppression efforts on building systems. | | | | |
| 4.2.9 Ability to identify and discriminate effects of explosions for other types of damage and/or materials, low and high order explosion. | | | | |

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| 4.3 Documenting the Scene Diagraming scene, photographing, and filed notes compile for final report. | | | | |
| 4.3.1 Diagram scene, sketch scene, basic drafting skills and evidence recognition and observational skills. | | | | |
| 4.3.2 Photographically document the scene, accurately depicted and photographs support scene findings. | | | | |
| 4.3.3 Construct investigative notes, interview information so notes are accurate and provide further documentation of scene and represent complete documentation of scene findings. | | | | |

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| 4.4 Evidence Collection/Preservation. Using proper physical and legal procedures to identify, document, collect and preserve evidence. | | | | |
| 4.4.1 Types of evidence associated with fire victims/fatalities and evidence preservation methods. | | | | |
| 4.4.2 Locate, document, collect, label, package, and store evidence. Ability to recognize different types of evidence and determine criticality to investigation. | | | | |
| 4.4.3 Select evidence for analysis. Ability to determine forensic, engineering, or laboratory needs. Types of analytical services, capabilities and limitations. | | | | |
| 4.4.4 Maintain chain of custody. Rules of custody, transfer procedures, types of evidence, and methods of recording chain of custody. | | | | |
| 4.4.5 Dispose of evidence, timely, safely and in compliance. Disposal services available, common disposal procedures and problems. | | | | |

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| 4.5 Interview. Obtaining information regarding fire investigation through verbal communication. | | | | |
| 4.5.1 Develop an interview plan. Types of questions pertinent and efficient, different information sources, and pros/cons of interviews. | | | | |
| 4.5.2 Conduct interviews pertinent information is obtained, follow-up questions, responses to all questions are elicited. Types of interviews, personal information, documenting methods/tools. Ability to adjust interviewing strategies, interpret verbal and nonverbal communications. | | | | |
| 4.5.3 Evaluate interview information, individually analyze and correlate with other interviews, corroborative and conflictive information. Ability to evaluate source information. | | | | |

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| 4.6 Post- Incident Investigation Investigation of all factors beyond the fire scene at the time of origin and cause determination. | | | | |
| 4.6.1 Types of reports needed to facilitate determining responsibility for fire and location of reports. Gather reports, records applicable to the investigation, complete, authentic, chain of custody is maintained, material is admissible in legal proceeding. | | | | |
| 4.6.2 Evaluate Investigative file. Information assessment, correlation and organization skills. Relationship between gathered documents, information is interpreted, corroborative evidence and information discrepancies are discovered. | | | | |
| 4.6.3 Coordinate expert resources, expert's competencies are matched to specific needs, financial expenditures justified, utilization clearly furthers investigative goals. Ability to apply expert resources to further the investigation networking. Assess one's own expertise, qualification to be called for expert testimony, types of expert resources. | | | | |
| 4.6.4 Establish evidence motive and/or opportunity so evidence is supported. Types of motives, methods used to discover opportunity, human behavioral patterns relative to fire setting. Evidence relationship to motive and/or opportunity. | | | | |
| 4.6.5 Formulate an opinion concerning origin, cause, or responsibility for the fire. Analytical methods/procedures, assimilations skills. | | | | |

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| 4.7 Presentation Presentation of findings to individuals not involved in investigation. | | | | |
| 4.7.1 Prepare a written report, accurately reflecting investigative findings are concise, expressed opinion, contains facts and data, reasoning of the investigator opinion by which opinion was reached. | | | | |
| 4.7.2 Express investigative findings verbally, information is accurate, presentation is complete within time frame and includes only need to know information. Types of investigative findings, informational needs of audiences and impact of releasing information. | | | | |
| 4.7.3 Testify during legal proceedings, pertinent investigative information and evidence are presented clearly and accurately in an investigator's demeanor and attire are appropriate. Ability to differentiate facts from opinion. | | | | |

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