

MONTEREY COUNTY FIRE CHIEFS ASSOCIATION
FIRE OPERATIONS MANUAL
Section 6.1
MONTEREY COUNTY FIRE & ARSON TASK FORCE
CALL-OUT INVESTIGATOR REQUIREMENTS

I. Purpose:

The purpose of this policy is to formalize the requirements for an investigator to be included in the Monterey County Fire and Arson Task Force (also known simply as the Task Force). The purpose is also to define the requirements for a member of the task force for Santa Cruz County or San Benito County who wishes to participate as a Mutual Aid Call-Out Investigator and assist the Monterey County Fire and Arson Task Force.

II. Definition of Positions

Investigators may be part of the Call-Out list under the following four classifications:

- A. Certified Fire Investigator (CFI)
 - 1. Requirements: IAAI-CFI or CCAI-CFI or CA State fire certified Fire Investigator
 - 2. Responsibilities: Perform investigations without assistance, compile complete and detailed written reports, perform the role of lead investigator, supervise team members, train investigators who have not obtained certification

- B. Fire Investigator (FI)
 - 1. Requirements:
 - a) Previously qualified as an Investigator under the preceding policy
 - b) or completed Fire Investigator 1A, 1B, 1C and 50% of the state requirements or CCAI-AFI or IAAI-FIT
 - c) At least one-year experience being assigned as an investigator with fire origin and cause responsibility.
 - 2. Responsibilities: perform investigations without assistance, compile complete detailed written reports, supervise and train Assistant and Trainee Investigators

- C. Apprentice Fire Investigator (AFI)
 - 1. Requirements: Fire Investigator 1A & 1B
 - 2. Responsibilities: Under supervision of a CFI and/or FI perform investigation assignments as assigned

- D. Trainee Fire Investigator (TFI)
 - 1. Requirements: A letter from the investigators Chief authorizing training with the Task Force
 - 2. Responsibilities: Under direct supervision of a CFI or FI assist them with performing investigative tasks
 - 3. Trainee level fire Investigators are at an introductory level and are not counted as mutual aid investigators

III. Procedures:

- I. Investigators employed within Monterey County who wish to be assigned to the Monterey County Fire and Arson Task as a Call-Out investigator shall meet the followings requirements prior to inclusion on the rotational list:
 - A. Written authorization from the investigator's fire chief or agency head for inclusion on the rotational list as a call out investigator
 - B. Possess the requirements listed above for one of the four positions: Certified Fire Investigator, Fire Investigator, Apprentice Fire Investigator or Trainee Fire investigator
- II. In order to be included on the rotational list, the requesting member shall submit a written request to the current director of the Monterey County Fire and Arson Task Force including the necessary documents verifying the above requirements. Following a review of the member's request packet, the director of the Task Force shall notify the member in writing as to their approval or denial for inclusion on the rotational list.
- III. If approved, the Director shall provide Fire Comm with an update to the Investigator Contact List.
- IV. Investigators of Santa Cruz County and San Benito County who wish to assist as a mutual aid investigator to the *Task Force*, shall be in good standing within their respective county's Task Force and possess one of the four requirements stated in section two; Definition of Positions.

IV. Contact Numbers:

- I. Once included on the *Call-Out* list, investigators shall provide the Director of the *Task Force* with current contact numbers such as work phone number, cell phone number, and home phone number. It is the responsibility of the callout investigator to keep the Director informed of any contact number changes.
- II. The Director will add the contact information to the *Call-Out* list
 - A. The Director will contact Fire Comm and update the Call-Out list contact information for CFI & FI.
 - B. The director will maintain the *Call-Out* list containing the contact information of AFI and TFI to be distributed to and utilized by CFI & FI

Note: To foster training, it is suggested that CFI & FI make attempts on every Call-Out to utilize a AFI or TFI

V. Expectation:

- I. It is expected that members who desire to be included on the *Call-Out* list shall make themselves available for callouts as the need arises. It is understood that often times call-outs occur "after hours" and may require extended travel time and could include significant

time at the scene along with additional required time for follow-up investigation and report writing.

- II. It is expected that members realize their own abilities and qualifications and will request appropriate assistance as needed e.g.; additional investigators, law enforcement etc.
- III. Investigators are responsible to maintain their education and maintain compliance under the requirements and guidelines of NFPA 1033 and 921.

VI. Notification:

After an investigator has completed a call out assignment, the investigator shall submit to the current director, within 72 hours, a documented summary of the incident, in a form deemed acceptable by the director.

VII. Cal-Out List

The current director shall update the list on an annual basis to be completed by January 31st each year confirming that all participants are included on the *Call-Out* list and that the member's information is correct.

VIII. Forms

Trainee Task sheet