

**FIRE INVESTIGATOR**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible support position in the fire department, the major duty of which includes the investigation of the causes of fire, including suspicious fires or fires of undetermined origin. The Fire Investigator responds to fire alarms in order to secure the fire scene, locate the point of origin, and search for and collect evidence of possible arson. The Fire Investigator conducts interviews with witnesses, interrogates suspects, and performs other follow-up duties required to locate and apprehend persons suspected of setting fires. The employee of this class prepares arson cases for prosecution. This class is non-supervisory in nature, and reports to and has work reviewed by the Assistant Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Investigates the causes, origins, and circumstances of fires in order to determine the cause as being natural, accidental, or intentional. Determines the cause of the fire by examining the heat source and combustible materials at the point of origin.

Collects information concerning the fire structure, its contents, and its occupancy. Interviews firefighters, owners, managers, occupants, and witnesses in order to collect information about circumstances that may have been noted before or during the fire.

Secures the fire scene and restricts access to prevent removal, damage, or contamination of evidence. Takes notes and makes sketches and diagrams of interior and exterior of the building to be used in evaluations. Takes photographs of the interior and the exterior to provide an accurate record of the extent of involvement of the fire. Searches for, identifies, and collects evidence of possible arson in order to preserve evidence for analysis and to protect the chain of custody for later use in court.

Interrogates suspects after having informed them of their rights. Applies for and executes a search warrant or obtains a signed consent to search form from the owner or occupant of a burned building. Acts as a liaison with law enforcement or other arson investigation agencies. Secures and executes arrest warrants in order to make arrests. Transports arrested persons to jail following standard law enforcement procedures.

Communicates with the public prosecutor's office to exchange information about pending cases. Provides information to and witnesses about court presentation of a case. Testifies in court on all aspects of a case.

Completes any forms and records assigned. Compiles, organizes, and analyzes data needed to write reports for the documentation of assigned activities. Receives requests for the release of fire prevention records, evaluates the request, and approves or disapproves the request according to applicable laws and department policies. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken.

Works with other agencies, releasing information and giving assistance when needed. Acts as a consultant for other fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation when required.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid motor vehicle operator's license issued by the State of Louisiana.

Prior to confirmation, must successfully complete P.O.S.T. certification.

Prior to confirmation, must obtain Firefighter I certification as measured by N.F.P.A. Standards.

**- EITHER -**

Must have at least three (3) years fire suppression experience in a full-time position with a paid fire department, or fire-

related services with a federal, state, local or other governmental firefighting agency,

- OR -

At least three (3) years experience in some other field which would provide familiarity with fire hazards, fire codes and fire cause determination.