

CHIEF FIRE INVESTIGATOR

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of the fire investigation division. Major duties include the actual performance of fire investigations, as well as the supervision of subordinate investigation personnel, maintenance of all required records, and the performance of all administrative duties which may be required by the fire chief. The chief fire investigator works cooperatively with the fire prevention chief and may occasionally assign subordinate personnel to assist with fire inspections or personally perform such inspections. Work of this class requires a high degree of skill in supervision and administration. The chief fire investigator reports directly to and has work reviewed by the 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 all fires occurring within the jurisdiction, especially those of unknown or suspicious origin; observes the fire scene and notes the presence of unusual or suspicious elements; obtains statements from possible witnesses; performs all duties at the fire scene and afterwards to determine the cause and origin of the fire.

Searches for, identifies, collects, and labels any evidence of possible arson at the fire scene, including devices used to set, start, or further the progress of a fire; protects the chain of custody of evidence; turns evidence over to laboratory or other experts for analysis.

Attempts to identify and locate suspects in cases of suspected arson; compiles evidence which may be used for the prosecution of cases of arson by researching documents to provide background information; testifies in court when required.

Monitors and evaluates local conditions which may become fire or safety hazards; writes narrative reports related to the work of the fire investigation division; acts as division representative to the news media, releasing information and answering questions concerning the work of the division.

Supervises division employees by planning, organizing, and directing their work and by providing assistance and training in technical areas; counsels employees experiencing work problems;

maintains discipline by conducting corrective interviews and recommending disciplinary action.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being physically fit to perform effectively the duties of the position.

Must be a regular and permanent employee in good standing in the class of Fire Investigator.

Must possess a valid Louisiana driver's license.