

# Manhattan Fire Protection District

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## **PURPOSE**

This procedure is to ensure initial and continuing training requirements for the Manhattan Fire Protection District Investigation Team.

## **SCOPE**

This procedure shall apply to all employees of the Manhattan Fire Protection District, including volunteer, paid-on-call, part-time, full-time, auxiliary, or reserve who want or are a member of the investigation team.

## **ENFORCEMENT**

Primary responsibility to adherence to this procedure lies with each member of the investigation team and that of others under their command.

## **DEFINITION**

OSFM: Office of State Fire Marshal

Certified Arson Investigator: A member currently holding that level of OSFM certification.

Certified Fire Investigator: A member currently holding that level of OSFM certification.

Certified Juvenile Fire Starters Specialist: A member currently holding that level of OSFM certification.

Trainee: A member newly appointed to the Investigation Team who has not yet completed an individual training program.

Specialist: A member appointed to the Investigation Team to fulfill a special need that is not covered under an existing OSFM certification program.

Senior Investigator: An experienced, Certified Arson Investigator or Certified Fire Investigator, responsible for the coordination, development, and supervision of the Fire Investigation Team. The Senior Investigator is appointed by the Fire Chief.

## **APPLICATION**

Upon initial assignment to the Fire Investigation Team, the member will be considered a trainee. All trainees will meet with the Senior Investigator for an orientation to investigation operations. This orientation will review personal safety issues, liability issues, and Manhattan Fire Investigation Team policies. During the orientation an individual training plan will be developed. This plan will be normally take a maximum of two years to complete, but may be completed sooner, especially if the member has applicable certifications and training prior to joining the team. Members appointed to the team who already hold an appropriate OSFM certification will still initially function as a Trainee until completion of their training plan. This training plan will designate specific individual requirements for a member to move to a Certified or Specialist status. Upon

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development of this plan, it will be forwarded to the Training Officer for review and implementation of the training.

Extensions to the normal two year training time limit may be granted on a case by case basis after a review by the Senior Investigator, Training Officer and Fire Chief.

It is the personal responsibility of each member to maintain their proficiency through training, education, and experience. The Training Officer and Senior Investigator will advise each member of options available to them and assist them in meeting their goals. Each member shall have no less than eight (8) hours of documented training appropriate for their classification per calendar year.

On an annual basis the Senior Investigator, Training Officer, and Fire Chief shall meet and review each members completed continuing education, training and experience. The Fire Chief will then determine their eligibility to remain on the Fire Investigation Team.

All Fire Investigation Team members are strongly encouraged to participate in the MABAS 19, MABAS 15 Teams. Members who choose to participate in either of the teams shall meet the requirements mandated by each respective team.

Signature of Chief John E. Fitzgerald      Date 4/14/99