

# FIRE INVESTIGATOR I

## SKILL SHEET PACKAGE

Based on *NFPA 1033: Standard for Professional Qualifications for Fire Investigator*, 2014 Edition.



## ALABAMA FIRE COLLEGE

SEPTEMBER 2015  
REVISED 02/09/17



# Alabama Fire College

## Fire Investigator

### Instructional JPR Verification Sheet

**Full Name:** \_\_\_\_\_ **Fire Department:** \_\_\_\_\_

This Instructional JPR Verification Sheet is to be used in conjunction with the Alabama Fire College Fire Investigator Skill Sheets. These skills meet all the requirements of NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 edition. Each of these skills should be taught and assessed during the course. This form must be submitted by the Instructor for Certification.

**Practical Examination for Certification:** Skills testing will be conducted using a minimum of 25% of the JPRs listed below. The skills will be randomly drawn by the Certification Staff and administered by an approved evaluator after all training hours have been completed. For successful completion of the practical examination, a minimum 70% competency (including critical points) is required for certification. Please refer to the Certification Criteria for this level for a complete listing of the certification requirements.

Skill Sheet	Primary Task	JPR(s) Covered
01	Secure the Fire Ground/Conduct Exterior Survey	4.2.1, 4.2.2
02	Interior Survey/Interpret Fire Patterns	4.2.3, 4.2.4, 4.2.5
03	Examine & Remove Fire Debris	4.2.6
04	Reconstruct the Area of Origin	4.2.7
05	Inspect the Performance of Building Systems	4.2.8
06	Discriminate the Effects of Explosion	4.2.9
07	Documenting the Scene	4.3.1, 4.3.2, 4.3.3
08	Evidence Collection/Preservation	4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5
09	Witness Interview	4.5.1, 4.5.2, 4.5.3, 4.6.4
10	Gather Investigative File; Establish Motive	4.6.1, 4.6.2, 4.6.4, 4.6.5
11	Coordinate Expert Resources	4.6.3
12	Prepare a Written Report	4.7.1
13	Express Investigative Findings	4.7.2, 4.7.3
Course Location:		Course Dates:
Instructor Printed Name:		Instructor Signature:
Candidate Printed Name:		Candidate Signature:



# Secure the Fire Ground/Conduct Exterior Survey

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.2.1, 4.2.2, 2014 Edition

**AFC & PSC**

Fire Investigator I

## Skill Sheet FINV - 01

The Candidate, given marking devices and tools, will secure the fire ground and conduct an exterior survey so that unauthorized persons can recognize the perimeters of the investigative scene and are kept from restricted areas, all evidence is protected from damage or destruction and all potential means of ingress and egress are discovered.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps		Test		Retest	
Safely performs the following steps:		P	F	P	F
1. Uses marking devices to secure investigative area					
2. <b>Unauthorized persons are kept from restricted areas - CRITICAL POINT</b>					
3. Evidence is protected					
4. Performs a size up of the fire ground for hazards					
5. Performs a size up of the structural condition					
6. Identifies means of ingress and egress					
7. Observes the damage from the effects of fire					
8. Interprets burn patterns					
<b>Candidate must successfully perform 6/8 steps including all CRITICAL POINTS</b>		Score: __/8		Score: __/8	
<p style="text-align: center; margin-top: 0;">Evaluator Notes</p>					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score			
		Pass___		Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
<p><b>Note to Evaluator(s):</b> By your signature above, you verify that you are qualified to serve as an Alabama Fire College Evaluator, have followed AFC Skills Testing Policy and have witnessed that the above candidate has tested the above skills in their entirety.</p>					
<p><b>Note to Student:</b> Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at <b>ANY</b> time that you have a safety concern.</p>					



# Interior Survey/Interpret Fire Patterns

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.2.3, 4.2.4, 4.2.5, 2014 Edition

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## Skill Sheet FINV - 02

The Candidate, given standard equipment and tools and some structural or content remains, shall conduct an interior survey and interpret fire patterns.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Assesses structural conditions				
2. Observes the damage and effects of the fire				
3. Discovers the impact of fire suppression efforts on fire flow and heat propagation				
4. Evaluates protected areas to determine the presence and/or absence of contents				
5. Interprets the effects of burning characteristics on different types of materials				
6. Distinguishes the impact of different fuel loads				
7. Evaluates fuel trails				
8. Analyzes and synthesizes the information				
<b>Candidate must successfully perform 6/8 steps including all CRITICAL POINTS</b>	Score: __/8		Score: __/8	
<p style="text-align: center;"><b>Evaluator Notes</b></p>				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
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# Examine & Remove Fire Debris

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.2.6, 2014 Edition

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**Fire Investigator I**

## Skill Sheet FINV - 03

The Candidate, given standard equipment and tools, will examine and remove fire debris so that the debris is checked for fire cause evidence, potential ignition source is identified and evidence is preserved.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Removes fire debris				
2. Searches for fire cause evidence and ignition sources				
3. Identifies potential ignition source				
4. Collects and preserves evidence				
5. Documents search techniques				
6. Ensures evidence is not contaminated or damaged				
<b>Candidate must successfully perform 5/6 steps including all CRITICAL POINTS</b>	Score: __/6		Score: __/6	
<p style="text-align: center; margin-top: 0;"><b>Evaluator Notes</b></p>				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:	Date	Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Candidate Print Name & Signature:	Candidate: Print Name or Candidate #			

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# Reconstruct Area of Origin

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.2.7, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV - 04

The Candidate, given standard tools, will reconstruct the area of origin so that all protected areas and fire patterns are identified and items are returned to their prefire location and the area of origin is discovered.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Identifies protected areas				
2. Determines the effects of fire on items				
3. Identifies and distinguishes different types of fire-damaged contents				
4. Returns materials to their original position using protected areas and fire patterns				
5. Discovers the area or point of origin				
<b>Candidate must successfully perform 4/5 steps including all CRITICAL POINTS</b>	Score: __/5		Score: __/5	
<p><b>Evaluator Notes</b></p>				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Candidate Print Name & Signature:	Candidate: Print Name or Candidate #			
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# Inspect the Performance of Building Systems

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.2.8, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV - 05

The Candidate, given standard tools, will inspect the performance of building systems, including detection, suppression, HVAC, utilities and building compartmentation so that a determination can be made as to the need for expert resources, impact of fire growth, defeated/failed systems are identified and the systems potential as a fire cause is recognized.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps		Test		Retest	
Safely performs the following steps:		P	F	P	F
1. Determines the operational status of the building systems					
2. Determines the effect, if any, of the building systems on the fire					
3. Identifies any alterations to or failure indicators of building systems					
4. Evaluates the impact of suppression efforts on building systems					
5. Determines if expert resources are needed					
<b>Candidate must successfully perform 4/5 steps including all CRITICAL POINTS</b>		Score: __/5		Score: __/5	
<p style="text-align: center;"><b>Evaluator Notes</b></p>					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score			
			Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
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# Discriminate the Effects of Explosions

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator 4.2.9*, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV - 06

The Candidate, given standard equipment, will discriminate the effects of explosions from other types of damage so that an explosion is identified and its evidence is preserved.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Identifies the explosive effects on glass, walls, foundations and other building materials				
2. Distinguishes between low and high-order explosion effects				
3. Analyzes the damage				
4. Documents the blast zone and origin				
<b>Candidate must successfully perform 3/4 steps including all CRITICAL POINTS</b>	Score: ___/4		Score: ___/4	
<p><b>Evaluator Notes</b></p>				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Candidate Print Name & Signature:	Candidate: Print Name or Candidate #			
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# Documenting the Scene

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.3.1, 4.3.2, 4.3.3, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV - 07

The Candidate, given standard tools, will diagram and photograph the scene so that the scene is accurately represented and depicted, pertinent contents, significant patterns and points of origin are identified. Investigative notes will be constructed to provide further accurate documentation of the scene.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Sketches the scene accurately				
2. Identifies on the sketch pertinent contents, significant patterns and areas of origin				
3. Demonstrates basic drafting skills				
4. Recognizes and documents evidence				
5. Uses a high-resolution flash camera to photographically document the scene				
6. Utilizes data reduction skills to reduce information to concise notes				
7. Demonstrates observational and correlating skills				
8. Investigative notes, photographs and scene sketch accurately provide documentation of the scene				
<b>Candidate must successfully perform 6/8 steps including all CRITICAL POINTS</b>		Score: ___/8	Score: ___/8	
<p><b>Evaluator Notes</b></p>				
<b>Evaluator Print Name &amp; Signature:</b>		<b>Date</b>	<b>Overall Skill Sheet Score</b>	
			Pass___	Fail___
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
<b>Re-Test Evaluator Print Name &amp; Signature:</b>		<b>Overall Skill Sheet Re-Test Score</b>		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
<b>Candidate Print Name &amp; Signature:</b>		<b>Candidate: Print Name or Candidate #</b>		
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# Evidence Collection/Preservation

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV – 08

The Candidate, given protocols, standard tools, information and regulations will discover, document, label, package and preserve evidence; select evidence for analysis; maintain chain of custody for evidence; and dispose of evidence.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Applies protocols to given situations				
2. Discovers evidence using observational skills				
3. Recognizes different types of evidence and determines if it is critical to the investigation				
4. Packages evidence so that it is properly preserved				
5. Labels evidence so that it is properly identified				
6. Selects evidence for analysis if necessary				
7. Evaluates the fire incident to determine any forensics, engineering, or laboratory needs				
8. Executes chain of custody procedures				
9. Completes necessary documents				
<b>Candidate must successfully perform 7/9 steps including all CRITICAL POINTS</b>	Score: __/9		Score: __/9	
<b>Evaluator Notes</b>				
<b>Evaluator Print Name &amp; Signature:</b>		<b>Date</b>		<b>Overall Skill Sheet Score</b>
				Pass____ Fail____
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
<b>Re-Test Evaluator Print Name &amp; Signature:</b>		<b>Overall Skill Sheet Re-Test Score</b>		
		Pass____ Fail____		
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
<b>Candidate Print Name &amp; Signature:</b>			<b>Candidate: Print Name or Candidate #</b>	
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# Witness Interview

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.5.1, 4.5.2, 4.5.3, 4.6.4, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV - 09

The Candidate, given incident information, will obtain information regarding the overall fire investigation from others through verbal communication.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Develops an interview plan				
2. Develops a list of questions for specific individuals				
3. Evaluates existing data to help develop questions				
4. Conducts interview				
5. Adjusts interviewing strategies based on deductive reasoning				
6. Interprets verbal and nonverbal communications				
7. Exhibits strong listening skills				
8. Applies legal requirements if applicable				
9. Evaluates interview information				
10. Correlates the data				
11. Evaluates source information				
<b>Candidate must successfully perform 8/11 steps including all CRITICAL POINTS</b>	Score: __/11		Score: __/11	
<b>Evaluator Notes</b>				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Candidate Print Name & Signature:	Candidate: Print Name or Candidate #			
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<b>Note to Student:</b> Skill will end when you state or indicate to the evaluator that you have completed all the identified steps. Notify the evaluator at <b>ANY</b> time that you have a safety concern.				



# Gather Investigative File; Establish Motive

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.6.1, 4.6.2, 4.6.4, 4.6.5, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV - 10

The Candidate, given all available information, will gather reports and records and evaluate the investigative file so that areas for further investigation are identified, the relationship between the gathered documents and information is interpreted.

The Candidate, given investigative findings, will establish a motive and/or opportunity and formulate an opinion concerning origin, cause or responsibility for the fire.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps		Test		Retest	
Safely performs the following steps:		P	F	P	F
1.	Identify the reports and documents necessary for the investigation (e.g., police reports, fire reports, insurance policies, financial records, deeds, private investigator reports, outside photos, and videos)				
2.	Assesses the information for accuracy				
3.	Correlates the information				
4.	Implements the chain of custody				
5.	Organizes reports and documents				
6.	Discovers discrepancies				
7.	Performs a financial analysis concerning motive				
8.	Interprets fire scene information and evidence to establish motive/opportunity				
<b>Candidate must successfully perform 6/8 steps including all CRITICAL POINTS</b>		Score: __/8		Score: __/8	
Evaluator Notes					
Evaluator Print Name & Signature:		Date	Overall Skill Sheet Score		
			Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)					
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score			
			Pass___	Fail___	
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Candidate Print Name & Signature:		Candidate: Print Name or Candidate #			
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# Coordinate Expert Resources

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.6.3, 2014 Edition

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**Fire Investigator I**

## Skill Sheet FINV - 11

The Candidate, given the investigative file, will coordinate expert resources so that the expert's competencies are matched to the specific investigative needs.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Identifies the expert resource needed through networking				
2. Questions the experts relative to their qualifications				
3. Develops a utilization plan for use of the expert resources				
<b>Candidate must successfully perform ALL steps including all CRITICAL POINTS</b>	Score: __/3		Score: __/3	
<b>Evaluator Notes</b>				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:	Date	Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
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# Prepare a Written Report

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.7.1, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV - 12

The Candidate, given investigative findings, will prepare a written report so that the report accurately reflects the investigative findings.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Analyzes the information				
2. Determines the needs/requirements of the reader				
3. Demonstrates proper writing skills				
4. Prepares a written report given investigative findings				
5. No grammatical or spelling errors				
6. Uses proper format with typical components of a written report				
<b>Candidate must successfully perform 5/6 steps including all CRITICAL POINTS</b>	Score: __/6		Score: __/6	
<p><b>Evaluator Notes</b></p>				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:	Date	Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Candidate Print Name & Signature:	Candidate: Print Name or Candidate #			
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# Express Investigative Findings

Reference source: NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 4.7.2, 4.7.3, 2014 Edition

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Fire Investigator I

## Skill Sheet FINV - 13

The Candidate, given investigative findings, will verbally express the findings as part of a testimony so that the information is presented clearly and accurately.

**Expected time to complete skill(s) is 60 minutes**

Performance Steps	Test		Retest	
Safely performs the following steps:	P	F	P	F
1. Reviews file and prepares for the proceedings				
2. Determines the needs of the audience				
3. Correlates the findings				
4. Demonstrates communication and listening skills				
5. Differentiates facts from opinion				
6. Determines accepted procedures, practices and etiquette during legal proceedings				
<b>Candidate must successfully perform 5/6 steps including all CRITICAL POINTS</b>	<b>Score: __/6</b>		<b>Score: __/6</b>	
<p><b>Evaluator Notes</b></p>				
Evaluator Print Name & Signature:	Date	Overall Skill Sheet Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Re-Test Evaluator Print Name & Signature:		Overall Skill Sheet Re-Test Score		
		Pass___	Fail___	
By my signature above, I verify that I am currently certified to the level I am testing (AL/PB/IFSAC)				
Candidate Print Name & Signature:	Candidate: Print Name or Candidate #			
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