

HR LF	HR HF	Massachusetts District - 14 Training Requirements 3800 – 19-006	Effective Date 08/01/2020
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) The purpose of this Standard Operating Guideline (SOG) is to ensure that all members of the District 14 Regional Fire Investigation Team have and maintain up-to-date requisite knowledge and skills in order to meet or exceed the minimum job performance requirements (JPR's) identified in NFPA 1033, Standard for Professional Qualifications for Fire Investigator.
- B) This SOG will apply to all District 14 Regional Fire Investigation Team members.
- C) This SOG should be referenced to ensure that members are maintaining the minimum annual training requirements of the team.

II) REFERENCE DOCUMENTS

- A) NFPA 1033

III) DEFINITIONS

- A) NA

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) It is assumed all members of the District 14 Regional Fire Investigation Team have successfully completed the 48-hour Basic Fire Investigation course at the Massachusetts Firefighting Academy prior to appointment to the team. All team members are expected to complete the 48-hour Advanced Fire Investigation course at the Massachusetts Firefighting Academy as soon as is practical.
- B) Fire Investigator: Individual appointed by the Chief of their respective department responsible for investigating fires. This is a specialized position that may require a response to other communities and work as part of a regional fire investigation team.
- C) Group Leader: The Group Leader represents their respective fire department and works as a team member of the District 14 Regional Fire Investigation Team. Each Group Leader works as the leader of their respective geographic team (A, B, or C). The Group Leader may be called upon to act as part of a fire investigation team in their respective community, or another community from District 14, or a community participating as a team member. The Group Leaders oversee the direction of their

HR LF	HR HF	Massachusetts District - 14 Training Requirements 3800 – 19-006	Effective Date 08/01/2020
LR LF	LR HF		

respective team and work as the liaison between the said team and the overall Team Leader.

- D) Team Leader: The Team Leader represents their respective fire department and works as a team member of the District 14 Regional Fire Investigation Team. The Team Leader works as the leader of the entire team comprised of (3) geographic teams (A, B, & C). The Team Leader may be called upon to act as part of a fire investigation team in their respective community or another community from District 14, or a community participating as a team member and shall work as the liaison between the said team and the Fire Chiefs in District 14.

V) SAFETY

VI) ENFORCEMENT

- A) Failure to understand this Standard Operating Guideline may result in disciplinary action.
- B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and or the District 14 Chair.
- C) This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of compliance by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

- A) All members are expected to successfully complete a minimum of twelve (12) hours of training/continuing education each calendar year in order to remain up-to-date in the topics listed in NFPA 1033, Ch. 1.3.7. “Tested” training/continuing education is preferred. Training/continuing education may include, but not be limited to, live and/or online courses, conferences, seminars, lectures, and practical/field evolutions. Documentation of training/continuing education shall be submitted to the respective Group Leader and will be recorded and reviewed annually.

HR LF	HR HF	Massachusetts District - 14 Training Requirements 3800 – 19-006	Effective Date 08/01/2020
LR LF	LR HF		

- B) All members shall attend 75% of the available meetings/training sessions sponsored by District 14 and must have been available for 50% of the activations for their respective group in a calendar year unless otherwise excused. Investigators shall use the IAR app to mark themselves as responding, on-scene, available or unavailable each time their respective group is paged.
- C) In accordance with NFPA 1033, Standard for Professional Qualifications for Fire Investigator, the investigator shall have and maintain at a minimum an up-to-date basic knowledge of the following topics beyond the high school level (Ch. 1.3.7): Fire Science, Fire Chemistry, Thermodynamics, Thermometry, Fire Dynamics, Explosion Dynamics, Computer Fire Modeling, Fire Investigation, Fire Analysis, Fire Investigation Methodology, Fire Investigation Technology, Hazardous Materials, Failure Analysis and Analytical Tools, Fire Protection Systems, Evidence Documentation, Collection, and Preservation, and Electricity and Electrical Systems.
- D) All members are expected to maintain a current Curriculum Vitae (CV). The member's CV should include professional experience, formal education, continuing/professional education, certifications/licenses/credentials, professional affiliations, and courtroom testimony/expert witness experience.
- E) All members should maintain affiliation with the International Association of Arson Investigators (IAAI) and/or the National Association of Fire Investigators (NAFI), and at a minimum should maintain, or be actively working towards if not already obtained, designation as a Fire Investigation Technician (FIT) through the IAAI. The FIT designation is an excellent first step towards obtaining certification as a Certified Fire Investigator (CFI) through the IAAI. All professional fire investigators should be actively working towards, if not already obtained, certification as a CFI through the IAAI, Certified Fire & Explosion Investigator (CFEI) through NAFI, and /or certified Fire Investigator through the Massachusetts Public Safety Fire Investigator Certification Coalition (MPSFICC).
- F) Group Leaders will be responsible for coordinating training/continuing education opportunities within their respective groups. Group Leaders will maintain a database of current CV's of members within their respective groups. Group Leaders will also work with their members on continual development and improvement of the member's CV's.

HR LF	HR HF	Massachusetts District - 14 Training Requirements 3800 – 19-006	Effective Date 08/01/2020
LR LF	LR HF		

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) NA

SOG Review Dates: