

HR LF	HR HF	Massachusetts District - 14 Dispatch Procedures 3800 – 19-005-1	Effective Date 08/01/2020 Revised 01/23/2023
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) The purpose of this Standard Operating Guideline (SOG) is to outline procedures for notifying team members of the need for investigators.
- B) This SOG will apply to all District 14 Regional Fire Investigation Team members.
- C) This SOG should be referenced to ensure a consistent approach to team activations.

II) REFERENCE DOCUMENTS

- A) NA

III) FIRE INVESTIGATION TEAM GROUPS

- A) Group A- Shrewsbury, Westborough, Northborough, Southborough, Hopkinton, Milford, Hopedale
- B) Group B- Concord, Lincoln, Weston, Wayland, Sudbury, Framingham, Natick, Sherborn, Holliston, Ashland
- C) Group C-Maynard, Acton, Carlisle, Boxborough, Stow, Hudson, Marlborough

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) All members shall be responsible for enforcing this SOG

V) SAFETY

- A) All investigators should have a minimum of two (2) investigators working at an active investigation scene.

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

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violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

- A) The lists of response groups and areas are listed below
- 1) Group – A Northborough, Southborough, Westborough, Shrewsbury, Hopkinton, Milford, and Hopedale
 - 2) Group – B Concord, Lincoln, Wayland, Sudbury, Weston, Framingham, Natick, Sherborn, Ashland, and Holliston
 - 3) Group – C Acton, Maynard, Stow, Hudson, Boxborough, Carlisle, and Marlborough
- B) When a District 14 community, or Weston, is in need of investigator(s), they should
- 1) Call the District 14 Control Point @ 1- 508-881-0119 to request investigator(s) for their respective community. The requesting community should provide a location for the investigators to respond to, the number of investigators they are requesting, and any other information they feel may be important
 - 2) The Control Point Dispatcher will send out a page to all investigators requesting a response to the community making the request and the appropriate address of the incident, as well as any other information that may be important.
 - (a) Example of the page: F. I. T. requested in Maynard, two investigators, 00 Brook Street. Call I. A. R.
 - 3) The control point dispatcher shall time stamp the page and track which investigator should arrive first.
 - 4) Each member of that group shall use the IAR app. or call the “I Am Responding” phone number 1-800-355-9747 (from the cell phone you have on file with the District) and indicate the appropriate response;
 - (a) 3 - To Scene- ----- Minutes to arrival (appropriate time in minutes to arrival, for example, 20 minutes to arrive).

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(b) 4 - At Scene

(c) 7 – Unavailable

- C) The control point shall advise the State Police Fire Investigation Team through State Police Dispatch at 508-820-2121.
- D) 15 minutes after the page is sent out the Control Point will advise the requesting community as to how many investigators are responding
- E) If additional investigators are needed, the remainder of the Fire Investigation Team shall be paged and those able to respond shall again use the I A R process
- F) By the Investigators calling into I A R the Control Point will know who is available and responding to the scene, who is already at the scene and who is unavailable. It is important to track who is responding, so additional investigators can be activated if necessary, and ensuring we do not have too many investigators responding

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) NA

<p>SOG Review Dates: 1/15/19 Revised 01/23/2023 DLP</p>
