



Purpose

The purpose of this task book is an evaluative tool designed to document that a candidate has successfully demonstrated certain requisite skills to meet the specific job performance outcomes. The skills required herein are based on those listed in the 2022 edition of the National Fire Protection Association 1033 “Standard for Professional Qualifications for Fire Investigators” (NFPA 1033). Selected skill objectives in this task book supplement the trainee learning outcomes and objectives met by successfully completing the Fire Investigator Training Program.

Expectation of Candidate

The candidate is solely responsible for maintaining, completing, and submitting this task book. Any loss or damage to this task book must be immediately reported to the Team Coordinator.

Requirement to Conduct On-Scene Activities

The candidate shall participate in a minimum of 5 fire scene investigations. The candidate shall observe, describe, or perform the tasks described herein. The candidate shall receive a score of 3 in all categories in order to pass.

Expectations of Evaluators



An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies satisfactory execution
- Training-based scenarios

Team Coordinators will designate qualified evaluators, who will be certified, at a minimum, as Certified Fire Investigator (CFI) or Certified Fire and Explosion Investigator (CFEI). A certified fire investigator's (FI3) authorization is required for the final signature of completion. A certification task book may have more than one evaluator. If a designated evaluator is not present, an FI2 may evaluate skills. An FI3 is required for the final signature of competency.

All evaluators shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.
2. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
3. Not evaluate any job performance requirement (JPR) until after the full task is completed
4. Sign all appropriate lines in the certification task book with a handwritten signature to record demonstrated performance of tasks.

By signing below, you acknowledge that you have completed the CFITrainer "Principles of Fire Investigation" certificate and are on the District 14 Fire Investigation Team as a member in training. You are not responsible for conducting any scene examination, and cannot participate in a scene examination without at least one FI2-level team member present. Once you have completed this training book, you will deliver it to the Team Coordinator for review.



*Please type or print legibly

Name: First		Last		MI
Department		Address		
Email		Phone number		
Date Initiated		Date Completed		

Chief's Name	First	Last
Signature		Date

Task Requirements:



1. Initial Scene Examination (see section 4.2.1, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

1. The trainee shall conduct an initial inspection and evaluation of the fire scene.
2. The trainee shall determine the area or point of origin, source of ignition, and the material(s) ignited.
3. The trainee shall determine the act or activity that brought the ignition source and materials together.
4. The trainee shall assess the subsequent progression, extinguishment, and containment of the fire.
5. The trainee shall secure the fire ground using marking devices, specialized tools, and equipment.

2. Conducting an Exterior Survey (see section 4.2.2, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

1. The trainee shall demonstrate evidence identification and preservation techniques.
2. The trainee shall identify on-scene hazards to avoid injuries to investigators.
3. The trainee shall determine safe access and egress routes to the property.

3. Conducting an Interior Survey (see section 4.2.3, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

1. The trainee shall identify and preserve areas of potential evidentiary value requiring further examination.
2. The trainee shall determine the evidentiary value of the contents.
3. The trainee shall identify hazards to avoid injuries to investigators.
4. The trainee shall assess the structural conditions of the building.
5. The trainee shall identify and describe the damage and effects of the fire.
6. The trainee shall identify and describe the impact of fire suppression efforts on fire.
7. The trainee shall evaluate the remaining protected areas and determine the presence or absence of contents.

4. Interpreting Fire Patterns (see section 4.2.4, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

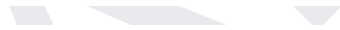


1. The trainee shall interpret fire patterns so that each individual pattern is evaluated with respect to burning characteristics on different types of materials involved, in context, and in relationship with all patterns observed and mechanisms of heat transfer that led to the formation of the pattern.

5. Interpreting Fire Patterns (see section 4.2.5, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

1. The trainee shall identify possible phases of fire development.
2. The trainee shall evaluate methods and effects of fire suppression.
3. The trainee shall recognize potential false origin area patterns.
4. The trainee shall identify possible areas of fire origin.
5. The trainee shall identify the damage and effects of the fire event.
6. The trainee shall identify and interpret variations of fire patterns on different materials concerning heat release rates, form, and ignitability.
7. The trainee shall distinguish the impact of different types of fuel loads and fuel trails.



6. Examine and Remove Fire Debris (see section 4.2.6, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

1. The trainee shall examine debris for cause evidence.
2. The trainee shall identify potential ignition sources.
3. The trainee shall preserve evidence without inflicting damage or contamination.
4. The trainee shall employ search techniques that further the discovery of fire cause evidence and ignition sources.
5. The trainee shall use search techniques that incorporate documentation, collection, and preservation of evidence.



7. Reconstruct the Area of Origin (see section 4.2.7, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:



1. The trainee shall reconstruct the area of origin so that all protected areas and fire patterns, as they correlate to contents or structural remains, items potentially critical to cause determination, and photo documentation are returned to their pre- fire location, to determine the point of origin.
2. The trainee shall return materials to their original positions.
3. The trainee shall examine all materials to determine the effects of fire and distinguish among different types of fire damaged contents

8. Inspects the Performance of Building Systems (see section 4.2.8, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

1. The trainee shall inspect the detection, suppression, HVAC, utilities, and building documentation.
2. The trainee shall determine the operating system's impact on fire growth and spread when identifying the origin areas.
3. The trainee shall identify defeated and/or failed systems.
4. The trainee shall recognize the system's potential as a fire cause.
5. The trainee shall determine any alterations to and failure indicators of building systems.
6. The trainee shall evaluate the suppression efforts on building systems.

9. Effects of Explosions (see section 4.2.9, NFPA 1033).

The trainee shall perform the following tasks at a fire scene that contains evidence of an explosion:

1. The trainee shall discriminate the effects of explosions from other types of damage.
2. The trainee shall identify and preserve explosion evidence.
3. The trainee shall identify explosive effects on glass, walls, foundations, and other building materials.
4. The trainee shall analyze damage to document blast zone and origin.

10. Documenting the Scene (see section 4.3, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:



1. The trainee shall diagram the scene to accurately represent the scene, evidence, pertinent contents, significant patterns, and area(s) or point(s) of origin.
2. The trainee shall sketch the scene using basic drafting skills and evidence recognition and observation skills.
3. The trainee shall photograph and document the scene to accurately depict and support scene findings.
1. The trainee shall construct investigative notes from available documents and interview information, making sure the notes are accurate.
2. The trainee shall construct investigative notes that are accurate, provide further documentation of the scene, and represent complete documentation of the scene findings.
3. The trainee shall demonstrate data- reduction skills, note-taking skills, and observational and correlating skills.

11. Evidence Collection & Preservation – Locate, Collect, and Package Evidence (see section 4.4.2, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

1. The trainee shall locate, document, collect, label, package, and store evidence so that it is properly identified, preserved, collected, packaged, and stored for use in testing, legal, or other proceedings and examinations, ensuring cross-contamination and investigator-inflicted damage to evidentiary items are avoided and the chain of custody is established.
2. The trainee shall recognize different types of evidence and determine whether evidence is critical to the investigation.
3. The trainee shall abide by legal procedures to retain evidence required within the investigation.
4. The trainee shall abide by legal procedures for managing victims and fatalities so that all evidence is discovered and preserved and the procedures are followed.

12. Evidence Collection & Preservation – Evidence for Analysis (see section 4.4.3, NFPA 1033).

The trainee shall perform the following tasks at a fire scene:

The trainee shall select items for analysis that support the specific needs of the investigation and evaluate the fire incident to determine any additional forensic, engineering, or laboratory resource needs.

13. Evidence Collection & Preservation – Chain of Custody (see section 4.4.4, NFPA 1033).



The trainee shall perform the following tasks at a fire scene:

The trainee shall maintain a chain of custody so that written documentation exists for each piece of evidence and ensure evidence is secured.

**14. Evidence Collection & Preservation –
Evidence Disposal (see section 4.4.5, NFPA 1033).**

The trainee shall perform the following tasks at a fire scene:

The trainee shall dispose of evidence, based on jurisdictional or agency regulations, and file information so that the disposal is timely, safely conducted, and in compliance with jurisdictional or agency requirements.

15. Conducting Interviews (see section 4.5.2, NFPA 1033).

The trainee shall perform the following tasks:

The trainee shall obtain information, ask follow-up questions, elicit responses to all questions, document the response to each question, and adjust interviewing strategies based on deductive reasoning and interpretation of verbal and nonverbal communications.

16. Conducting Interviews – Evaluation of Information (see section 4.5.3, NFPA 1033).

The trainee shall perform the following tasks:

1. The trainee shall evaluate interview information so that all interview data is individually analyzed and correlated with all other interviews.
2. The trainee shall document corroborative and conflicting information.
3. The trainee shall develop new leads.
4. The trainee shall demonstrate
correlation skills

17. Post Incident Investigations – Investigate File (see section 4.6.2, NFPA 1033).

The trainee shall perform the following tasks:



1. The trainee shall Identify areas of further investigation, interpret the relationship between gathered documents and information, and identify corroborative evidence and discrepancies.
2. The trainee shall demonstrate information assessment, correlation, and organizational skills.

18. Post Incident Investigations – Coordination of Expert Resources (see section 4.6.3, NFPA 1033).

The trainee shall perform the following task:

The trainee shall demonstrate an understanding of the importance of ensuring that expert competencies are matched to specific investigation needs, that financial expenditures are justified, and that utilization of experts clearly furthers the investigative goals of determining cause or affixing responsibility

19. Post Incident Investigations – Motive and Opportunity (see section 4.6.4, NFPA 1033).

The trainee shall perform the following tasks:

1. The trainee shall demonstrate an understanding of how to establish evidence as to motive and/or opportunity to commit a crime.
2. The trainee shall demonstrate an understanding of how to conduct a financial analysis of evidence related to the case.
3. The trainee shall demonstrate an understanding of how to gather and analyze records that may show motive to commit a crime.

20. Post Incident Investigations – Determination of Investigative Opinion (see section 4.6.5, NFPA 1033).

The trainee shall perform the following task:

The trainee shall formulate an opinion concerning origin, cause, or responsibility for the fire, supported by the data, facts, records, reports, documents, and evidence.

21. Presentation of Information (see sections 4.7 and 4.7.1, NFPA 1033). The trainee shall perform the following tasks:



1. The trainee shall present the findings to the designated evaluator who is not involved in the actual investigation.
2. The trainee shall prepare a written report that accurately reflects the investigative findings, is concise, expresses the investigator's opinion, contains facts and data that the investigator relied on in rendering an opinion, contains the investigator's reasoning for his or her opinion, and meets the needs or requirements of the intended audience.

22. Presentation of Investigative Findings (see section 4.7.2, NFPA 1033). The trainee shall perform the following tasks:

1. The trainee shall present the investigative findings verbally to an audience.
2. The trainee shall complete the presentation within an allotted time.
3. The trainee shall demonstrate communication skills.
4. The trainee shall determine the audience's needs and correlate the content of findings to deliver information to meet the needs of the audience.

23. Presentation of Testimony (see section 4.7.3, NFPA 1033).

The trainee shall perform the following tasks:

1. The trainee shall testify during simulated legal proceedings in a manner that conveys all pertinent investigative information and ensures that evidence is presented clearly and accurately.
2. The trainee shall demonstrate the ability to differentiate facts from opinion and determine accepted procedures, practices, and etiquette during a simulated legal proceeding.

TASK In accordance with NFPA 1033	1	POSSIBLE POINTS	2	POINTS AWARDED	EVALUATOR SIGNATURE & DATE
1. INITIAL SCENE EXAMINATION SECTION 4.2.1	3 - No system used - Proceeds to the interior without first examining the exterior - Does not observe exterior damage - Does not identify potential evidence - Does not determine areas to be protected - Does not mark the perimeter	- Uses a systematic approach - Observes fire damage but is unable to correlate it to the area of origin - Does not identify the perimeter or does not mark the perimeter - Misses potential evidence	- Uses a system to observe from least to most damaged, exterior to interior - Observes fire damage and utilizes information to locate the general area of origin - Marks items of potential evidence - Determines the need for scene security and restricts the scene to authorized personnel - Uses tools and equipment appropriately - Describes spoliation concerns		
2. CONDUCTING EXTERIOR SURVEY SECTION 4.2.2	- Does not recognize hazardous or potential injury areas - Unable to determine the room of origin - Does not recognize building construction factors - Misses potential evidence	Recognizes hazardous areas but gets involved in the investigation, resulting in potential injury	- Observes surroundings for hazards and potential injury locations and avoids the same - Locates the fire scene - Recognizes building construction and its relation to fire behavior and fire flow		



	• Does not photograph the scene • Does not begin documentation • Does not understand fire behavior	• Difficulty in determining the area of origin • Recognizes building construction but cannot apply fire behavior to construction • Documentation is not thorough • Misinterprets fire behavior and flow paths	• Conducts exterior survey of the entire outside of the fire scene • Identifies any potential evidence, photographs, documents, location, and marks for preservation and collection • Documents effects of fire suppression, fire behavior and spread, and burn and smoke patterns		
3. CONDUCTING INTERIOR SURVEY SECTION 4.2.3	• Does not relate structural conditions to fire behavior • Does not apply concepts of fire behavior, flow paths, and fire suppression efforts to fire scene damage • Misses potential evidence • Does not understand the value of evidence	• Able to find the fire area • Difficulty assessing structural conditions • Difficulty relating fire damage to fire behavior, fire flow path, and suppression efforts • Misses some hazardous conditions • Finds most evidentiary items and understands their value	• Locates the potential fire area • Assesses structural conditions • Observes the damage and effects of the fire • Identifies fire flow paths • Observes the scene for potential hazards, including structural collapse, electrical hazards, contamination, and a toxic atmosphere. • Identifies interior building construction characteristics and their impact on fire growth and spread • Identifies and preserves potential evidence value		

			requiring further examination (i.e., financial records, unusual burn patterns on floors and/or walls, low burn levels, absence of furnishings, etc.) • Determines the evidentiary value of contents.		
4. INTERPRETING FIRE PATTERNS SECTION 4.2.4	• Misses or inappropriately analyzes fire patterns • Unfamiliar with the burning characteristics of normal fuels found in the structure • Unable to explain fire spread according to the chemistry and physics of fire	• Locates fire patterns and has a little difficulty analyzing patterns in relation to fire behavior • Familiar with the burning characteristics of most items commonly found in a structure • Able to explain most of the fire spread according to the chemistry and physics of fire	• Observes and documents burn patterns and charring in relation to fire behavior, burning characteristics of fuels, proximity of fuels, and effects of fire suppression • Relates fire chemistry and physics to fire behavior and spread • Determines and documents fire development		
5. INTERPRETING FIRE PATTERNS	• Unfamiliar with the phases of fire and burn patterns associated with each	• Familiar with the phases of fire and can distinguish most patterns	• Identifies phases and fire and burn patterns associated with the phase		

SECTION 4.2.5	• Unable to distinguish the effects of fire suppression efforts • Unable to determine between origin and false origins • Does not understand varying degrees of heat release • Misses fuel trails	associated with the phases • Ability to determine most of the fire suppression efforts and the effects on fire and patterns • Able to identify most false origins • Observes fuel but doesn't apply it to the fire scene	• Evaluates and documents the effects of suppression • Recognizes and documents false origin area patterns • Correctly identifies all areas of origin • Identifies different materials involved and the effects of heat release rates and ignitability • Identifies fuel trails and their relation to patterns • Identifies how fuel loads impact fire behavior and fire patterns		
6. EXAMINE AND REMOVE FIRE DEBRIS SECTION 4.2.6	• Does not use a systematic method for debris removal • Allows contamination of evidence • Misses ignition sources • Unable to determine the fire cause • Does not document the scene • Does not choose a proper collection container	• Uses a systematic method • Allows for some cross-contamination (does not clean tools, forgets to change gloves, etc.) • Locates most of the ignition source • Determines the fire cause • Documentation needs to be more thorough	• Properly removes fire debris in layers for further examination • Cleans tools before, during, and after use • Checks all debris for fire cause evidence • Identified possible ignition sources and searched for evidence to support or refute • Assures evidence is not damaged during discovery • Correctly locates and identifies the ignition		

		• Properly chooses the collection container	source(s) and determines the fire cause • Documents evidence by photographing in place, documenting, and choosing an appropriate collection device • Changes gloves and maintains proper techniques to avoid contamination of evidence		
7. RECONSTRUCT THE AREA OF ORIGIN SECTION 4.2.7	• Cannot relate the contents to the structural remains • Does not photograph the scene • Does not document activities • Unable to determine point of origin • Does not observe furnishings	• Identifies most of the relationships between content and structural remains • Photographs most of the scene • Documents activities, but needs to provide more thorough documentation • narrows the point of origin down to two possibilities • Observes effects of fire on furnishings but has difficulty explaining damage in relation to fire dynamics	• Identifies protected areas and fire patterns and correlates them to contents or structural remains • Returns furnishings to pre-fire locations • Photographs the scene prior to the return of furnishings and after the return • Document reconstruction activities • Use reconstructed scene, fire patterns, and knowledge of fire behavior to determine the point of origin • Examines furnishings and materials for		

			consistency with fire dynamics		
8. INSPECTS THE PERFORMANCE OF BUILDING SYSTEMS SECTION 4.2.8	- Does not consider outside utilities - No inspections completed - Detection systems not checked for functionality or signs of tampering - HVAC system not inspected - Suppression systems observed but not inspected - Lack of documentation	- Does not account for all outside utilities or does not inspect - Observes systems but does not fully understand how to check for functionality or signs of tampering - Does not consider services as a potential fire source - Documents, but needs to be more thorough	- Identifies and inspects exterior utilities for functionality and signs of tampering (closed valves, FDC caps removed and blocked, etc.) - Locates and inspects detection systems for functionality and signs of tampering - Locate and inspect the HVAC system - Locate and inspect suppression systems for functionality and signs of tampering (valves closed, alarms silenced, power systems interrupted, etc.) - Identifies the need for expert resources - Documents findings of inspections, including any that were defective and/or defective - Recognizes the system as a possible fire cause		
9. EFFECTS OF EXPLOSION	Unable to distinguish between fire patterns and explosion patterns	Distinguishes between fire and explosion patterns,	Identifies patterns created by explosions		

SECTION 4.2.9	• Unable to determine the impact of the explosion on structural elements • Misses unexploded fuels/materials • Does not thoroughly recognize the debris field • Misses potential evidence • Does not observe explosion effects on glass, structural elements, and building materials	but is unable to determine pre-blast and post-blast fire damage • Identifies unexploded materials • Has difficulty determining the debris field • Observes structural elements but cannot apply to the determination of damage pre- or post-blast	• Determines effects of percussion, blast, and impact on structural elements and fire patterns • Identifies the heat of the explosive event • Identifies any unexploded materials, gases, or liquids • Identifies the debris field and marks the area • Identifies and preserves evidence that can be minuscule • Identifies pre-blast versus post-blast fire damage • Identifies if soot is present on glass windows • Observes structural elements to determine explosive effects • Determines blast zone and origin		
10. DOCUMENTING THE SCENE SECTION 4.3	• Does not diagram accurately or does not include evidence locations, burn patterns, etc. • Fails to depict the scene accurately	• Scene is documented but misses several items • Depicts the scene adequately but needs more detail	• Diagrams scene to scale showing evidence locations, significant burn patterns, and area or point of origin • Photographs are taken to depict the scene,		

	- Investigative notes are not organized or do not identify conflicting information - Has difficulty determining what additional information is needed - Does not process the scene appropriately to preserve evidence - Field notes are not comprehensive	- Investigative notes are organized but may need additional documentation - Identifies areas that need further information - Process scene but misses some evidence or mishandles some evidence - Field notes need more detail	evidence, and support findings accurately - Documents photos in the log book and on a photo rough sketch - Constructs accurate investigative notes of a systematic approach, evidence discovery and collection, chain of custody, reconstruction, and discovery of the area of origin - Provides accurate notes - Identifies conflicting information - Determines and recommends follow-up information to corroborate or dispute investigative findings - Represents complete documentation of the scene findings - Uses proper procedures to manage victims and fatalities - Properly discovers and preserves all evidence - Fills out crime lab analysis request forms, indicating specific analysis requested - Document the process in field notes.		
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11. EVIDENCE COLLECTION AND PRESERVATION (LOCATE, COLLECT, PACKAGE) SECTION 4.4.2	• Evidence is contaminated • Adequate samples were not obtained • Property tags not filled out • Cannot distinguish between critical evidence • Chain of custody forms not completed or chain of custody not maintained • Victims/fatalities processed inappropriately	• Allows some contamination of evidence • Tags evidence but does not complete the form • Identifies most items of critical evidence • Establishes a chain of custody but has some difficulty with documentation of maintenance • Unsure of proper processing techniques for victims/fatalities	• Uses appropriate handling techniques to ensure evidence is not contaminated • Locates and selects appropriate samples and evidence items • Properly marks and/or tags and packages evidence • Recognizes different types of evidence and determines if evidence is critical to the investigation • Maintains chain of custody using appropriate forms and/or logs • Uses appropriate techniques when dealing with fatalities and victims, preserving evidence, and working with medical examiners		
12. EVIDENCE COLLECTION AND PRESERVATION (ANALYSIS)	• Does not use appropriate forms/logs for submitting items to the lab • Does not maintain a chain of custody	• Logs/forms not filled out • Chain of custody not followed strictly • Leaves details of information out	• Submits items to the lab utilizing appropriate forms and /or logs • Maintains chain of custody		

SECTION 4.4.3	Inaccurate information provided		Assures accuracy of information received and provided to the lab.		
13. EVIDENCE COLLECTION AND PRESERVATION (CHAIN OF CUSTODY) SECTION 4.4.4	- Evidence not secured properly following established guidelines - Chain of custody compromised	- Evidence secured, but is not clearly marked or isolated as needed - Chain of custody issues during transport or removal (not logged out, personnel having access to evidence, etc.)	- Properly completes chain of custody forms/documents - Maintains chain of custody of evidence throughout investigation and legal proceedings - Secures evidence to assure it is not tampered with.		
14. EVIDENCE COLLECTION AND PRESERVATION (DISPOSAL) SECTION 4.4.5	- Disposes of property improperly - Disposes of property before legal proceedings are complete - Does not dispose of property in a timely manner - Disposal not documented.	- Property disposed of following model guidelines, but not AHJ guidelines - Disposed of unsafely - Documented disposal but not thoroughly (i.e, date and time, who disposed; method of disposal, etc.)	- Identifies evidence subject to disposal - Disposes of evidence according to the model evidence policy - Disposes of evidence in a timely, safe manner - Documents the disposal using the appropriate form/document		

15. CONDUCTING INTERVIEWS SECTION 4.5.2	• Does not fully identify information that needs to be discovered during the interview process • Does not request additional information • Does not develop an interview plan • Questions not fully developed • Does not obtain pertinent information during the interview • Documentation is not thorough and inaccurate • Unable to adjust interview strategies • Does not have good communication and listening skills	• Misses some information required before interviews • Identifies most of the information that needs to be discovered during interviews • Interview plan developed but not thorough • Questions developed • Documents responses but needs to be more thorough and accurate • Has some skills in using different interview techniques • Moderate communication and listening skills.	• Reviews provided information and requests additional information if needed • Develops an interview plan that reflects a strategy to determine the fire cause further • Assigns responsibilities • Documents interview strategies by listing relevant questions • Obtains pertinent information from interviewees • Elicits responses to all questions • Documents all responses accurately • Able to adjust interview strategy based on deductive reasoning • Interprets verbal and nonverbal communications and exhibits strong listening skills		
16. CONDUCTING INTERVIEWS (EVALUATION OF INFORMATION)	• Cannot analyze and organize information into corroborating and conflicting groups • Does not recognize new investigative leads	• Difficulty analyzing and organizing information into corroborating and conflicting groups	• Reviews provided information • Analyzes and correlates information from sources into		

SECTION 4.5.3	discovered during interviews • Unable to evaluate source information	• Identifies most of the new investigative leads discovered during interviews • Able to evaluate source information	corroborative or conflicting groups • Documents new investigative leads discovered during interviews • Lists follow-up names and contacts • Able to evaluate source information (first responders, neighbors, witnesses, etc.)		
17. POST-INCIDENT INVESTIGATION (FILES) SECTION 4.6.2	• Cannot correlate and organize information • Unable to select acceptable documents for legal proceedings • Does not identify additional resource materials	• Difficulty correlating and organizing information • Difficulty determining which documents are acceptable for legal proceedings • Identifies most of the needed resource materials	• Gathers all documents, records, and reports applicable to the investigation • Maintain chain of custody • Selects documentation acceptable in legal proceedings • Reviews information, requests, and documents needed for additional resources/materials • Identifies area for further investigation (financial records, insurance documents, others involved in possible arson, additional lab results, etc.)		

			• Correlates gathered documents and information (investigative notes, interviews, photographs/sketches, etc.) • Discovers and documents evidence and information discrepancies • Able to correlate and organize information		
18. POST-INCIDENT INVESTIGATION (COORDINATION OF EXPERT RESOURCES) SECTION 4.6.3	• Does not recognize or document the need for experts • Does not justify the cost of an expert in relation to investigative goals or the determination of cause or responsibility • Does not network to determine qualified experts • Does not research experts' qualifications	• Able to recognize the need for experts, but does not know how to obtain or find one • Does not know how to determine the qualifications of an expert	• Reviews materials • Identifies and documents the need for specific experts • Justifies costs for each expert witness selected • Documents cost-benefit and impact on investigative goals, or determining cause or assigning responsibility • Networks with other investigators to identify experts • Questions experts relative to their qualifications		

19. POST-INCIDENT INVESTIGATION (MOTIVE AND OPPORTUNITY) SECTION 4.6.4	• Does not understand concepts of financial analysis • Does not relate evidence to motive and/or opportunity • Does not correlate documents and evidence to motive • Does not document findings, motive, or legal value of evidence	• Somewhat understands concepts of financial analysis, can gather information and evidence, but has difficulty relating to motive or opportunity • Difficulty correlating documents and evidence to support the motive • Needs additional or more thorough documentation	• Understands financial analysis and its impact on the case • Gathers records and analysis, reviews interviews, and interprets fire scene information and evidence to establish a relationship to motive and/or opportunity • Lists supporting documents that establish motive findings • Documents evidence used to determine motive • Documents the legal value of the evidence provided.		
20. POST-INCIDENT INVESTIGATION (DETERMINATION OF INVESTIGATIVE OPINION) SECTION 4.6.5	• Does not possess analytical or assimilation skills to formulate an opinion • Unable to correlate data and evidence to support opinion	• Has difficulty with analytical or assimilation skills to formulate an opinion • Difficulty correlating data and evidence to support an opinion	• Uses analytical and assimilation skills to formulate an opinion on origin, cause, or responsibility for the fire • Correlates data, facts, records, reports, documents, and evidence that support the opinion		

21. PRESENTATION OF INFORMATION SECTIONS 4.7 AND 4.7.1	• Cannot distinguish between various types of audiences • Does not present findings to the evaluator prior to presenting to the audience • Does not have good grammar or report writing skills • The report is not thorough and is missing facts, data, and the opinion of the fire	• Difficulty distinguishing between various types of audiences • Presents findings to the evaluator • Moderate grammar and report writing skills • The report is complete but could use additional or more thorough details.	• Identifies types of audiences and their needs/requirements • Presents findings to the evaluator • Composes a report including the investigator's opinion of the fire cause, facts, and data used to render the opinion • Reviews the report for accuracy and grammar • Submits a report to the audience.		
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22. PRESENTATION OF INVESTIGATIVE FINDINGS SECTION 4.7.2	• Cannot verbally present an investigative report and accurate information • Presents information not relevant or confusing to the case • Has difficulty with time constraints • Cannot answer follow-up questions thoroughly and without error.	• Difficulty presenting investigative report and accurate information • Presents complete, relevant information, but in a confusing method • Rambles • Difficulty answering follow-up questions	• Obtains and reviews investigative report and other information • Identifies audience members • Verbally presents accurate information • Presents only pertinent information for the intended audience • Completes presentation within allotted time • Answers follow-up questions from the audience without error.		
23. PRESENTATION OF TESTIMONY SECTION 4.7.3	• Cannot differentiate facts from opinions • Unfamiliar with procedures, practices, and etiquette during legal proceedings • Presents confusing information • Demeanor and/or attire not appropriate for proceedings.	• Difficulty differentiating facts from opinions • Unfamiliar with some of the procedures, practices, and etiquette during legal proceedings • Presents accurate information, but not in clear, understandable terms	• Differentiates facts from opinions • Utilizes appropriate procedures, practices, and etiquette during legal proceedings • Presents information and evidence clearly and accurately • Exhibits demeanor and attire appropriate to proceedings		

		• Demeanor and/or attire are mostly appropriate for proceedings.			
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