

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Arson Investigation

SERIES NO.:

2653

MAJOR AGENCIES:

Commerce only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the arson investigation occupation is to investigate fires of a suspicious nature, suspected arson, bombings, any other crime associated/uncovered during investigation of suspected arson & bombings, identify suspects & cause their arrest & prosecution in order to reduce the occurrence of arson, property loss & number of fatalities.

At the lowest level, incumbents investigate fires of suspicious origin, suspected arson & bombings & any other crime associated/uncovered during course of investigating suspected arson & bombings, investigate unlicensed & illegal sale of fireworks & inspect licensed explosive facilities. At the middle level, incumbents supervise arson investigators in assigned area of state. At the highest level, incumbents act as bureau chief & supervise arson investigation supervisors.

CLASS TITLE

Arson Investigator

CLASS NUMBER

26531

PAY RANGE

32

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of fire science, fire & basic building codes & fire & arson investigation in order to investigate fires of suspicious origin, suspected arson, bombings & any other crime associated/uncovered during course of regularly assigned investigations, investigate unlicensed & illegal sale of fireworks, inspect licensed explosives facilities & provide technical assistance to prosecutors.

CLASS TITLE

Arson Investigation Supervisor

CLASS NUMBER

26535

PAY RANGE

13

EFFECTIVE

08/04/1996

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of fire science, fire & basic building codes & fire & arson investigation in order to supervise arson investigators in assigned section of state.

CLASS TITLE

Arson Bureau Chief

CLASS NUMBER

26539

PAY RANGE

14

EFFECTIVE

08/04/1996

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of fire science, fire & basic building codes & fire & arson investigation in order to plan & administer daily operations of arson bureau & supervise arson investigation supervisors.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Arson Investigator	26531	07	01/09/2005	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts covert & overt investigations of suspicious fires, suspected arson, bombings & any other crime associated/uncovered such as homicide, drug trafficking & burglary for which arson/bombing is suspected to have concealed (e.g., secures fire scene; obtains consent to search or search warrant; determines point of origin; identifies accidental causes; photographs & sketches fire scene in detail; collects evidence & requests arson laboratory to run specified chemical tests; reconstructs fire scene prior to incident; observes fire patterns & travel; identifies & interviews witnesses & suspects; obtains statements from public service personnel; contacts insurance agents, adjusters & investigators; prepares & serves subpoenas; administers oath & takes testimony & conducts hearings; operates hi-band & low-band frequency two-way radios & surveillance type radios such as body wires; collects latent fingerprints; makes arrests; prepares & files Writ of Commitment with courts & transports previously subpoenaed witness who is uncooperative for lock-up at appropriate holding facility; works cooperatively with &/or directs completion of investigation when other jurisdictional law enforcement agencies are involved; carries firearms; conducts surveillance during which shotgun is carried), investigates unlicensed & illegal sale of fireworks, performs apprehensions & inspects licensed explosives facilities.

Prepares computer generated reports or case documentation for prosecution, presents documentation to prosecutor, recommends degree of felony that should be charged with rationale for position to prosecutor, recommends to prosecutor evidence to be submitted/uncovered & questions to be asked during prosecution & court proceedings; testifies at preliminary hearings or before juvenile intake clerk or grand jury & in common pleas or federal court; represents department as witness at evidentiary hearings.

Prepares & presents classes in arson investigation to fire, police & insurance personnel or members of arson task force; receives training in law enforcement arson investigation, recent court decisions, use of fire arms & deadly force, arson for profit, terrorism, bombings, surveillance techniques, collecting latent fingerprints & related subjects.

Attends fire service meetings; coordinates communication with & assists local, state & federal law enforcement agencies; represents state fire marshal with local fire departments; attends community meetings concerning arson related matters; responds to sensitive inquiries from witnesses, complainants, victims & other local, state & federal law enforcement agencies; responds to requests of local fire & police & assists in identifying & advising regarding proper disposal of explosives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fire science; fire & basic building codes; fire & arson investigation; interviewing; laws of search/ seizure & arrest; rules of evidence; public relations; latent fingerprint development, lifting & comparison for identification & fingerprinting of individuals*. Skill in use of hydrocarbon tester, fire scene photographic equipment, firearms & self defense; operation procedures of multiple high & low band channel FM radios. Ability to investigate fires, identify accidental causes from suspected arson & initiate course of action consistent with findings; gather, collate & classify information about data, people or things; handle routine & sensitive inquiries from & contacts with fire & police personnel, suspects, witnesses, general public & insurance personnel.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

5 yrs. trg. or 5 yrs. exp. in fire, bombing & arson investigation; must be able to provide own transportation. Must obtain knowledge of Class B & C fireworks within six months from date of hire.

Completion of associate degree program core coursework in fire science or 2 yrs. exp. as firefighter; 3 yrs. trg. or 3 yrs. exp. in fire & arson investigation; must be able to provide own transportation. Must obtain knowledge of Class B & C fireworks within six months from date of hire.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must successfully complete Ohio Basic Peace Officer training within one year from date of hire. Must complete annual explosives refresher training.

UNUSUAL WORKING CONDITIONS:

Requires extensive travel; works outside exposed to weather; exposed to unsafe structures & explosive materials; exposed to fire, intense heat, toxic gases & intense smoke; may be exposed to dangerous persons when making arrests, or investigating fires at adult correctional facility; on call 24 hrs., 7 days per week.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Arson Investigation Supervisor	26535	EX	08/04/1996	13

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises arson investigators in assigned region of state, coordinates & directs arson investigations throughout state, coordinates communications & activities between arson investigators, law enforcement, firefighters, prosecutors, insurance companies & private industry, assists in implementing policies & procedures & preparation of bureau's budget, supervises office staff & answers correspondence & telephone calls directed to bureau chief in their absence, handles complaints, signs payroll & authorizes bills for payment, monitors & updates all incoming cases & advises on overdue cases & provides in-house training to personnel in Arson Bureau (e.g., instructs new investigators in nomenclature of revolver, shotgun & semiautomatic weapons; instructs in handling & use of firearms; conducts annual qualification tests).

Represents State Fire Marshal's Office in contacts with officials & representatives of fire fighting associations; prepares & presents speeches before specialized groups & general public; prepares & presents courses related to arson investigation for fire service personnel, law enforcement groups & insurance industry representatives; coordinates public relations programs; researches & responds to inquiries & complaints.

Furnishes information & explains Arson Bureau programs to general public & news media; prepares news releases, documents, correspondence, directives & publications to aid Arson Bureau Chief; collects & collates statistical information from records maintained by Arson Bureau; designs bureau record- keeping system & develops & designs new forms.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fire science; fire & basic building codes; fire & arson investigation; interviewing; laws of search/seizure & arrest; rules of evidence; public relations; supervisory principles/ techniques*; budgeting*. Skill in operation of LEADS terminal & personal computer/terminal*; use of hydrocarbon tester, fire scene photographic equipment, firearms & self defense. Ability to review & edit technical investigation reports, enter pertinent data & run criminal history & Bureau of Motor Vehicle checks; prepare & maintain variety of concise & statistical data & reports; establish friendly atmosphere as supervisor; handle routine & sensitive inquiries from law enforcement & fire personnel, insurance companies, private industry, property owners & occupants, legal personnel & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Arson Investigator, 26531; must be able to provide own transportation.

-Or 4 yrs. trg. or 4 yrs. exp. in fire, bombings & arson investigation; must be able to provide own transportation.

-Or completion of associate degree program core coursework in fire science or 2 yrs. exp. as firefighter; 3 yrs. trg. or 3 yrs. exp. in fire & arson investigation; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; works outside exposed to weather; exposed to unsafe structures & explosive materials; exposed to fire, intense heat, toxic gases & intense smoke; may be exposed to dangerous persons when making arrests or investigating fires at adult correctional facilities; on call 24 hrs., 7 days per week.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Arson Bureau Chief	26539	EX	08/04/1996	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, directs & coordinates daily operations of arson bureau (e.g., interacts with State Fire Marshal concerning budget, disciplinary matters, unusual arson cases, employment & requests from governor's office or legislators; reviews & approves/disapproves all requests from employees pertaining to expenses, leave time, equipment repair or replacement, outside training & attendance at seminars; introduces & enforces new policies; develops new policies; develops methods to improve efficiency of bureau; maintains inventory of all equipment issued to investigators, office furniture & electronic equipment; locates vendors & tracks purchases; investigates vehicle accidents by staff; arranges for repair & inspects vehicles) & supervises arson investigation supervisors.

Cooperates with other bureaus, law enforcement personnel, fire personnel & federal agency (e.g., handles circulation of evidence between agencies & inter-departmentally; follows-up & reports all fatal fires for Fire Prevention Bureau; assists with inventory & salvage with fiscal department; exchanges information with other agencies; provides instructors for Ohio Fire Training Academy); travels to & speaks at several arson seminars annually; prepares & delivers speeches.

MAJOR WORKER CHARACTERISTICS:

Knowledge of fire science; fire & basic building codes; fire & arson investigation; interviewing, laws of search/seizure & arrest; rules of evidence; public relations; supervisory principles/ techniques; budgeting*; public relations; management*. Skill in operation of LEADS terminal*. Ability to deal with large number of variables & determine specific course of action; gather, collate & classify information about data, people or things; establish friendly atmosphere as bureau chief; handle routine & sensitive contacts with & inquiries from law enforcement & fire personnel, insurance companies, private industry, property owners & occupants, legal personnel & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. as Arson Investigation Supervisor, 26535; must be able to provide own transportation.

-Or 4 yrs. trg. or 4 yrs. exp. in fire, bombings & arson investigation; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; must be able to provide own transportation.

-Or completion of associate degree core coursework in fire science or 2 yrs. exp. as firefighter; 3 yrs. trg. or 3 yrs. exp. in fire & arson investigation; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may work some evenings & weekends.