SERIES PURPOSE:
The purpose of the fire & explosion investigation occupation is to investigate fires of a suspicious nature, suspected arson, bombings, assist other law enforcement agencies regarding any other crime where arson/bombing is suspected to be a factor, identify suspects & cause their arrest & prosecution in order to reduce the occurrence of arson, property loss, fire related injuries & number of fatalities.

At the lowest level, incumbents investigate fires of suspicious origin, suspected arson & bombings assist other law enforcement agencies regarding any other crime where arson/bombing is suspected to be a factor, & investigate unlicensed & illegal sale of fireworks. At the middle level, incumbents supervise Fire & Explosion Investigation Bureau Investigators in assigned area of state.

GLOSSARY:
SFM: State Fire Marshal
NIMS: National Incident Management System
FEIB: Fire & Explosion Investigation Bureau
FPB: Fire Prevention Bureau
OFA: Ohio Fire Academy
OPOTA: Ohio Peace Officer Training Academy
NAFI: National Association of Fire Investigators
CFEI: Certified Fire & Explosion Investigator
FEMA: Federal Emergency Management Agency
LEADS: Law Enforcement Automated Data System
ODPS: Ohio Department of Public Safety

CLASS TITLE: Fire & Explosion Investigation Bureau Investigator
CLASS NUMBER: 26531
PAY RANGE: 33
EFFECTIVE: 07/28/2013

CLASS CONCEPT:
The full performance level class works under direction & requires considerable knowledge of fire science, police science, criminal justice, fire & basic building codes, fire & arson & criminal investigation in order to investigate fires of suspicious origin, suspected arson, bombings & assist other law enforcement agencies regarding any other crime where arson/bombing is suspected to be a factor, investigate unlicensed & illegal sale of fireworks, & provide technical assistance to prosecutors.

CLASS TITLE: Fire & Explosion Investigation Bureau Investigator Supervisor
CLASS NUMBER: 26535
PAY RANGE: 14
EFFECTIVE: 12/14/2014

CLASS CONCEPT:
The supervisory level class works under general direction & requires thorough knowledge of fire science, police science, criminal justice, fire & basic building codes, fire & arson & criminal investigation in order to supervise FEIB Investigators in assigned section of state.
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 & assists other law enforcement agencies regarding any other crime where arson/bombing is suspected to be a factor (e.g., homicide, drug manufacturing, burglary, terrorism related crimes):
- secures fire/explosion incident scene;
- obtains consent to search or search warrant;
- determines area of origin;
- identifies potential causes;
- photographs & sketches incident scene in detail;
- collects evidence & requests forensic laboratory to run tests;
- reconstructs incident scene;
- observes fire patterns & travel;
- identifies & interviews witnesses;
- identifies, interviews, & interrogates suspects;
- obtains statements from public service personnel;
- contacts insurance agents, adjusters & investigators;
- prepares & serves subpoenas;
- administers oath & takes testimony;
- operates two-way radios & surveillance type radios such as body wires;
- collects latent fingerprints;
- makes arrests;
- prepares & files affidavit for arrest warrant;
- works cooperatively with &/or directs completion of investigation when other jurisdictional law enforcement agencies are involved;
- carries firearms & less lethal use of force tools, wears personal protective equipment (e.g., fire turnout gear, police body armor & ballistic helmet);
Conducts surveillance, investigates unlicensed & illegal sale of fireworks, & performs apprehensions.
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 before courts of law (e.g., grand jury, common pleas, federal court); represents department as witness at evidentiary hearings.
Prepares & presents OFA & FEIB sanctioned classes in arson investigation to fire, police & insurance personnel or members of arson task force; receives training in law enforcement & related subjects (e.g., fire origin & cause, post blast investigation, arson investigation, recent court decisions, use of firearms & deadly force, arson for profit, terrorism, bombings, surveillance techniques, collecting latent fingerprints).
Attends local, state, & federal level law enforcement & fire service meetings; coordinates communication with & assists local, state & federal law enforcement agencies; represents state fire marshal with local fire service & law enforcement 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, police science, or criminal justice; fire & basic building codes; fire & arson investigation; criminal investigation & interviewing; laws of search/ seizure & arrest; rules of evidence; public relations; latent fingerprint development, lifting & comparison for identification & fingerprinting of individuals*. Skill in operation of personal computer, projection equipment; use of fire scene photographic equipment, firearms, self-defense, combatives, & subject control; operation of radios. Ability to investigate fires, explosions & related crimes, 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:**

Current OPOTA Peace Officer Certification; 5 yrs. law enforcement experience which must include 2 yrs. experience in one or more of the following (fire origin & cause, arson investigation, explosion &/or bombing investigation).

-Or current OPOTA Peace Officer Certification & associate core coursework in fire science, criminal justice or police science; 3 ½ yrs. law enforcement experience which must include 1 year experience in one or more of the following (fire origin & cause, arson investigation, explosion &/or bombing investigation).

-Or current OPOTA Peace Officer Certification; current fire fighter certification; 5 yrs. experience in one or more of the following (fire origin & cause, arson investigation, explosion &/or bombing investigation).

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

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

Maintain OPOTA Peace Officer Certification; must obtain NAFI CFEI within 2 yrs. of employment; must complete FEMA NIMS incident command system training within 1 yr. of employment.

**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, criminals, violence, resistance, physical attack when making arrests, or investigating fires; may work unusual hours (e.g., nights, weekends & holidays).
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 FEIB Investigators in assigned region of state; coordinates & directs arson investigations throughout state; coordinates communications & activities between FEIB Investigators, law enforcement, firefighters, prosecutors, insurance companies & private industry. Assists in implementing policies & procedures & preparation of bureau's budget; supervises office staff & operations in absence of bureau chief; carries firearms & less lethal use of force tools; wears personal protective equipment (e.g., fire turnout gear, police body armor & ballistic helmet); handles complaints; signs payroll; monitors & updates all incoming cases & advises on overdue cases. Responds to the scene of major fires, high value fires, explosions & bombings, multiple injuries/fatalities, search warrants & high risk arrest warrants or other large incidents to provide on-scene supervision of multiple personnel &/or events.

Represents State Fire Marshal's Office in various local, state, & federal task forces/associations & in contacts with officials & representatives of fire service & law enforcement associations; serves as regional Terrorism Liaison Officers for Ohio Homeland Security. Attends classified intelligence briefings regarding organized crime & potential terrorist activity throughout the state as requested. Prepares & presents speeches before specialized groups & general public; presents OFA & FEIB sanctioned courses related to arson investigation for fire service personnel, law enforcement groups & insurance industry representatives; coordinates public relations programs; researches & responds to inquiries & complaints.

Reviews & evaluates all investigation reports & case files to ensure completeness. Reviews, evaluates & forwards all criminal intelligence data submitted by investigators to Ohio Homeland Security. Reviews & assists specific charges filed against individuals in criminal cases, & assists in preparation for grand jury &/or any subsequent trials; provides in-house training to investigators (e.g., instructs basic & advanced police training; assists in training for new investigators & continued in-service training; personally participates in all levels of arson investigation training). Informs investigators of case law & court decisions as related to arson. Approves investigators to draft & execute court approved search warrants.

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

MAJOR WORKER CHARACTERISTICS:
Knowledge of fire science, police science, or criminal justice; fire & basic building codes; fire & arson investigation; criminal investigation & interviewing; laws of search/seizure & arrest; rules of evidence; public relations; instruction & teaching of related topics; supervisory principles/techniques*; budgeting*. Skill in operation of personal computer, projection equipment; use of fire scene photographic equipment, firearms & self-defense. Ability to review & edit technical investigation reports; 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.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
1 yr. exp. as FEIB Investigator, 26531; current OPOTA Peace Officer certification; 1yr. trg. or exp. in supervision &/or supervisory principles.

-Or current OPOTA Peace Officer Certification; 5 yrs. law enforcement exp. which must include 2 yrs. exp. in one or more of the following (fire origin & cause, arson investigation, explosion &/or bombing investigation); 2 yrs. trg. or exp. in supervision &/or supervisory principles.

-Or current OPOTA Peace Officer Certification; associate core coursework in fire science, criminal justice or police science; 3½ yrs. law enforcement exp. which must include 1 yr. exp. in one or more of the following (fire origin & cause, arson investigation, explosion &/or bombing investigation); 2 yrs. trg. or exp. in supervision &/or supervisory principles.

-Or current OPOTA Peace Officer Certification; current fire fighter certification; 5 yrs. exp. in one or more of the following (fire origin & cause, arson investigation, explosion &/or bombing investigation); 2 yrs. trg. or exp. in supervision &/or
supervisory principles.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**
Maintain OPOTA Peace Officer Certification; must obtain NAFI CFEI within 2 yrs. of employment; must obtain Certification as an ODPS Fire Instructor or OPOTA Police Instructor within 3 yrs. & must complete required FEMA NIMS incident command system training within 1 yr. of employment.

**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, criminals, violence, resistance, physical attack when making arrests, or investigating fires; may work unusual hours (e.g., nights, weekends & holidays).