

TASK BOOK FOR THE POSITION OF  
**WILDLAND FIRE INVESTIGATOR (TYPE I)**  
**(WILDFIRE ASSIGNMENT REQUIRED)**

October 2000

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TASK BOOK ASSIGNED TO:

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Individual's Name, Duty Station and Phone Number

TASK BOOK INITIATED BY:

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Official's Name, Title, Duty Station and Phone Number

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Location and Date That Task Book Was Initiated

The material contained in this book accurately defines the performance expected of the position for which it was developed. This task book is approved for use as a position qualification document in accordance with the instructions contained herein.

VERIFICATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF  
**WILDLAND FIRE INVESTIGATOR (TYPE I)**

**FINAL EVALUATOR'S VERIFICATION**

I verify that all tasks have been performed and complete with signatures. I also verify that  
\_\_\_\_\_ has successfully passed the required proficiency exam (copy on file).

\_\_\_\_\_  
EVALUATOR'S SIGNATURE AND DATE

\_\_\_\_\_  
EVALUATOR'S PRINTED NAME, TITLE, DUTY STATION AND PHONE NUMBER

**AGENCY CONFIRMATION:**

I confirm that \_\_\_\_\_  
Has met all the skill, training and testing requirements to be considered for certification in  
this position. The agency recommends this candidate be considered for certification.

\_\_\_\_\_  
AGENCY OFFICIAL'S SIGNATURE AND DATE

\_\_\_\_\_  
AGENCY OFFICIAL'S PRINTED NAME, TITLE, DUTY STATION AND PHONE NUMBER

**AGENCY CERTIFICATION AUTHORITY**

\_\_\_\_\_  
AGENCY OFFICIAL'S SIGNATURE AND DATE

\_\_\_\_\_  
AGENCY OFFICIAL'S PRINTED NAME, TITLE, DUTY STATION AND PHONE NUMBER

## NWCG POSITION TASK BOOK

Position Task Books (PTB) have been developed for designated positions in the NWCG. This PTB lists the performance (tasks), training and testing requirements for Wildland Fire Investigator (TYPE I) in a format that allows a candidate to be evaluated against written guidelines. Successful performance of all tasks, training and testing; combined with agency approval, will result in Agency certification for meeting NWCG standards.

Evaluation and confirmation of the candidate's performance of all tasks, training and testing may involve more than one evaluator and can occur on incidents, in classroom simulation and in other work situations. It is important that performance be critically evaluated and accurately recorded by each evaluator.

All tasks must be evaluated and recorded. All training must be fully attended and satisfactorily completed. A passing grade must be achieved on proficiency testing. All bullet statements within a task that require an action (contain an action verb) must be demonstrated to the evaluator's satisfaction before that task can be signed off.

### TYPE I CERTIFIED WILDLAND FIRE INVESTIGATOR

**Objective:** To identify and transmit intermediate technical knowledge and skills for case development of wildland fire investigation.

#### RESPONSIBILITIES:

1. The **Local Office** or **Employing Agency** is responsible for:
  - Selecting candidates based on the needs of the local office and geographic area.
  - Ensuring the candidate meets the prerequisite training, experience and certification requirements set forth in this book.
  - Issuing PTBs to document task performance, training completion and test results.
  - Explaining to the candidate the purpose and process of the PTB as well as the candidate's responsibilities.
  - Providing opportunities for evaluation and/or making the candidate available for evaluation.
  - Providing or arranging for an evaluator that can provide a positive experience for the candidate and make accurate and honest appraisal of the candidate's performance.
  - Tracking progress of the candidate.
  - Confirming PTB completion
  - Reviewing and approving PTB before submitting to the agency for certification.
2. The **Candidate** is responsible for:
  - Reviewing and understanding the instructions in the PTB.
  - Identifying desired objectives and goals.
  - Providing background information to each evaluator.
  - Satisfactorily demonstrating completion of all tasks, training and testing for Wildland Fire Investigator (TYPE II) within three years.
  - Assuring the Evaluation Record is complete.
  - Notifying the Local Office or Employing Agency personnel when the PTB is completed and providing a copy.
  - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
  - Being qualified and recognized by the agency as proficient in the position being evaluated.
  - Meeting with the candidate and determining past experience, current qualifications and desired objectives.
  - Reviewing tasks, training and testing requirements with the candidate.

- Explaining to the candidate the evaluation procedures that will be utilized and what is expected in the candidate's performance.
  - Accurately evaluating and recording demonstrated performance of tasks. Satisfactory performance shall be documented by dating and initialing completion of the task. Unsatisfactory performance shall be documented in the Evaluation Record.
  - Confirming that training requirements have been met for this PTB.
  - Confirming that the proficiency testing score is accurately recorded in the PTB.
  - Completing Evaluation Records as needed at the end of each PTB.
  - Signing the verification statement inside the front cover of the PTB when all tasks, training and testing have been successfully completed.
4. The Training Specialist or Coordinator (for required courses) is responsible for:
    - Assuring the training attended or provided meets the requirements set forth in this PTB.
    - Confirming that training was fully attended and satisfactorily completed by the candidate.
  5. The certifying authority is responsible for:
    - Using NWCG standards for certifying Wildland Fire Investigator (TYPE II) in the agency.
    - Coordinating with other agencies to provide a pool of qualified evaluators.
    - Review completed PTBs and administer certifications.
    - Maintain records on certified candidates.

## BECOMING CERTIFIED

Agency personnel can become certified by meeting prescribed requirements in any combination of the following ways:

1. Successful completion of certified training through NWCG courses, colleges and universities, or special schools, courses and seminars.
2. Assessment of experience and documented training which shows a professional value equal to specific requirements.
3. Achieving passing scores on demonstrated skills and examinations.

Individuals seeking certification should contact their agency training section personnel for assistance. Necessary application forms and information concerning certification requirements will be provided. Upon receipt of the application material, a coordinator will evaluate the applicant's training and experience for professional value equal to the prescribed requirements. The applicant will then be notified as to which requirements have been fulfilled and which need to be completed.

Credit may be given for training received in other states provided it has been approved or certified by the states involved, and provided the training is judged equivalent to NWCG standards.

Code Key:

O = task can be completed/performed in any situation ( simulation, training, daily job, etc.)

I = task must be completed/performed on an incident but not required to be a wildland fire incident.

W = task must be performed on a wildland fire incident or during the course of its investigation.

R = rare event-an assignment may not provide opportunity to demonstrate performance. The evaluator may determine skills/knowledge through interview or special simulation.

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**SAFETY:**

“O”

**1. Demonstrate a comprehensive understanding of safety issues related to wildland fire investigation.**

Obtain related safety equipment. Explain safety considerations related to wildland fire investigations. Explain accident reporting procedures: Describe how to prepare a job hazard analysis or equivalent document. Explain how to conduct team safety briefings.

- Fire Personal Protective Equipment (PPE)
- Law Enforcement PPE
- Fire Incident Response
- Initial Arrival on Incident
- Initial Arrival at Fire Origin Area
- Fire Operations/10 Standing Orders
- Natural Hazards
- Haz-Mat
- Clandestine Drug Labs
- Other Criminal Activity/Hostile Encounters
- Railroads
- Highway Traffic
- Power-lines
- Industrial Operations
- Surveillance/Warrant Execution
- Job hazard analysis or equivalent document
- Team safety briefings

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**FIRE BEHAVIOR:**

**“W”**

**2. Demonstrate an advanced understanding of wildland fire behavior and how to use the services of a Fire Behavior Analyst**

Collect data necessary to perform advanced fire behavior calculations.

Apply a variety of tools for fire behavior determination.

Use fire behavior data to explain origin and cause.

Use fire behavior data to eliminate other potential causes. Explain when the services of an FBA would be necessary.

- Fuel classification categories
- Weather components
- Topography effects
- Four types of heat transfer
- Data needed for WX & FB Forecasts
- FB calculation computer programs
- Nomograms
- Spread rates & direction
- Applying FB data to burn indicator interpretation
- Determine ignition time/sequence using FB data
- Describe how FB data can be used to confirm/eliminate causes
- Describe FB Analyst services

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

TASK	CODE	EC#	EVALUATOR – Sign & Date
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**BURN PATTERN INDICATORS:** “W”

**3. Demonstrate an advanced ability to identify, interpret and document wildland fire burn pattern indicators and how to track fire spread using burn indicators. These must be demonstrated at least once in each of the four major fuel groups:**

In each of the four major fuel groups, (Grass, Shrub/Brush, Timber Litter, Logging Slash), describe and correctly interpret all major indicator categories. Explain the fire behavior action that causes their formation. Describe their directional appearance. Assess the overall reliability factors. Demonstrate how indicators are documented. Demonstrate tracking fire spread using indicators.

- Macro indicators
- Micro indicators
- Unburned fuel comparisons
- “V” macro pattern
- Char indicators
- Angle of char/laddering/climbing
- Degree of damage
- Grass stem indicators
- Staining/Sooting
- Crazing
- Spalling
- Ash indicators
- Freeze patterns
- Protected fuels
- Cupping
- Mapping pattern
- Use fire spread markers
- Photographing
- Sketching
- Fire movement around obstacles

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**IGNITION FACTORS/SOURCES:** “O”

**4. Demonstrate an advanced knowledge of various ignition sources. Explain the ignition factor(s) commonly associated with these sources. Describe how and why these sources can be confirmed or eliminated using fire behavior data and physical evidence.**

Provide a comprehensive description of various ignition sources. Describe the various ignition factors associated with these sources. List potential forensic services that can be used to eliminate/confirm the ignition source. Describe how and why other sources/factors can and need to be effectively eliminated. List the available reference/research materials for different ignition sources. Relate the forms of heat to the nine standard fire cause categories.

- Electrical
- Fuel & lubricant
- Mechanical
- Chemical
- Radiant
- Bio-chemical processes
- Natural ignition sources
- Composition of ignition sources
- Ignition factors
- Composition of host fuelbed
- Smoldering combustion
- Aerodynamics
- Trajectory
- Eliminate near causes
- Laboratory testing

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**ADVANCED METHODOLOGY:**

**“W”**

**5. Demonstrate an advanced knowledge of the following systematic fire investigation methodologies and procedures associated with fire investigations:**

- Scene security
- Witness interviewing
- Evidence collection/processing
- Origin search techniques
- Photographic Documentation
- Sketching and Diagramming
- Documentation
- Forensic services
- Scientific method
- NFPA 921

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**LAWS, RULES & REGULATIONS:** “O”

**6. Demonstrate a comprehensive knowledge of the administrative and legal procedures, rules of evidence, civil and criminal law and other legal aspects related to wildland fire investigation.**

Identify specific statutes, rules and regulations related to your jurisdiction.

Explain administrative, civil and criminal processes and related case law.

- Authority of the investigator/authority to investigate
- Detain & arrest
- Entry upon lands
- Authority to secure scenes
- Search & seizure
- Administrative authority
- Civil authority
- Criminal authority
- Agency policy
- Applicable laws, rules & regulations
- Administrative process
- Civil process
- Spoliation of evidence
- Criminal process
- Arrest warrants
- Search warrants
- Case law
- Michigan v. Tyler
- Michigan v. Clifford

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**INVESTIGATION TEAM MGT:**

**“W”**

**7. Develop standard team organizational structure. Describe various team investigative functions. Prepare written investigation plan. List the necessary administrative tasks associated with team management.**

Explain and/or demonstrate the following

- ICS concept
- Standard team organizational structure
- Command function
- Logistics function
- Planning function
- Operations function
- Incident Action Plan
- Written investigation plan
- Daily briefings
- Origin determination
- Witness interviews
- Tip line management
- Security
- Time keeping
- Media relations/media management
- Information management
- Documentation
- Clerical support
- Investigative specialists
- Reports
- Attorney liaison
- Evidence management
- Coordinated surveillance
- Inter-agency relationships/unified command
- Photography and video services

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**TEAM ORIGIN DETERMINATION:** “W”

**8. Demonstrate how to conduct an origin/cause determination using an investigative team.**

- Team organization
- ICS concept
- Obtain team members
- Conduct briefing
- Interviewers
- Origin/perimeter search
- Evidence collection
- Photographer
- Sketcher
- Documentation/reports
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**QUALIFICATION RECORD**

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

TASK	CODE	EC#	EVALUATOR – Sign & Date
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**ARSON INVESTIGATION MGT:****“W”****9. Demonstrate a comprehensive knowledge of arson investigation techniques and arson investigation team or task force management.**

Explain standard arson investigation strategies and tactics. Describe standard team or task force structure. Explain management and administrative functions associated with a major arson investigation.

- Origin and cause considerations
- Arson ignition sources/factors
- Serial arson pattern analysis
- MO/signature analysis
- Behavioral evidence analysis
- Mobile surveillance
- Aerial surveillance
- Fixed post surveillance
- Automatic camera surveillance
- Other technical investigative equipment
- Interrogation of arson suspects
- Use of rewards
- Informants
- Witnesses
- Search warrant affidavit preparation
- Search warrant execution
- Prepare written investigation plan
- ICS team/task force organizational structure
- Interagency operations/liaison
- Unified command
- Communications
- Security
- Operational compromise
- Command post considerations
- Media relations
- Prosecutorial considerations
- Administrative considerations
- Information databases
- Internal investigations
- Contractors/cooperators

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**CRIMINAL INTERROGATION TECHNIQUES:**

**“W”**

**10. Demonstrate the knowledge and ability to plan and conduct legal interrogations of suspects in fire investigations involving criminal violations.**

Explain the difference between interviews and interrogations. Describe the various strategies and tactics associated with effective interrogations. Explain legal considerations for conducting interrogations.

- Interrogation vs. interviewing
- Planning the interrogation
- Subject background information
- Types of subjects
- Location/setting/timing
- Use of props
- Structured questions
- Use of alternatives
- Verbal/non-verbal indicators of deception
- Benevolent interrogation techniques
- Polygraph/VSA
- Length of interrogation
- Fourth Amendment
- Fifth Amendment
- Sixth Amendment
- Fourteenth Amendment
- Miranda v. Arizona
- Use of deception
- Custodial vs. non-custodial
- Coercion
- Juvenile suspects

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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**REPORT WRITING:**

“W”

**11. Demonstrate the ability to prepare and write a complex investigative report that organizes the findings, evidence, witness information, exhibits and other supporting documentation.** Provide a written report for evaluation. Explain or demonstrate the following:

- Incident synopsis
- Incident area description
- Notification
- Scene investigation
- Subjects mentioned
- Examination of origin
- Findings
- Elimination of near causes
- Exculpatory evidence
- Evidence summary
- Interview summary
- Supporting documentation
- Photographic exhibits
- Diagrams
- Negative *corpus*
- Conclusion
- Follow-up needed

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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**TESTIMONY:**

“R”

**12. Demonstrate the ability to present effective sworn testimony and to work with attorneys to prepare and present testimony of other witnesses.**

Explain or demonstrate the following:

- Frye standard
- Daubert v. Merrill-Dow Pharmaceuticals
- Kumho Tire v. Carmichael
- Michigan Millers Mutual v. Benfield
- Wisegram v. Marley
- Rule 702
- NFPA 921 considerations
- Pre-trial/deposition preparation
- Qualifying as an expert witness
- Professional resume/CV
- *Voir dire*/cross examination
- Coordinate with attorneys/court staff
- Prepare other witnesses
- Manage other witnesses during trial/deposition

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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**CIVIL CASE INVESTIGATION:**

**“W”**

**13. Demonstrate a comprehensive knowledge of civil investigation techniques and team or task force management.**

Explain standard civil investigation strategies and tactics. Describe team or taskforce structure. Explain management and administrative functions associated with major civil investigations.

- Origin and cause considerations
- Complex ignition sources and factors
- Interview vs. interrogation
- Administrative warrants/orders
- Using technical experts
- Interagency operations/liaison
- Security/operational compromise
- Media relations
- Evaluating regulatory compliance
- Eliminating near causes
- Certification of documents
- Engineering scene diagrams
- Insurance adjuster/private investigator relations
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## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK	CODE	EC#	EVALUATOR – Sign & Date
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**CIVIL DEPOSITIONS & FORENSICS:** “O”

**14. Demonstrate the knowledge and ability to conduct and critique investigative and pretrial depositions and review technical forensic reports.**

Explain the relationship between deposition and trial testimony. Describe how to prepare questions and subject material for attorneys prior to deposition or trial testimony. Explain the coordination between the investigator and the trial attorney. Explain the use and importance of forensic reports before, during and after deposition or testimony.

- Briefing the trial attorney/preparing the case for trial
- Preparing questions and advising the trial attorney
- Demeanor/body language analysis during testimony
- Taking affirmative notes during deposition or testimony
- Developing follow-up questions/actions
- Evaluating forensic or technical expert reports
- Determining which witnesses are key for deposition/trial

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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TASK

CODE

EC#

EVALUATOR – Sign & Date

**CIVIL CASE PREPARATION:**

“O”

**15. Demonstrate the knowledge and ability to conduct case reviews and work with attorneys and administrators to prepare for legal action.**

Explain the actions taken to prepare a civil case for legal action based on the laws and requirements of your jurisdiction.

- Elements of law for civil action
- Critique of investigative work products and pre-trial depositions'
- Connecting statements and evidence to findings
- Connecting findings to conclusions
- Connecting conclusions to elements of law
- Preparing courtroom exhibits
- Understanding of arbitration process
- Understanding of mediation process
- Understanding of settlement conferences
- Understanding of developing a trial strategy
- Responding to affirmative defenses/investigative follow-up
- Responding to case related tort claims/investigative follow-up

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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**INSTRUCT TRAINING:**

“O”

**16. Demonstrate the knowledge and ability to instruct others in all aspects of wildland fire investigation.**

- Prepare or obtain lesson plans
- Coordinate other instructors
- Arrange for appropriate facilities
- Explain performance objectives
- Present lesson plans to students
- Use variety of teaching aids
- Administer/facilitate practical exercises
- Objectively evaluate students
- Conduct training needs analysis (individuals and program)

## QUALIFICATION RECORD

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**AGENCY CERTIFICATION PROGRAM:**

“O”

**17. Demonstrate a thorough knowledge of the NWCG certification procedures relative to wildland fire investigators. Demonstrate an ability to implement and manage the agency certification program.**

Explain or demonstrate the following:

- NWCG Interagency CWFI standard
- NWCG PMS 310-1
- NWCG Position Task Books
- Evaluation of candidates
- Administer proficiency exam
- Required documentation
- Determining professional equivalencies

## QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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**KNOWLEDGE PROFICIENCY:** “O”

**18. Demonstrate the knowledge and ability to accurately express terminology, legal and scientific processes, investigative procedures, technical information and policy/legal standards of the applicable jurisdiction using reference material.**

Successfully complete a proficiency examination exercise using the following:

- Training material
- Textbooks and guides
- Policy/legal documents
- Technical bulletins and research literature
- Scientific/technical references
- Personal experience and memory
- Other notes and information

## COMPETENCIES

Advanced Wildland Fire Investigation (Case Development and Management)  
NWCG – P-351 (or equivalent)

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Course Location

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Course Dates

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Instructor (Name and Telephone Number)

Exam Score: \_\_\_\_\_ (passing grade = 80% or greater)

Introduction to Fire Behavior Calculations  
NWCG – S-390 (or equivalent)

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Course Location

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Course Dates

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Instructor (Name and Telephone Number)

Exam Score: \_\_\_\_\_ (passing grade = 75% or greater)

### Wildland Arson Investigation (32 hours of instruction required)

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Course Location

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Course Dates

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Instructor (Name and Telephone Number)

Exam Score: \_\_\_\_\_ (passing grade=75% or greater)

## REQUIRED AGENCY EQUIVALENT TRAINING

### Interview and Interrogation Techniques (16 hours of instruction required)

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Course Location

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Course Dates

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Instructor (Name and Telephone Number)

Exam Score (if applicable) \_\_\_\_\_ (passing grade 70% or greater)

### Crime Scene Photography and Diagramming (8 hours of instruction required)

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Course Location

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Course Dates

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Instructor (Name and Telephone Number)

Exam Score (if applicable)\_\_\_\_\_ (passing grade 70% or greater)

Laws of Evidence, Arrest, Search and Seizure (24 hours of instruction required)

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Course Location

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Course Dates

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Instructor (Name and Telephone Number)

Exam Score (if applicable)\_\_\_\_\_ (passing grade of 70% or greater)

## Written Proficiency Exam – CWFI-Type I

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Exam Location

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Exam Date

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Examiner (Name and Telephone Number)

Exam Score: \_\_\_\_\_ (passing grade = 80% or greater)

Additional Training – relevant to wildland fire investigation  
Determined by the certifying agency.

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Courses/Seminars/Workshops by Title, Date & Qualifying Hours

- 1.
- 2.
- 3.
- 4.
- 5.

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Agency Authority Signature (Name and Telephone Number)

Experience Requirements:

Initial:

Experience:

\_\_\_\_\_

Satisfactory performance as CWFI Type-II

\_\_\_\_\_

Demonstrated ability to testify as a witness in a fire investigation case. (List case name/number)\_\_\_\_\_

\_\_\_\_\_

Minimum of two years investigation experience.

\_\_\_\_\_

Facilitate or instruct wildland fire investigation training session(s) (Date/location/name of cadre leader)\_\_\_\_\_

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Agency Authority Signature

(Name and Telephone Number)