

TASK BOOK FOR THE POSITION OF
WILDLAND FIRE INVESTIGATOR (TYPE II)

October 2000

TASK BOOK ASSIGNED TO:

Individual's Name, Duty Station and Phone Number

TASK BOOK INITIATED BY:

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

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 II)

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 II) 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 II 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.

QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE II)

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. Identify related safety equipment. Explain safety considerations related to wildland fire investigations. Explain accident reporting procedures:

- Fire Personal Protective Equipment (PPE)
- Law Enforcement PPE
- Fire incident response
- Initial arrival to incident
- Initial arrival to fire origin area
- Fire operations/Standard Orders
- Natural hazards
- Haz-Mat
- Clandestine drug labs
- Other criminal activity/hostile encounters
- Railroads
- Highway Traffic
- Power-lines
- Industrial operations
- Surveillance/warrant execution

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FIRE INVESTIGATION KIT: “O”

2. Obtain and assemble information and materials needed for a wildland fire investigation kit. Kit will be assembled prior to any assignments. Kit will contain critical items needed for the assignment and items needed for functioning for the first 48 hours. Kit will be easily transportable. The candidate will demonstrate proper use of each item in the kit. The basic information and materials needed are:

- Resource listings
- Forms & logs
- Fire spread markers
- Excavation tools
- Evidence kit
- Heavy magnet
- Magnifying glass(s)
- Tape measure(s)
- Flagging/barrier Tape
- Diagram kit
- Compass
- Weather kit
- Grid tools
- Casting kit
- Camera kit
- Writing materials
- Tape recorder
- High temperature thermometer (probe type)
- G.P.S. (optional)

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DISPATCH: “O”

3. Demonstrate proper knowledge of actions taken and information recorded during dispatch and on arrival at a fire scene.

Identify personnel to contact during dispatch period that would provide relevant information. List pertinent documents to obtain copies of. First actions on the scene.

- Initial contact personnel
- Reporting party
- Dispatch logs
- Weather reports
- Maps
- Personal log
- Security
- Safety
- Notifications
- Resources
- Witnesses/potential suspects
- Evidence
- Communications
- Land/property ownership

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FIRE BEHAVIOR: "O"

4. Demonstrate proper knowledge of principles of wildland fire behavior as they relate to investigation.

Relationship of fuels, weather and topography. Resources available for fire behavior information. Tools for fire behavior determination. Using fire behavior data to explain origin and cause. Using fire behavior data to eliminate other potential causes.

- Fuels
- Weather
- Topography
- Heat transfer
- WX & FB Forecasts
- FB Calculations
- WX Data
- On scene weather
- Belt weather kits
- Ignition probability
- Spotting probability
- Spread rates & direction
- Smoldering combustion factors
- Weather history
- Fire danger vs behavior
- Ignition source transport

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ORIGIN DETERMINATION: “W”

6. Demonstrate how to determine the “Point” or “Area of Origin” and ways to protect the origin.

- Witness information
- IA information
- Weather information
- Burn pattern indicators
- Macro sweeps
- Micro searches
- Define “Point”
- Define “Area” (general/specific)
- Point of Origin
- Ways/authorities to protect origin
- Perimeter searches

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IGNITION FACTORS/SOURCES: “O”

7. Demonstrate how to locate and describe ignition factors, delivery of various ignition sources and explain how and why other sources/factors can be effectively eliminated. Describe various common ignition factors.

Explain how ignition sources can be delivered to the origin. Describe how and why other sources/factors need to be effectively eliminated. Describe basic reference/research materials available to the investigator.

- Electrical
- Fuel & lubricant
- Mechanical
- Chemical
- Radiant
- Bio-chemical processes
- Natural ignition sources
- Composition of ignition sources
- Ignition factors
- Host fuel bed composition
- Smoldering combustion
- Aerodynamics
- Trajectory
- Eliminate near causes

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NATIONAL FIRE CAUSE CATEGORIES: “O”

8. Demonstrate a functional knowledge of the nine national categories of wildland fire causes.

Describe how to place an investigative conclusion into any one of the following national wildland fire cause categories.

- Lightning
- Campfire
- Children
- Debris Burning
- Railroad
- Arson
- Equipment
- Industrial
- Miscellaneous, (powerlines, fireworks, spontaneous heating, etc.)

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DEGREE OF CERTAINTY: “O”

9. Demonstrate the ability to determine the definite or most probable cause of a wildland fire based on the facts of a case. Explain or demonstrate the following:

- Explain “degree of certainty”
- Explain “findings”
- Explain “supporting evidence”
- Explain “conclusion”
- Compile all in a report
- Objective statements
- Subjective statements
- Opinions
- Admissible conclusion
- Inadmissible conclusion

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SUBJECTS & OBSERVATION: “O”

11. Demonstrate the knowledge and ability to conduct interviews, obtain and record witness and suspect statements and provide an accurate description of persons, vehicles or evidence in a case. Explain or demonstrate the following:

- Interview vs interrogation
- Constructive interview
- Introducing yourself
- Asking material questions
- Taking relevant notes
- Keeping witness on task
- Summarizing key points
- Composing a witness statement
- Body language
- The do's and don'ts
- Hostile encounters
- Identification data
- Describe a person
- Describe a vehicle
- Describe a piece of evidence
- Summarize in a report
- Basic suspect interrogations
- Miranda v. Arizona
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PHOTO DOCUMENTATION: “O”

12. Demonstrate the proper procedure for photographing a fire scene or evidence, how to maintain a photo log and how to present photos exhibits in a case file. Explain or demonstrate the following:

- Camera kit
- Using flash
- Film selections
- Lens selection
- Macro vs micro
- B&W vs color
- Panoramic view
- Oblique of scene area
- Close-up of origin
- Close-up of evidence
- Aerial
- Showing scale in photos
- Tire tread images
- Shoe print images
- Labels in photos
- Complete a photo log
- Organize a photo exhibit
- Tie photos to sketch/report
- Chain of evidence for photos
- Digital Imagery
- Video

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EVIDENCE:

“O”

14. Demonstrate the ability to document, collect and preserve evidence in accordance with current standards. Explain or demonstrate the following:

- Location measurements
- Sketch an object
- Diagram multiple objects
- Photograph an object
- Lifting charred debris
- Lifting cigarette
- Lifting burnt match
- Lifting other evidence
- Proper packaging
- Accelerate detection
- Soil samples
- Labeling
- Crime lab protocol
- Tire track casts/measurements
- Shoe print casts/measurements
- Complete evidence form
- Forensic testing available

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REPORT WRITING: “I”

15. Demonstrate the ability to prepare and write an 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
- Conclusion
- Follow-up needed
- Investigator signature

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TESTIMONY:

“R”

16. Demonstrate the ability to make a professional appearance and present sworn testimony.

Explain or demonstrate the following:

- Preparation
- Courtroom demeanor
- The do's and don'ts
- Deposition vs testimony
- Explain perjury
- Fact vs opinion
- NFPA 921 considerations
- Qualifying as an expert
- Professional resume/CV
- *Voir dire*
- Summarize your report

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INTERPRET REPORTS: “O”

17. Demonstrate the knowledge and ability to gather and interpret fire weather reports, lightning detection data, dispatch information, forensic reports and other sources of information.

Explain or demonstrate the following:

- Where to get weather reports
- Contents of weather reports
- Where to get a lightning map
- Contents of lightning data
- Contents of dispatch logs
- Where to get weather data
- Contents of weather station data
- Explain fire danger outputs
 - Ignition Component
 - Spread Component
 - Energy Release Component
 - Burning Index
- ICS terminology
- Where to get dispatch logs
- Interpret samples of each
 - Weather report
 - Lightning map
 - Weather data
 - Fire danger report
 - Dispatch log
- Other sources of information
 - Financial data
 - Criminal history
 - DMV information
 - Ownership/tax information
- Forensic reports
 - Types available

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INCIDENT ASSESSMENT: “O”

18. Demonstrate the knowledge and ability to assess a fire incident and determine if criminal or civil investigative or legal action is necessary and make the appropriate jurisdictional notification or referral.

Explain or demonstrate the following:

- Corpus delicti (body of the crime)
- Evaluating evidence
- Evaluating witnesses
- Basis for arson
- Undetermined origin/suspicious circumstance
- Criteria for referral
- Civil liability

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LAWS, RULES & REGULATIONS: “O”

19. Demonstrate a working knowledge of the laws, rules and regulations and case law related to wildland fire investigation.

Define your authorities, jurisdiction and limitations. Identify specific statutes, rules and regulations related to your jurisdiction. Explain criminal and civil 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
- Civil process
- Criminal process
- Michigan v. Tyler
- Michigan v. Clifford

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ARSON INVESTIGATION: “O”

20. Demonstrate a working knowledge of wildland arson investigation techniques. Identify the common elements of an arson incident. Explain the criteria for appropriate referrals and actions. Describe the standard investigative techniques.

- Definition of arson
- Arson ignition sources/factors
- Chronological and spatial patterns
- Target selection patterns
- Motives
- *Modus operandi* and signatures
- Types of fire setters
- Agency policy for referrals
- Agency policy for actions
- Special scene processing techniques
- Pattern analysis
- Surveillance techniques
- Interview/interrogation techniques
- Juvenile fire setter program
- Team/task force operations

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COMPETENCIES

Wildland Origin and Cause Determination
NWCG – P-251 (or equivalent)

Course Location

Course Dates

Instructor (Name and Telephone Number)

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

Intermediate Wildland Fire Behavior
NWCG – S-290 (or equivalent)

Course Location

Course Dates

Instructor (Name and Telephone Number)

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

Written Proficiency Exam – CWFI-Type II

Exam Location

Exam Date

Examiner (Name and Telephone Number)

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

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

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

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

Agency Authority Signature (Name and Telephone Number)

Experience Requirements:

Initial:

Experience:

Satisfactory performance as CWFI Type-III

Minimum three years experience in fire management or law enforcement.

Minimum of two years investigation experience.

Active participation in 25 wildland fire investigations. (training equivalent allowed up to 50%) (incident/training records on file)

Agency Authority Signature (Name and Telephone Number)