

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

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 III)

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 III) 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 III 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 III) 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 III) 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 III)

TASK	CODE	EVALUATION	EVALUATOR – Sign & Date
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		RECORD #	
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SAFETY:

“W”

1. Obtain safety equipment necessary for assignment.

- Fire Personal Protective Equipment (PPE)
- Law Enforcement PPE

1a. Monitor assignment for unsafe situations.

- Fire Incident Response
- Initial arrival at incident
- Initial arrival at fire origin area
- Fire Operations & Standard Firefighting Orders
- Natural Hazards
- Man made hazards
- Hazardous materials
- Clandestine drug labs
- Other criminal activity/hostile encounters
- Railroads
- Highway traffic
- Powerlines
- Industrial operations

1b. Follow agency procedures for reporting all unsafe situations or accidents.

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INVESTIGATION KIT:

“O”

2. Obtain and assemble information and materials needed for a wildland fire investigation kit. The basic items needed include:

- Forms and logs
- Writing materials
- Clipboard
- Fire spread markers
- Diagramming materials
- Straight-edge ruler
- Flagging/barrier tape
- Heavy magnet
- Magnifying glass or 3x reading glasses
- 100' steel tape
- Compass
- Belt weather kit
- Camera/film
- Evidence tags/containers
- Shovel

QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE III)

TASK

CODE EVALUATION
RECORD #

EVALUATOR – Sign & Date

DISPATCH:

“W”

3. Record observations and events from time of dispatch to initial arrival at fire scene to include the following:

- Dispatch information
- Reporting party
- Weather reports
- Vehicles and people en-route
- Status of gates
- Tracks
- Preserve tire and shoe impressions
- Scene security
- Witnesses/potential suspects
- First fire unit on scene
- Fire behavior, size, and direction of spread
- Preserve and collect other evidence
- Land/property ownership
- Unusual occurrences

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FIRE BEHAVIOR:

“O”

4. Collect fire weather data using a belt weather kit to obtain a spot weather forecast.

- Place of observations
- Elevation of observations
- Observation time
- Dry bulb temperature
- Wet bulb temperature
- Windspeed (eye level)
- Wind direction (eye level)
- Remarks (indicate rain, thunderstorms, etc., and tenths of cloud cover)

4a. Gather and record fire behavior observations that could be used to help determine fire origin and cause.

- Basic fuel components
- Basic weather components
- Basic topography components
- Interrelationship of fire behavior components
- Fire behavior effects on burn patterns
- Fire behavior effects on ignition sources

4b. Identify when the services of an FBA would be necessary.

- Data needed for FB Forecasts

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TASK	CODE	EVALUATION RECORD#	EVALUATOR – Sign & Date
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BURN PATTERN INDICATORS: "W"

5. Identify basic wildland fire burn pattern indicators.

- Macro indicators
- Micro indicators
- "V" macro pattern
- Degree of damage indicators
- Angle of char/laddering/climbing
- Grass stem indicators
- Staining/Sooting
- Spalling
- Ash indicators
- Freeze patterns
- Protected fuels
- Cupping
- Fire movement around obstacles

5a. Track wildland fire spread using fire burn pattern indicators.

5b. Document wildland fire burn pattern Indicators and wildland fire spread.

- Fire mapping
- Basic indicator documentation

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ORIGIN DETERMINATION:

“W”

6. Use proper origin search techniques to determine fire origin when given:

- Witness information
- Initial attack information
- Burn pattern indicators

6a. Effectively secure fire origin using Standard methods.

- Macro sweeps
- Micro searches
- Define “point of origin”
- Define “area of origin” (both general and specific)
- Demonstrate basic origin search techniques (sweep, spiral, lane grid)
- Standard methods used to secure origin area

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IGNITION FACTORS/SOURCES:

“O”

7. List the nine standard wildland fire cause categories.

- Lightning
- Campfire
- Smoking
- Debris burning
- Incendiary
- Equipment use
- Railroad
- Children
- Miscellaneous (powerline, fireworks, spontaneous heating, etc.)

7a. Describe two pieces of evidence that would be associated with each cause category.

7b. Describe why other ignition factors/sources need to be eliminated (negative corpus).

7c. Describe general environmental conditions required for ignition for each cause category.

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BASIC METHODOLOGY:

“W”

8. Demonstrate a basic knowledge of systematic wildland fire investigation methodologies.

8a. Demonstrate and list potential subtasks.

- Scene security
- Witness interviewing
- Origin search techniques
- Evidence collection/processing
- Photographic documentation
- Sketching and diagramming

8b. Describe Forensic services that may be required for investigation.

8c. Investigate fires applying the six step scientific methodology as described in NFPA 921.

QUALIFICATION RECORD

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ARSON INCIDENT RECOGNITION:

“O”

9. Demonstrate the ability to recognize an arson incident.

9a. State the elements of the crime of wildland fire arson for your jurisdiction.

9b. Describe common ignition sources, evidence, and indicators routinely encountered at the scene of an arson fire.

9c. Demonstrate basic arson pattern recognition techniques.

9d. Demonstrate special crime scene processing requirements for suspected arson incidents.

9e. Describe your agency policy for notification and referral of suspected arson incidents.

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LAWS, RULES & REGULATIONS:

“O”

10. Demonstrate a basic knowledge of administrative and legal procedures related to wildland fire investigation.

10a. State the authority for your specific agency/jurisdiction to:

- Conduct fire investigations and Seize evidence
- Enter upon lands
- Secure fire scenes

10b. Demonstrate the ability to apply laws, rules, and regulations applicable to your agency/jurisdiction for wildland fire investigation.

10c. Describe the application of the administrative, civil, and criminal process to wildland fire investigation in your agency/jurisdiction.

QUALIFICATION RECORD

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REPORT WRITING:

“W”

11. Prepare a basic investigative report that organizes the results of a wildland fire investigation. Including but not limited to:

- 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*

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TESTIMONY: "O"/"R"

12. Demonstrate the ability to present effective testimony.

Demonstrate the following:

- Pre-trial preparation
- Courtroom demeanor
- Qualifying as an expert witness

12a. Demonstrate knowledge of:

- NFPA 921
- Merrill-Dow Pharmaceuticals v. Daubert
- Kumho Tire v. Carmichael

12b. Prepare a professional resume; curriculum vitae (CV)

QUALIFICATION RECORD

POSITION: WILDLAND FIRE INVESTIGATOR (TYPE I)

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KNOWLEDGE PROFICIENCY: "O"

13. 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

Basic Wildland Fire Investigation
NWCG – P-151 (or equivalent)

Course Location

Course Dates

Instructor (Name and Telephone Number)

Exam Score: _____ (Passing grade of 70% or better)

Basic Fire Behavior
NWCG – S-190 (or equivalent)

Course Location

Course Dates

Instructor (Name and Telephone Number)

Exam Score, (if applicable): _____

Basic ICS
NWCG – I-200 (or equivalent)

Course Location

Course Dates

Instructor (Name and Telephone Number)

Exam Score, (if applicable): _____

Origin and Cause Determination for First Responders
NWCG – P-130 (or equivalent)

Course Location

Course Dates

Instructor (Name and Telephone Number)

Written Proficiency Exam – CWFI-Type III

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:

One year of experience in fire management or law enforcement

Agency Authority Signature

(Name and Telephone Number)