



Bristol Tennessee Fire Department
General Operating Guidelines



SECTION K: Fire Investigator Mentor Program
08-FIM-001

The Bristol Fire/Rescue Investigator Mentor Program is designed to provide participants a clear and concise pathway for achieving nationally recognized investigator certification through a standardized training program that consists of modules congruent to the job performance requirements contained within NFPA 1033, the International Association of Arson Investigators (IAAI) and other industry accepted standard practices.

Number 08-FIM-100, Program Administration

The Assistant Chief/Fire Marshal shall direct the Fire Investigator Mentor Program through authority of the Fire Chief. He/She shall manage, administer, and make recommendations to the Fire Chief to ensure the effectiveness and efficiency of the program. Full implementation of the Fire Investigator Mentor Program will increase employee knowledge base and enhance departmental professionalism, in addition to greatly improving our department's investigative capabilities.

Number 08-FIM-200, Selection Criteria

There will be one member from each shift participating in the program at a time. Battalion Chiefs may voluntarily participate in the program if approved by the Fire Chief. The participant selection process will be on at least a 5 year cycle depending upon certification requirements and departmental needs. An individual must have been with the department at least 5 years, and he/she must possess Tennessee State Firefighter II Certification to qualify for participation. Former police PSOs will receive credit for up to 18 months toward the department service requirements for each month of PSO participation, in addition to their established fire service.



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Number 08-FIM-200, Training Program

Selected trainees will spend the first 6 months of the mentor program reviewing NFPA 921, Guide for Fire and Explosive Investigations. An exam based on NFPA 921 will be compiled by the Fire Chief/Fire Marshal and be administered by the Assistant Chief/Fire Marshal. The exam will be geared toward evaluating a trainee's progress, and to measure his/her understanding of NFPA 921 concepts. Successful candidates at this juncture will be eligible to assist the Fire Marshal with fire scene investigations. A trainee's investigative assistance will be coordinated with the shift commanders in an effort to minimize unnecessary overtime compensation. The Fire Chief and the Assistant Chief/Fire Marshal will determine the needed personnel and trainees needed for scene investigation.

Adopted November 14, 2008

Bob Barnes, Fire Chief

K Investigator Mentor Program

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Number 08-FIM-200-1, Training Modules

Module 1

The trainee will then have one year to complete Module 1 which is described below. The break down shows the number of tested hours and the amount of points that apply toward the application process for certification and testing. The * (asterisk) denotes courses that are available through CFI Trainer.net.

Module 1

Basic Blocks		
<u>Reference</u>	<u>Description</u>	<u>Hours</u>
1.1	Basic Fire Science	40
1.2	Fire Investigator I	40
1.3	* Safety	3
1.4	Hazardous Materials (HazMat)	8
1.5	Basic Electrical Investigation	16
1.6	Advanced Building Construction	4
1.7	* Ethics	3
1.8	*Evidence Collection and Retention	8
1.9	Report Writing	6
1.10	NIMS 100 / 700	9
1.11	*Basic Fire Scene Photography	4
	Tested Hours	141
	Points	35.25



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Number 08-FIM-200-1, Training Modules, Continued

Module 2

Module 2 will be the next step for the trainees to complete. A trainee then will have one year to complete Module 2 which is described below. The break down shows the number of tested hours and the amount of points that apply toward the application process for certification and testing. The * (asterisk) denotes courses that are available through CFI Trainer.net.

Module 2

Intermediate Blocks		
<u>Reference</u>	<u>Description</u>	<u>Hours</u>
2.1	Fire Investigation II	40
2.2	Criminal Investigation	40
2.3	*Vehicle Fire Investigation	4
2.4	Advanced Electrical (AHAM)	16
2.5	*Insurance and the Fire Investigator	4
2.6	Fire Dynamics and Chemistry	16
2.7	Fuel Gas Systems	16
		Tested Hours 136
		Points 34



Number 08-FIM-200-1, Training Modules, Continued

Module 3

Module 3 will be the next step for the trainees to complete. A trainee then will have one year to complete Module 3 which is described below. The break down shows the number of tested hours and the amount of points that apply toward the application process for certification and testing. The * (asterisk) denotes courses that are available through CFI Trainer.net.

Module 3

Advanced Blocks		
<u>Reference</u>	<u>Description</u>	<u>Hours</u>
3.1	Advanced Fire Investigation	32
3.2	Investigation and Case Management	8
3.3	IAAI Courtroom Testimony (Excluded from Total Hours)	20
3.4	Explosive Investigation	16
3.5	Interview and Interrogation	16
3.6	Technical Report Writing	16
	Tested Hours	88
	Points	22



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Number 08-FIM-200-1, Training Modules, Continued

Additional Training

Additional courses offered by the National Fire Academy, ATF, and IAAI organizations also will be utilized through the training process. At this point, a trainee will have completed 3 ½ years of specialized training toward becoming a Certified Fire Investigator (CFI). A trainee also will have completed 365 tested hours which computes to 91.25 points being credited toward the required 150 points to challenge the CFI exam.

Trainees who complete 4 years of training will be evaluated to serve as a lead investigator for fire and explosive scenes. Additional training opportunities will be provided to participants of the program to ensure their acquiring the minimum number of training points needed to challenge the CFI exam. All investigators will be assigned by the Fire Chief and perform their duties under the direction of the Fire Chief and the Assistant Fire Chief/Fire Marshal.