

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 105: Personnel Policies
Subject 105.03: Fire Investigator Mandates and Selection Process
Supersedes: N/A



Approved By:

Date: April 21, 2004

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PURPOSE:

To establish the selection process, training and continuing education requirements for fire investigators.

RESPONSIBILITY:

It is the responsibility of all personnel to be familiar with and follow the guidelines established in this directive.

PROCEDURES:

Fire department members who are interested in being considered for a position as a fire investigator must meet the following requirements prior to submitting a request for consideration:

- A member of the department for a minimum of 5 years.
- No active disciplinary action(s) in file
- State of Ohio Level II certified firefighter
- State of Ohio certified fire investigator

Personnel meeting the above requirements must send a written request for consideration to the Fire Marshal. The Fire Marshal will evaluate the credentials of each candidate and maintain an active file of candidates from which a selection may be made once it has been determined that a vacancy exists for an investigator's position.

When a vacancy(s) exists for an investigator(s), the Fire Marshal will forward a list of qualified candidates to the Chief. The Chief will be responsible for making the final selection(s) from the list provided.

Fire investigators must, at a minimum, attend one Miami Valley Fire Investigators Meeting, and obtain a minimum of eight hours of investigation related training annually. Such training is subject to the approval of the Fire Marshal.

The Fire Marshal and all investigators must meet with the Chief and/or Deputy Chief at a minimum of semi-annually to discuss the direction and other issues relevant to the investigation program.