



# POLICY MANUAL

## Emergency Operations Policy

### Fire Investigation Policy

Revised: 06-27-03

Code: 1 – 2 – 5

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5.0 Purpose: Identify the Appropriate Operational Procedures for Fire Investigation.

5.01 Scope: All Fire Officers and Acting Fire Officers.

#### 5.02 **GENERAL INFORMATION**

Fire investigations will be conducted when:

1. There is a fire death.
2. Any injuries are caused by fire.
3. There is a known suspect.
4. It is an obvious set fire.
5. There is a large loss fire.
6. There is an unusual undetermined fire.
7. There is a suspicious vehicle fire.

The Fire Chief and Battalion Chief in charge of investigations will be notified immediately when there is a fire death or major injuries caused by a fire.

The Clovis Fire Investigation Team (CFIT) has been organized to accomplish the fire investigation responsibilities of the Clovis Fire Department. Fire investigations should be started as soon as possible during a fire incident.

#### 5.03 **NOTIFICATION**

When an Investigator is requested during normal business hours Monday through Friday, the on-duty Battalion Chief and the on-duty shift Investigator shall be notified.

After hours, with the approval of the Battalion Chief, the on-duty shift Investigator shall be notified. When the shift Investigator is not available, the Captain responsible for staffing will be notified and advised of the request for an Investigator.

The Captain responsible for staffing shall page the Investigator group page and using the [10-Minute Window](#) fill the request for an Investigator.

In the event the Captain responsible for staffing is not available to page out the Investigator, Dispatch shall page the Investigator Group and take the first Investigator that calls in.



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#### 5.04 SCENE PRESERVATION/SECURITY FOR ALL FIRE SCENES

The integrity of the fire scene must be protected until released by the Incident Commander or the Investigator on-scene.

Steps in scene protection:

1. Limit the fire extinguishment to knock down and extension control, until the cause of the fire is determined.
2. Isolate the area of origin (if known), the room or building of origin.
3. Deny entry into the building and or area of burning, unless authorized by the Incident Commander or Investigator. This includes the owner and or occupant of the building or property. Place yellow caution tape around the area or at the entrance points of the building.

#### 5.05 SCENE PRESERVATION/SECURITY FOR A CRIME SCENE

1. Whenever it is obvious or suspected that the fire was set, or in the case of a fire death or major fire injury, assume the area to be a crime scene. Place red "Do Not Enter" tape around the building of origin and deny entry to everyone except the working fire crew.
2. A Security Monitor will be designated. The Monitor will only allow authorized personnel in and out of the scene. All personnel in the secure area will be logged-in and logged-out of the scene. The Security Monitor will be maintained until released by the Incident Commander or on-scene Investigator. The security log will be transferred to the on-scene Investigator and maintained as evidence.
3. The security log maintained by the security Monitor will contain: the address of the incident, incident number, name, function, time-in and time-out, and reason of all those entering the scene. All personnel entering the scene shall initial the log, the final time they leave the scene.

See the following [Crime Scene Log form](#) for an example.