

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Arson Investigator		<b>Class Code:</b> 005SA0
	<b>FLSA Status:</b> _Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 4-30-13
	<b>Summary:</b> Incumbent performs duties related to the enforcement of arson law and investigation of suspected arson cases. Incumbent works in the Indiana Department of Homeland Security.		

**Duties:**

- Conducts investigation of fires and explosions of suspect origin;
- Conducts investigations of deaths resulting from fires or explosions;
- Operates investigative tools such as polygraph, breath analysis, fingerprints, cameras, tape recorders, data processing output and chemical analysis to detect and document criminal evidence;
- Interrogates suspected arsonists and prepares subsequent statements;
- Gathers and prepares evidence for court proceedings and investigative reports;
- Presents evidence to prosecutors in both written and oral form;
- Testifies in court proceedings;
- Arrests individuals when findings warrant;
- Exercises full police powers in assisting other law enforcement agencies in emergency situations;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge of criminal law, criminal procedural law and criminal rules of evidence as they apply to arson and related crimes;
- Specialized knowledge of the cause, origin and chemistry of fire;
- Considerable knowledge of, and ability to apply, methods, techniques and procedures of criminal investigations;
- Knowledge of, and ability to perform, various chemical tests, operate specialized investigator equipment such as polygraph, fingerprints, cameras, etc.;
- Ability to analyze various findings and reports in order to proceed with investigations;
- Graduation from the Police or Fire Academy;
- Effectively communicate both orally and in writing;
- Must hold a valid Indiana Driver's or Chauffeur's License;
- Must be able to travel including trips which may require more than one day in length;
- Must attend the Indiana Law Enforcement Academy Basic Course within one year of hiring date;
- Must obtain Certified Fire Investigator (CFI) certification through the International Association of Arson Investigator's within a minimum of two years but not to exceed five years of hiring date and must maintain certification while employed with the Investigation Division.
- Must maintain twenty four (24) hours continuing education in the topic related to fire investigations per year. Eight hours of the required training must be completed at an approved training agency outside the office.
- Must complete 5 CFITrainer.net modules per year;
- Must maintain Hazardous Material Awareness Level training and qualify twice a year in each approved qualification and tactical range courses using department issued weapons.

**Difficulty of Work:**

Work involves moderately complex task requiring the comprehension of, and the ability to apply, the generalized techniques of criminal investigation.

**Responsibility:**

Incumbent works under the general supervision of the Chief Arson Investigator. Findings are reviewed by the supervisor during the course of an investigation for content to determine possible relationships to other crimes under investigation. Work follows standardized investigative procedures, but incumbent uses independent judgment in applying these procedures to individual situations. Errors could result in failure to apprehend a dangerous criminal, injury or loss of life to the incumbent.

**Personal Work Relationships:**

Contacts are with law enforcement officials of various government agencies as well as various law offenders. The purpose of the contacts involves the full enforcement of the law.

**Physical Effort:**

Incumbent is required to use physical force to apprehend law violators from time to time. However, physical demands normally require walking, standing and staying awake for extended periods of time.

**Working Conditions**

Incumbent is exposed to weather outdoors, but normally is not exposed to extreme inclement weather conditions for prolonged periods of time. Must be subject to call out every other week except during assigned vacation, compensatory time, sick leave or other exigent circumstances (i.e.-military leave, attendance to seminar, conference, etc.)