

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Chief Arson Investigator		Class Code: 005SC0
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 4-30-13
	Summary: Incumbent serves as the Section Chief of the Fire Investigations Section within the Office of the State Fire Marshal and the Department of Homeland Security. Incumbent is responsible for the overall effective operation of the section working with various federal, state and local government agencies to ensure full enforcement of arson and related laws.		

Duties:

- Develops procedures and guidelines to be used by the arson investigators for the investigation of suspected arson cases;
- Conducts or arranges in-service training for the arson investigators;
- Supervises and/or conducts investigations on special or complex cases;
- Works with the local officials providing assistance in establishing the proper procedures for fire investigators at the local level doing investigations;
- Speaks to local officials on fire investigation procedures and new developments as they are related to arson investigation;
- Reviews pending cases to ensure proper completion;
- Keeps abreast of changes in criminal and civil law to ensure that proper actions are taken to make cases admissible in court;
- Analyze the division's monetary needs and future developments as they relate to division goals;
- Responds to natural and manmade disasters at any hour of the day or night assisting local, state or federal authorities in any capacity;
- Develops and prepares reports for the division;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of criminal law, criminal procedure law and criminal rules of evidence as they apply to arson and related crimes;
- Extensive knowledge of police, fire, EMS and other public safety procedures and the ability to apply them;
- Thorough knowledge of, and ability to implement, advance methods, techniques and procedures or criminal investigation;
- Specialized knowledge of, and ability to provide clear interpretation of, federal, state and local laws as they apply to arson investigations;
- Ability to develop the proper procedures necessary to effectively enforce the laws and ensure successful prosecution;
- Ability to work effectively with groups or individuals providing leadership and recommending alternative solutions in solving large or complex cases;
- Effectively communicate both orally and in writing;
- Ability to keep abreast of new developments and how they affect division operation and goals;
- Ability to respond 24 hours a day on short notice to fire, crime, disaster or other emergency scenes.

Difficulty of Work:

Work involves moderately complex task requiring the comprehension of, and the ability to apply, the generalized techniques of criminal investigation. Must be able to make rapid decisions in emergency situations and demonstrate an above average mastery of public safety management skills.

Responsibility:

Incumbent works independently to implement procedural changes as long as general agency objectives are maintained. Incumbent receives only very general direction in establishing division goals. Errors in judgment may not be immediately apparent, but may have adverse effects on the division.

Personal Work Relationships:

Incumbent works with federal, state and local law enforcement officials to provide interpretation or gain cooperation in many areas related to the mission of the State Fire Marshal's Office and the Department of Homeland Security.

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 works both in the field and the office and travels to different areas of the state. Incumbent may be exposed to inclement weather conditions, primitive living conditions and long working shifts of 12 hours or more.