

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ARSON INVESTIGATOR II

POSITION CODE: 01482
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direction, regularly provides leadership and coordination of the activities of an arson investigating team, developing an investigative plan, making work assignments, coordinating investigatory functions and providing guidance and technical assistance; investigates incendiary/suspicious fire losses; interviews and interrogates witnesses and/or suspects; serves as canine handler for arson investigators; prepares and/or reviews and approves comprehensive case reports; conducts the more difficult arson investigations; when assigned, acts in the supervisor's absence; provides expert testimony in a court of law concerning arson investigations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs and coordinates the activities of a fire and arson investigative team; analyzes, evaluates and improves case documentation prepared by team members, ensuring sufficiency of evidence for prosecution or other charges.
2. Serves as canine handler for arson investigators in an assigned area; participates in an approved training course through a state police training program; requires 24 hour availability; canine handlers are not assigned the duties of a lead worker, only on a temporary basis if needed.
3. Advises lower-level staff in the techniques and processes of obtaining and preparing statements, exhibits, reports and other arson-related information suitable for use of evidence; prepares or reviews and improves comprehensive fire arson case reports.
4. Investigates incendiary and/or suspicious fire losses; conducts the more difficult arson investigations; conducts thorough fire investigations determining the cause and origin; determines how the arson was committed, materials used, intent and motive, and who is responsible.
5. Researches and gathers information not necessarily related to a particular arson case, but for the purpose of detecting trends or accumulating information and knowledge for future cases.

ARSON INVESTIGATOR II (Continued)

6. Independently, or in conjunction with local law enforcement agencies, makes arrests, conducts searches of premises and persons, issues warrants, and interviews and interrogates suspects and witnesses as prescribed by law.
7. Coordinates investigative efforts and cooperates with other federal, state and local investigative and law enforcement agencies to avoid duplication of efforts and to enhance the effectiveness of each agency.
8. Obtains and prepares statements, exhibits, reports and other pertinent information of an evidential nature for use in the formal adjudication of cases and courts of law provided by state criminal statutes; presents testimony in courts of law regarding evidence obtained through official investigations; serves as an expert witness in a court of law relative to arson investigations and techniques.
9. Performs other duties as assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in fire science, chemistry, law and/or criminology.

Requires three years of professional law enforcement investigative experience and/or professional fire investigative experience.

Requires evidence of successful completion of an approved course of arson investigation and an approved law enforcement course for arson investigators which includes firearms training.

Requires re-certification annually in a refresher course for dogs and canine handlers.

Knowledges, Skills, and Abilities

Requires extensive knowledge of state statutes which define criminal activities relative to arson crimes.

Requires extensive knowledge of the methods used in the interrogation of witnesses and suspects and in the collection and preservation of physical evidence.

Requires extensive knowledge of the functions and interrelationships of federal, state, county and municipal law enforcement and fire service agencies.

Requires extensive knowledge of the principles of ignition and combustion, including fire growth and its relation to fuels, ventilation and fire loading.

Requires extensive knowledge of fire-fighting operations and how they can influence burning and ultimately the burn patterns, debris and residue.

ARSON INVESTIGATOR II (Continued)

Knowledges, Skills, and Abilities (continued)

Requires ability to direct and coordinate the arson-related activities of lower-level staff.

Requires extensive knowledge of hydrocarbons left by gasoline or other petroleum-based accelerants.

Requires ability to plan, organize and conduct arson investigations and adapt investigative methods, techniques and procedures to specific situations.

Requires ability to determine the circumstances relative to the cause of the fire.

Requires ability to recognize and gather appropriate statements, exhibits and materials acceptable for use in prosecution of arson cases.

Requires ability to be adaptable, unbiased, personable and a good listener in the interviewing and interrogating of witnesses and suspects.

Requires ability to recognize, develop and present evidence that reconstructs events, sequences and time elements.

Requires ability to present findings in clear, logical, impartial and properly documented reports.

Requires ability to anticipate and respond appropriately to violent actions.

Requires ability to conduct arson investigations: search the fire scene for clues, interview witnesses, follow leads, locate suspects, analyze and evaluate evidence, and make arrests.

Requires ability to properly use and maintain various types of tools and equipment, including two-way radio, camera, wrecking bar, shovel, fire ax, meter for detecting gas leaks, steel measuring tape, electrical tester and tape recorder.

Requires participation in presenting and promoting fire safety, public awareness and education for canine handlers and their dogs.

Requires ability to travel, often keeping irregular hours in the course of investigation activities.

Individuals performing this type of work should be in good physical condition. The nature of the work may expose employees to external factors such as dense smoke, toxic gases and occasional inclement weather, along with the physical demands of lifting and moving debris in fire damaged buildings.

Requires 24-hour availability for canine handlers and their dogs. Some positions in this class may require an appropriate valid driver's license and/or an ability to travel.