

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

ARSON INVESTIGATIONS TRAINEE

POSITION CODE: 01485  
Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of from six to twelve months, participates in an intensive formal classroom and on-the-job training program designed to provide incumbents with the knowledges needed to apply the proper law enforcement procedures in investigating arson cases, serving arrest and search warrants, and determining the cause and origin of fires; observes and participates in fire and arson investigations under the close direction of an experienced investigator.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives formal classroom instruction in fire investigation, criminal investigation and law enforcement procedures; receives training in the use of firearms; participates in a physical conditioning program in order to cope effectively with the criminal element during apprehension or surveillance work.
2. Prepares homework assignments involving extensive reading and analysis of instructional materials, outside research projects, and oral and written case reports, all designed to increase the trainee's understanding of law enforcement techniques and scope of authority during arson investigations.
3. Observes and participates in actual fire investigations and criminal investigations under the close direction of an experienced investigator; observes arson investigative techniques employed by experienced investigators, e.g., how witnesses are interviewed and interrogated, and what mental processes are involved in determining which clues/leads to follow first, so as to develop a feasible investigative technique and style of their own.
4. Assists in the collection of evidence, learning the proper techniques used in its collection, preservation and examination; assists the investigator in searching for electrical, mechanical and chemical fire-setting devices.
5. Prepares reports of arson investigative findings as assigned; assists an experienced investigator in preparing the formal case report.
6. Performs other duties as required or 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 the completion of four years of college with coursework in fire science, chemistry, law and/or criminology.

Requires one year of work experience as a fire fighter, police investigator and/or other type of investigator.

ARSON INVESTIGATIONS TRAINEE (Continued)

DESIRABLE REQUIREMENTS (Continued):

Education and Experience (Continued):

Must be capable of successfully completing the following:

1. Course of Arson Investigation approved by the Office of the State Fire Marshal.

AND

2. Basic Law Enforcement Course for Arson Investigation provided through the Illinois Department of Law Enforcement, including firearms training.

Knowledges, Skills and Abilities

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

Requires elementary knowledge of the methods used in the interviewing and interrogating of witnesses and suspects, and in the collection and preservation of physical evidence.

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

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

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

Requires ability to complete an extensive arson investigation and law enforcement training program.

Requires ability to analyze and evaluate instructional material and practical problems as assigned, during the training programs.

Requires proficiency in the use of firearms.

Requires ability to search for physical or documentary evidence or clues.

Requires ability to apply law enforcement and fire investigation procedures at fire scenes, and while assisting in the arson investigation.

Requires ability to function effectively under stress.

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 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.

Some positions in this class may require an appropriate valid driver's license and/or an ability to travel.