

## **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Special Enforcement Staff Captain/Staff Supervisor  
(If filled by a Sworn Firefighter, paid as a Captain on the Firefighter Pay Plan or Grade 31 if filled by a Sworn Civilian or Civilian)

**DIVISION:** Administration and Planning

**BUREAU:** Special Enforcement

**DATE:** June 2024

### **BASIC FUNCTION OF POSITION:**

The Special Enforcement Staff Captain/Staff Supervisor provides direct leadership, support, mentorship, and daily management of the Special Enforcement Division personnel. Special Enforcement Staff Captain/Staff Supervisor performs a wide variety of advanced professional duties oriented towards Fire, Arson Bomb Squad/Render Safe, and Investigation management functions of moderate to complex difficulty with minimal guidance. Assists the Special Enforcement Division Chief with the Division budget, Investigations & Response Team readiness & maintenance, related to agency liaison support services, Division policy development and implementation, and other special projects at the direction of the Division Chief.

### **SUPERVISION RECEIVED:**

Works under the direction of the Special Enforcement Division Chief with minimal supervision. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency with Federal, State, and County laws/regulations/ordinances as well as UFA policies and procedures. Expected to function independently by using initiative to plan and carry out assignments while directing staff.

### **SUPERVISION EXERCISED:**

Assists in the review of other Division employees' work for purposes of compliance and continuity as considered necessary. Supervises Special Enforcement staff in their day-to-day activities, provides training and support and sets individual performance goals, conducts periodic performance evaluations, and approves time cards. May act as the Division Chief/Manager in the Division Chief's absence.

### **PRINCIPAL RESPONSIBILITIES:**

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Performs all essential job functions and duties of a Special Enforcement Investigator (Arson Investigator/Bomb Tech.) as listed in the Special Enforcement Investigator job description.

- Provides leadership and direction to employees, enabling them to be successful in their assigned role through training, team building exercises, and personnel development. This may also be accomplished by mentoring, coaching, counseling, performance appraisals, and discipline.
- Serves as the Program Manager for arson investigations and as the liaison for the Metro Arson Task Force. Conducts origin and cause investigations for fire related calls for service. If the cause is criminal, investigate and apprehend offenders for arson and arson related crimes.
- Delivers public informational presentations and develops and delivers training. Attends evening meetings as required.
- Responds to emergency situations; coordinates the use of UFA and division resources, and documents said activities to compile legal records which meet federal, state and county guidelines, using Federal and UFA policy & procedures.
- Acts as the Investigations Division Duty Officer, or on-call investigator, on a frequent 24-hour rotation schedule established by the Special Enforcement Division Chief and acts as the Investigations On-Call Supervisor in the absence of the Division Chief
- As directed, prepares reports on individual projects and presents these to UFA Command Staff, UFA Board of Directors, County & City Councils, Planning Commissions and other various boards and commissions.
- Adheres to all applicable legal and regulatory requirements in a reasonable manner.
- Completes Professional Standards inquiries and investigations. Completes background investigations for individuals being considered for hire.
- Promotes a high-level of customer service and good public relations.
- A sworn firefighter in this position will have the additional responsibilities related to emergency incident information, potentially in a hazardous atmosphere and will be required to fill mandatory staffing shifts as required in UFA policy.
- Performs other duties of a similar nature or level.

### **TYPICAL DECISIONS:**

Incumbents typically set their own priorities within assigned programs or projects, while relying on demonstrated experience and in-depth knowledge of explosives, dangerous chemical compounds, arson, and fire cause determination, emergency management, response planning, public safety, continuity of operations, continuity of government and consequence management.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- The objectives, principles and practices of explosive incident investigation concepts, fire scene investigative techniques and procedures; strong written and oral communications skills; flexible ability to learn and consistently interpret

complex regulations; and solid personal organization and work-load management skills.

- Word processing, database management, geographical and other personal and main-frame computer based applications. Typical hazards, types of evidence, and the importance of explosive scene security, evidence preservation, and issues related to spoliation.
- Types of building construction and interior finish, and the effects of explosives upon construction/furnishing materials; types of evidence typically found at the scene perimeter and within structures; evidence preservation methods; effects of fire suppression, explosive reflectivity, positive and negative pressure waves, and relationship of building or other contents to the overall investigation.
- The effects of explosives on different types of materials, and the importance and uses of scene construction techniques.
- Different types of explosions and their causes, characteristics of a particular explosive event, and the difference between low- and high-order explosions.
- Commonly used symbols and legends that clarify a diagram, types of evidence and patterns that need to be documented, and accepted formats for diagramming the investigation scene.
- High resolution cameras and flash assistance, types of film, related media, and flash devices available, and the strengths and limitations of each.
- The relationship between notes, diagram and photos; how to reduce scene information into concise notes; and the use of notes during report writing and legal proceedings.
- Types of evidence, authority requirements, impact of removing evidentiary items on civil or criminal proceedings (exclusionary or explosive supportive evidence), types, capabilities, and limitations of standard and special tools used to locate evidence, types of laboratory tests available, packaging techniques and materials, and impact of evidence collection on the investigation.
- Purposes for submitting items for analysis, types of analytical services available, and capabilities and limitations of the services performing the analysis.
- Rules of custody and transfer procedures, and methods of recording the chain of custody.
- Types of questions that are pertinent and efficient to ask of different information sources, and the pros and cons of interviews versus document gathering.
- Types of interviews, personal information needed for proper documentation of follow-up, documenting methods and tools, and types of nonverbal communications and their meaning.
- Types of reports needed that facilitate determining responsibility for explosions, and the location of these reports.
- How to assess one's own expertise, qualifications to be called for expert testimony, types of expert resources (forensic, CPA, polygraph, financial, human behavior disorders, engineering), and methods to identify expert resources.
- Types of motives common to explosive incidents, methods used to discover opportunity, and human behavioral patterns relative to illegal use of explosives.

- Analytical methods and procedures (e.g. hypothesis development and testing, systems analysis, time lines, link analysis, fault tree analysis, and data reduction matrixing).
- Types of investigative findings, types of legal proceedings, professional demeanor requirements, and an understanding of due process, informational needs of various audiences, and the positive and negative impacts of releasing information.
- Large vehicle bomb displacement devices and equipment.
- Appropriate suspect apprehension, arrest, admissible evidence and prosecution techniques relating to arson, explosives and/or hazardous materials civil and/or criminal incidents.

Ability to:

- Serve as the inter-/intra-agency coordinator for assigned programs and projects.
- Act as the spokesperson for all facets of assigned programs and projects, be a confident public speaker with extensive platform presentation experience and handle aggressive media representatives in stressful emergency environments, without becoming unreasonably flustered or distracted, while employing sound judgment skills.
- Identify explosive effects on glass, walls, foundations, vehicles and other building materials; distinguish between low- and high-order effects; and analyze damage to document the blast zone and origin.
- Sketch a scene, basic drafting skills, and evidence recognition and observational skills.
- Collect, organize and analyze information, and convert it into clear and concise technical reports and/or emergency response pre-plans.
- Correctly use a high-resolution camera, flash and accessories under various field conditions.
- Apply all elements of the scientific method as the operating analytical process throughout investigations, and for the drawing of conclusions.
- Evaluate the explosive incident to determine forensic, engineering or laboratory needs.
- Adjust interviewing strategies based on deductive reasoning, interpret verbal and nonverbal communications, apply legal requirements and exhibit strong listening skills.
- Communicate and listen effectively while differentiating facts from opinion, and determine accepted procedures, practices and etiquette during legal proceedings.
- Analyze situations quickly and objectively while determining the proper course of action, under emergency conditions.
- Cope with emergency situations firmly, courteously and tactfully.
- Make decisions under extreme pressure, in adverse conditions and weather.
- Establish and maintain effective working relationships with UFA, County & City staff, public officials and the general public.
- Work effectively with UFA, County and City agency staff and representatives of other related organizations to accomplish shared and inter-disciplinary tasks.

- Work effectively in sometimes stressful environments, including long shift work during an investigation or major public emergency. Must be able to pass a baseline medical fitness examination, and maintain sufficient level of personal health & fitness for medical clearance to wear and work in chemical protective equipment, structural fire-fighting protective equipment, tactical body armor and all levels of bomb protective equipment.
- Operate specialized equipment including a wide range of explosive initiators & associated compounds, emergency vehicles, other large vehicles, robots, surveillance devices, advanced chemical & explosive monitors, defensive and tactically offensive weapons, and related devices.
- Respond 24 hours a day with minimal delay (acts as on-call investigator in rotation as scheduled within the Division).
- Be available 24 hours a day (when not on vacation, holiday, etc.). Specifically when rotating as formal 'on-call' responder, and at other appropriate times in the supervisory role.
- Meet expected deadlines and attain measurable results as defined by the Division.

**MINIMUM REQUIREMENTS IF FILLED BY A SWORN FIREFIGHTER:**

- Valid Driver License and EMT, AEMT or Paramedic licensure
- Currently serving as a UFA Firefighter Specialist (any specialist), UFA Staff Captain or UFA Captain
- Seven (7) years in a UFA firefighter position, with two (2) of those as a UFA Specialist, with an Associate degree (or higher)  
Or  
Eleven (11) years in a UFA firefighter position, with two (2) of those as a UFA Specialist without an Associate Degree
- Either UFRA NFPA Fire Inspector I or UFRA Company Officer Inspector, or accepted equivalents
- UFRA NFPA Fire Instructor I certification, or acceptable equivalent
- UFRA NFPA Fire Officer I certification, or acceptable equivalent

**MINIMUM REQUIREMENTS IF FILLED BY A CIVILIAN:**

- Successful completion of all requirements of a Sworn Public Safety Officer
- Valid Driver License
- Seven (7) years in a sworn public safety officer position with an Associate degree (or higher)  
Or  
Eleven (11) years in a sworn public safety officer position without an Associates Degree
- Formal leadership or supervisor training and experience or accepted equivalent.

**MINIMUM REQUIREMENTS FOR BOTH A SWORN FIREFIGHTER OR CIVILIAN:**

- NIMS ICS 300
- Utah State certification as a POST Special Functions Police Officer or Law Enforcement Officer
- FBI/DHS Secret Clearance
- Training that meets or exceeds 29 CFR 1910.120 (HAZWOPER) (Utah State Hazardous Materials Technician Certification exceeds this requirement)
- FBI/HDS certification as a Bomb Technician
- Completion of National Fire Academy Fire Investigator course
- Completion of FBI basic Post Blast Investigation course
- IAAI Fire Investigations Technician or Certified Fire Investigator

Must be able to pass a baseline medical fitness examination and maintain a sufficient level of personal health & fitness for medical clearance to wear and work in chemical protective equipment and clothing, including bomb suits, **Hazardous Materials Level A & Modified Level B and tactical body armor**. Must obtain and maintain appropriate security clearances as required to perform job duties.

**DESIRABLE QUALIFICATIONS FOR BOTH A SWORN FIREFIGHTER OR CIVILIAN:**

- Utah State Certification as a Law Enforcement Officer

**WORKING ENVIRONMENT:**

Regular work schedule Monday through Friday typically from 7:00am to 4:00pm. Work activities vary widely, including administrative work, response to alarms, attendance at meetings, and both field and classroom training. Response to alarms may occur at any time in all weather conditions. Emergency work may be strenuous especially when operating within a Bomb Suit. Normal and emergency response driving is required. When a response is required, individuals are expected to respond 24 hours/day, 7days/week, with a minimal response time.

**PHYSICAL AND MENTAL JOB REQUIREMENTS:**

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position requires the individual to sit and stand for long periods. The individual frequently is required to use the arms, hands, and fingers to feel or reach. The sensory requirements for this position include vision, hearing, and touch and the incumbents will be exposed to high heat, noise and stress. The employee in this position must frequently exercise the use of good judgment and be able to work with minimal supervision. This position requires above-average physical condition with the ability to lift to 50 pounds frequently and over 100 pounds on rare occasions. Position requires wearing of protective equipment, including chemical protective equipment and clothing, including bomb suits, Hazardous Materials Level A & Modified Level B and

tactical body armor. Individuals will be occasionally subject to work near moving mechanical equipment, heights, wet and humid conditions, smoke, fumes, explosive devices, airborne particulates and/or caustic chemicals, and be at risk of electrical shock, and vibration.

Classified as FLSA Non-exempt and eligible for overtime

Position is eligible for stand-by pay (Approved annually through UFA Budget) in accordance with UFA Policy and Procedure, Standby Leave/Pay

Position is considered a Category A under the Staff Vehicle Assignment and Use Policy

Position is considered a Category A under the Mobile Phones Policy (Employee can also elect to be assigned a mobile phone based in policy)

Applicable employer contributions to the Utah Retirement Systems will be made on behalf of the applicant to whichever system they qualify to.