

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Investigator
DIVISION: Administration and Planning
DIVISION: Special Enforcement
DATE: February 2025

BASIC FUNCTION OF POSITION:

Performs a full range of advanced professional Bomb Squad Technician & Fire-Arson Investigative functions of moderate to complex difficulty with minimal guidance. Incumbents specialize as Hazardous Devices School Certified Bomb Technicians and certified Arson Investigators; All incumbents are Utah P.O.S.T. certified Law Enforcement Officers or Special Functions Officers and provide primary law enforcement & investigative functions for the UFA. Some incumbents have special additional duties (ATF-canine handler, Explosive Detection canine handler, FBI JTTF, Level 3 Stabilization Member, Tactical Bomb Tech, Tactical Paramedic) related to their permanent assignments as Fire Investigator- Bomb Technician.

SUPERVISION RECEIVED:

Works under the general direction of the Special Enforcement Division Chief and Staff Captain with minimal supervision. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency with policies, procedures, and federal, state and local statutes. Expected to function independently by using initiative to plan and carry out assignments.

SUPERVISION EXERCISED:

Assists in the review of other investigation staff's work for purposes of compliance and continuity as requested, or as considered necessary by the Special Enforcement Division Chief and Staff Captain.

PRINCIPAL RESPONSIBILITIES:

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

- Responds to, renders safe, and investigates improvised explosive devices, commercial explosives, improvised explosive mixtures, incendiary materials, and devices; biological, nuclear and chemical devices; post blast scenes; and bomb threats in cooperation with appropriate law enforcement agencies, while displaying a thorough knowledge of emergency protocols and explosive or chemical composition.
- 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.

- Secures the incident and/or crime scene, so that unauthorized persons can recognize the perimeters of the investigation scene; are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.
- Assesses structural conditions, observes the damage and effects of incendiary and/or explosions.
- Conducts exterior and interior surveys so that evidence is preserved, incendiary and/or explosive damage is interpreted, hazards are identified to avoid injuries, safe accessibility to property is determined, and all potential means of ingress and egress are discovered.
- Examines and removes incendiary and/or explosive debris, in such a manner that all debris is checked for evidence, potential ignition sources are identified, and evidence is preserved without investigator-inflicted damage or contamination.
- Diagrams incident scenes so that the subject scene is accurately represented and evidence, pertinent contents, significant patterns, and areas or points of interest are identified.
- Photographically documents incident scenes so that scenes are accurately depicted, and the photographs support findings.
- Constructs investigative notes so that the notes are accurate, provide further documentation of the scene, and represent complete documentation of the scene findings.
- Uses proper physical and legal procedures to retain evidence required within the investigation.
- Locates, collects, and packages evidence so that evidence is identified, preserved, collected, and packaged to avoid contamination and investigator-inflicted damage, and assures the chain of custody is established.
- Selects evidence for analysis so that items selected support specific investigation needs.
- Maintains a chain of custody, so that written documentation exists for each piece of evidence and evidence is secured.
- As a normal course of business, provides safe disposal of old and/or dangerous explosives and chemicals using emergency disposal protocols. Also provides for disposal of same substances as directed by a District court.
- Conducts interviews so that pertinent information is obtained, follow-up questions are asked, responses to all questions are elicited, and the response to each question is documented accurately.
- Conducts post-incident investigations to access all factors beyond the primary scene, at the time of origin and cause determination.
- Establishes evidence as to motive and/or opportunity so that evidence is supported by documentation and meets the evidentiary requirements of the jurisdiction.
- Prepares final written investigation reports.
- Testifies during legal proceedings in a clear, accurate, competent, and professionally appropriated manner.
- Delivers public informational presentations.

- 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 regular one week a month rotation schedule established by the Special Enforcement 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.
- Remains current with investigation methodology, explosive & dangerous chemical technology, and code requirements by attending workshops and seminars and/or through professional publications or journals.
- Conducts site-safety assessments for protection of staff and the general public.
- Maintains necessary liaison with other interested professionals and entities.
- 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.
- Develops, coordinates, and delivers training's to fire and law enforcement agencies.
- Attends evening meetings as required.
- Promotes a high-level of customer service and good public relations.
- Opportunities to become a K9 handler.
- A sworn firefighter in this position will have 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 division's stated goals, on assigned programs or projects, while relying on demonstrated experience and in-depth knowledge of investigative procedures, dangerous chemicals, explosives, and general public safety protocols and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and Skills:

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, timelines, 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 (including weekends, 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 FOR SWORN FIREFIGHTER AND PUBLIC SAFETY PERSONNEL:

- 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 and clothing, including bomb suits, Level A & B CPE, and tactical body armor.
- If selected, candidates must pass an extensive criminal background investigation and be eligible to be POST certified. **Current Utah POST certification requirements do not allow for the possession of a Utah medical marijuana card nor the current use of medical marijuana for ONE year prior to attending POST training for certification.**

MINIMUM REQUIREMENTS FOR SWORN FIREFIGHTER SPECIALIST:

- Valid Driver License and valid EMT, AEMT or Paramedic licensure
- Currently serving as a UFA Firefighter or UFA Firefighter Specialist (any specialty) and have completed all requirements of a Firefighter.
- Successful completion of two (2) years of full-time employment in a sworn Firefighter position

Qualifications below must be obtained after hired if not obtained prior to:

- 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)
- 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

MINIMUM REQUIREMENTS FOR PUBLIC SAFETY PERSONNEL:

- Current Utah Peace Officer Standards and Training Law Enforcement Officer or Special Functions Officer certifications or able to obtain Utah POST reciprocity at the time of appointment.

DESIREABLE QUALIFICATIONS FOR PUBLIC SAFETY PERSONNEL:

- FBI/HDS Certified Bomb Technician
- U.S. Military EOD Technician experience
- IAAI Fire Investigator Technician or Certified Fire Investigator
- Utah POST Law Enforcement Officer certification or Utah POST LEO reciprocity
- Current security clearance
- Experience investigating violations of state statutes and criminal law violations.
- Utah POST Instructor Development or equivalent
- Law Enforcement tactical operations experience
- NREMT Paramedic

Qualifications below must be obtained after appointment if not obtained prior to:

- FBI HDS certification as a Bomb Technician
- FBI/HDS Secret Clearance
- Training that meets or exceeds 29 CFR 1910.120 (HAZWOPER)
- Completion of National Fire Academy Fire Investigator Course
- Completion of FBI Basic Post Blast Investigation Course
- IAAI Fire Investigations Technician or Certified Fire Investigator

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 up 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, Level A & B PPE, 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)