



## **Fire Investigator**

Performance Evaluation  
Workbook

NFPA 1033, 2014 Edition

Approved 10/24/2013

# TENNESSEE COMMISSION ON FIREFIGHTING

## Fire Investigator Performance Evaluation Grade Sheet

Name: \_\_\_\_\_ Fire Department: \_\_\_\_\_

Address: \_\_\_\_\_

Training Location: \_\_\_\_\_ Date Started: \_\_\_\_\_

**This Performance Evaluation Check-Off Sheet is to be used in conjunction with the Tennessee Fire Commission Investigator Skill Sheets. These skills meet all the requirements of NFPA 1033, *Standard for Professional Qualifications for Fire Investigator 2014 Ed.* Students must receive a passing grade on all skills in order to apply for Fire Investigator certification in addition, students must also attend a course approved by the Commission. Please submit a Performance Evaluation Grade Sheet for each student in the class to the test proctor.**

Skill	Primary Task	Participated / Observed	Pass/ Fail	Student Initial	Evaluator Initial	Date
1	Secure the Fire Ground					
2	Conduct Exterior Survey					
3	Conduct Interior Survey					
4	Interpret/Analyze Fire Patterns					
5	Examine/Remove Debris					
6	Reconstruct Area of Origin					
7	Inspect Performance of Building Systems					
8	Diagram/Photograph Scene					
9	Construct Investigative Notes					
10	Proper Procedures for Managing Victims & Evidence					
11	Maintain Chain of Custody					
12	Dispose of Evidence					
13	Develop Interview Plan					
14	Conduct Interviews					
15	Evaluate Interview Info.					
16	Gather Reports/Records					
17	Evaluate Investigative File					
18	Coordinate Resources					
19	Establish Evidence as to Motive and/or Opportunity					
20	Formulate an Opinion					
21	Prepare a Written Report					
22	Express Investigative Findings Verbally					
23	Testify During Legal Proceedings					
24	Conduct Public Informational Presentation					

**SKILL SHEET 1- 4.2.1**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given marking devices, sufficient personnel, and special tools and equipment, the candidate shall secure the fire ground, so that that unauthorized persons can recognize the perimeters of the investigative scene and are kept from restricted areas; and all evidence or potential evidence is protected from damage or destruction.

**INSTRUCTIONS TO THE CANDIDATE:**

Secure the fire ground so that that unauthorized persons can recognize the perimeters of the investigative scene and are kept from restricted areas; and all evidence or potential evidence is protected from damage or destruction.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Locates general origin area				
2. Marks items of potential evidence				
3. Verbally describes the importance of fire scene security				
4. Places scene restriction marking devices around the origin area and/or potential evidence items				
5. Verbally describes evidence preservation				
6. Verbally describes issues relating to spoliation				
7. Prevents unauthorized entry				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass____ Fail____
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass____ Fail____
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**TCFF**  
**Fire Investigator Skill**  
**Sheet**

**SKILL SHEET 2 - 4.2.2**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given standard equipment and tools, the candidate shall conduct an exterior survey, so that evidence is preserved, fire damage is interpreted, hazards are identified to avoid injuries, accessibility to the property is determined, and all potential means of ingress and egress are discovered.

**INSTRUCTIONS TO THE CANDIDATE:**

Conduct an exterior survey so that evidence is preserved, fire damage is interpreted, hazards are identified to avoid injuries, accessibility to the property is determined, and all potential means of ingress and egress are discovered.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Locates fire scene				
2. Verbally describes the building construction				
3. Conducts an exterior survey 360° around the fire scene				
4. Enters on the photo log where photos would be taken				
5. Documents observations of the effects of fire suppression				
6. Documents observations of the effects of fire on fire behavior and spread, evidence preservation methods and burn patterns				
7. Marks entry/exit points				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 3 - 4.2.3**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given standard equipment and tools, the candidate shall conduct an interior survey, so that areas of potential evidentiary value requiring further examination are identified and preserved, the evidentiary value of contents is determined, and hazards are identified in order to avoid injuries.

**INSTRUCTIONS TO THE CANDIDATE:**

Conduct an interior survey so that areas of potential evidentiary value requiring further examination are identified and preserved, the evidentiary value of contents is determined, and hazards are identified in order to avoid injuries.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Locates fire scene				
2. Verbally describes the building construction and interior finish				
3. Conducts an interior survey 360° around the fire scene				
4. Enters on the photo log where photos would be taken				
5. Identifies and preserves potential evidentiary value requiring further examination				
6. Determines the evidentiary value of contents				
7. Identifies hazards to avoid injuries				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 4 - 4.2.4, 4.2.5**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given standard equipment, tools and some structural or content remains, the candidate shall interpret and analyze fire patterns, so that each individual pattern is evaluated with respect to the burning characteristics of the material involved, fire development is determined, methods and effects of suppression are evaluated, false origin patterns are recognized and all areas of origin are correctly identified.

**INSTRUCTIONS TO THE CANDIDATE:**

Interpret and analyze burn patterns so that each individual pattern is evaluated with respect to the burning characteristics of the material involved, fire development is determined, methods and effects of suppression are evaluated, false origin patterns are recognized and all areas of origin are correctly identified.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Observes and documents burn patterns				
2. Observes and documents fire behavior and spread based on fire chemistry and physics				
3. Determines and documents fire development				
4. Evaluates and documents effects of suppression				
5. Recognizes and documents false origin area patterns				
6. Correctly identifies all areas of origin				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 5 - 4.2.6**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given standard equipment and tools, the candidate shall examine and remove fire debris and discriminate the effects of explosions from other types of damage, so that all debris is checked for fire cause evidence, potential ignition source(s) is identified, an explosion is identified and evidence is preserved without investigator-inflicted damage or contamination.

**INSTRUCTIONS TO THE CANDIDATE:**

Examine and remove fire debris, and discriminate the effects of explosions from other types of damage so that all debris is checked for fire cause evidence, potential ignition source(s) is identified, an explosion is identified and evidence is preserved without investigator-inflicted damage or contamination.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Properly examines and removes fire debris				
2. Checks all debris for fire cause evidence				
3. Identifies explosion and verbalizes why supporting evidence is differentiated from other damage				
4. Locates and identifies the ignition source				
5. Determines the fire cause				
6. Preserves evidence without damage or contamination				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass____ Fail____
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass____ Fail____
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 6 - 4.2.7**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given standard and special equipment and tools as well as sufficient personnel, the candidate shall reconstruct the area of origin, so that all protected areas and fire patterns are identified and correlated to contents or structural remains, items potentially critical to cause determination and photo documentation are returned to their pre-fire location, and the area(s) or point(s) of origin is discovered.

**INSTRUCTIONS TO THE CANDIDATE:**

Reconstruct the area of origin so that all protected areas and fire patterns are identified and correlated to contents or structural remains, items potentially critical to cause determination and photo documentation are returned to their pre-fire location, and the area(s) or point(s) of origin is discovered.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Identifies all protected areas				
2. Identifies and correlates fire patterns to contents or structural remains				
3. Returns items to pre-fire location				
4. Documents reconstruction on the photo log				
5. Discovers area or point of origin				

Evaluator/Candidate Comments:			
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score	
		Pass___	Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #	



**SKILL SHEET 7 - 4.2.8**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given standard and special equipment and tools, the candidate shall inspect the performance of building systems including detection, suppression, HVAC, utilities, and building compartmentation, so that a determination can be made as to the need for expert resources, an operating system’s impact on fire growth and spread is considered in identifying origin areas, defeated and/or failed systems are identified, and the system's potential as a fire cause is recognized.

**INSTRUCTIONS TO THE CANDIDATE:**

Inspect the performance of building systems including detection, suppression, HVAC, utilities, and building compartmentation, so that a determination can be made as to the need for expert resources, an operating system’s impact on fire growth and spread is considered in identifying origin areas, defeated and/or failed systems are identified, and the system's potential as a fire cause is recognized.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Identifies and inspects exterior utilities				
2. Locates and inspects detection systems				
3. Locates and inspects HVAC systems				
4. Locates and inspects suppression systems				
5. Reports which, if any, expert resources would be needed				
6. Reports which, if any, and how systems inspected were defective and/or defeated				
7. Recognizes and reports system’s potential as a fire cause				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass____ Fail____
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass____ Fail____
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 8 - 4.3.1, 4.3.2**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given standard tools and equipment, the candidate shall diagram and photographically document the scene, so that the scene is accurately represented and evidence, pertinent contents, significant patterns, and area(s) or point(s) of origin are identified and photographs support scene findings.

**INSTRUCTIONS TO THE CANDIDATE:**

Diagram and photographically document the scene so that the scene is accurately represented and evidence, pertinent contents, significant patterns, and area(s) or point(s) of origin are identified and photographs support scene findings.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Diagrams scene to include at least :				
a. one item of evidence				
b. one item of pertinent contents				
c. one significant burn pattern				
d. one area of point of origin				
2. Photographs scene so it is accurately depicted				
3. Ensures photographs support scene findings				
4. Documents photos taken on a photo rough sketch and photo log				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 9 - 4.3.3**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given a fire scene, available documents (e.g., pre-fire plans and inspection reports), and interview information, the candidate shall construct investigative notes, so that the notes are accurate, provide further documentation of the scene, and represent complete documentation of the scene findings.

**INSTRUCTIONS TO THE CANDIDATE:**

Construct investigative notes so that the notes are accurate, provide further documentation of the scene, and represent complete documentation of the scene findings.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Provides accurate notes				
2. Identifies conflicting information				
3. Determines and/or recommends needed follow-up information to corroborate or dispute investigative findings				
4. Represents complete documentation of the scene findings				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass ___ Fail ___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass ___ Fail ___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

## SKILL SHEET 10 - 4.4.1

### INSTRUCTIONS TO THE MONITOR/EVALUATOR:

Given a protocol, appropriate personnel, standard or special tools and equipment, evidence collection materials, and all information from the investigation, the candidate shall utilize proper procedures for managing victims and fatalities; locate, collect and package evidence; and select evidence for analysis, so that all evidence is discovered and preserved and the protocol procedures are followed; evidence is identified, preserved, collected and packaged to avoid contamination and investigator-inflicted damage and the chain of custody is established; and items for analysis support specific investigation needs.

### INSTRUCTIONS TO THE CANDIDATE:

Utilize proper procedures for managing victims and fatalities; locate, collect and package evidence; and select evidence for analysis, so that all evidence is discovered and preserved and the protocol procedures are followed; evidence is identified, preserved, collected, and packaged to avoid contamination and investigator-inflicted damage and the chain of custody is established; and items for analysis support specific investigation needs.

### REFERENCE SOURCE:

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Utilizes proper procedures to manage victims and fatalities				
2. Properly discovers and preserves all evidence				
3. Packages selected/collected items without contamination				
4. Establishes chain of custody				
5. Fills out crime lab analysis request form completely, indicating the specific analysis requested				
6. Documents the process in field notes				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass____ Fail____
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass____ Fail____
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 11 - 4.4.2, 4.4.4**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given investigative tools, marking tools, and evidence tags or logs, the candidate shall maintain a chain of custody, so that written documentation exists for each piece of evidence and evidence is secured.

**INSTRUCTIONS TO THE CANDIDATE:**

Maintain a chain of custody so that written documentation exists for each piece of evidence and evidence is secured.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Obtains an incident briefing and takes notes				
2. Locates and selects evidence items				
3. Marks and/or tags and packages evidence				
4. Maintains chain of custody by correctly utilizing logs and/or forms during the transfer of evidence				
5. Secures evidence				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

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**SKILL SHEET 12 - 4.4.3, 4.4.5**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given jurisdictional or agency regulations and file information, the candidate shall dispose of evidence, so that the disposal is timely, safely conducted, and in compliance with jurisdictional or agency requirements.

**INSTRUCTIONS TO THE CANDIDATE:**

Dispose of evidence, so that the disposal is timely, safely conducted, and in compliance with jurisdictional or agency requirements.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided information				
2. Identifies evidence subject to disposal				
3. Disposes of evidence according to the model evidence policy				
4. Disposes of evidence in a timely, safe manner				
5. Documents the disposal using the provided forms				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 13 - 4.5.1**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given no special tools or equipment, the candidate shall develop an interview plan, so that the plan reflects a strategy to further determine the fire cause and affix responsibility, and includes a relevant questioning strategy for each individual to be interviewed that promotes the efficient use of the investigator's time.

**INSTRUCTIONS TO THE CANDIDATE:**

Develop an interview plan so that the plan reflects a strategy to further determine the fire cause and affix responsibility, and includes a relevant questioning strategy for each individual to be interviewed that promotes the efficient use of the investigator's time.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2009 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided information and requests additional information, if needed				
2. Ensures the plan reflects a strategy to further determine fire cause				
3. Affixes responsibility in plan				
4. Documents two interview strategies by listing relevant questions to promote efficient use of investigator's time				

Evaluator/Candidate Comments:			
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score	
		Pass___	Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #	

**SKILL SHEET 14 - 4.5.2**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given incident information, the candidate shall conduct 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.

**INSTRUCTIONS TO THE CANDIDATE:**

Conduct 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.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Obtains pertinent information				
2. Elicits responses to all questions				
3. Documents all responses accurately				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass____ Fail____
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass____ Fail____
Candidate Signature:	Date:	Candidate: Print Name or Candidate #



**SKILL SHEET 15 - 4.5.3**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given interview transcripts or notes and incident data, the candidate shall evaluate interview information, so that all interview data is individually analyzed and correlated with all other interviews, corroborative and conflictive information is documented, and new leads are developed.

**INSTRUCTIONS TO THE CANDIDATE:**

Evaluate interview information so that all interview data is individually analyzed and correlated with all other interviews, corroborative and conflictive information is documented, and new leads are developed.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided information				
2. Correlates information into corroborative or conflicting groups				
3. Documents new investigative leads				
4. Lists follow-up names and contacts				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass ___ Fail ___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass ___ Fail ___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 16 - 4.6.1**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given no special tools, equipment, or materials, the candidate shall gather reports and records, so that all gathered documents are applicable to the investigation, complete, and authentic; the chain of custody is maintained; and the material is admissible in a legal proceeding.

**INSTRUCTIONS TO THE CANDIDATE:**

Gather reports and records so that all gathered documents are applicable to the investigation, complete, and authentic; the chain of custody is maintained; and the material is admissible in a legal proceeding.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided information				
2. Requests and documents requests for needed materials				
3. Ensures all documents are applicable to the investigation				
4. Checks that documents are complete and authentic				
5. Selects documentation acceptable to the courts				
6. Documents steps to maintain chain of custody of requested documents				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 17 - 4.6.2**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given all available file information, the candidate shall evaluate the investigative file, so that areas for further investigation are identified, the relationship between gathered documents and information is interpreted, and corroborative evidence and information discrepancies are discovered.

**INSTRUCTIONS TO THE CANDIDATE:**

Evaluate the investigative file so that areas for further investigation are identified, the relationship between gathered documents and information is interpreted, and corroborative evidence and information discrepancies are discovered.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided materials				
2. Identifies areas for further investigation				
3. Interprets relationship between gathered documents and information				
4. Discovers and documents corroborative evidence and information discrepancies				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass____ Fail____
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass____ Fail____
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 17 - 4.6.3**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given the investigative file, reports, and documents, the candidate shall coordinate expert resources, so that the expert’s competencies are matched to the specific investigation needs, financial expenditures are justified, and utilization clearly furthers the investigative goals of determining cause or affixing responsibility.

**INSTRUCTIONS TO THE CANDIDATE:**

Coordinate expert resources so that the expert’s competencies are matched to the specific investigation needs, financial expenditures are justified, and utilization clearly furthers the investigative goals of determining cause or affixing responsibility.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided materials				
2. Documents need for specific experts				
3. Justifies costs for each expert witness selected				
4. Documents how costs furthers the investigative goals of determining cause or affixing responsibility				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass____ Fail____
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass____ Fail____
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 18 - 4.6.4**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given an incendiary fire, the candidate shall establish evidence as to motive and/or opportunity, so that the evidence is supported by documentation and meets the evidentiary requirements of the jurisdiction.

**INSTRUCTIONS TO THE CANDIDATE:**

Establish evidence as to motive and/or opportunity so that the evidence is supported by documentation and meets the evidentiary requirements of the jurisdiction.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided materials				
2. Determines and documents the motive and/or opportunity of the incendiary fire				
3. Lists supporting documents that establish motive findings				
4. Documents evidence used to determine motive				
5. Documents legal value of evidence provided				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 19 - 4.6.5**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given all investigative findings, the candidate shall formulate an opinion concerning origin, cause, or responsibility for the fire, so that the opinion regarding origin, cause, or responsibility for a fire is supported by the data, facts, records, reports, documents, and evidence.

**INSTRUCTIONS TO THE CANDIDATE:**

Formulate an opinion concerning origin, cause, or responsibility for the fire, so that the opinion regarding origin, cause, or responsibility for a fire is supported by the data, facts, records, reports, documents, and evidence.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided materials				
2. Formulate, support and document an opinion as to the person and/or product responsibility based on data, facts, records, reports, documents and/or evidence				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass___ Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass___ Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

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**SKILL SHEET 20 - 4.7.1**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given investigative findings, documentation, and a specific audience, the candidate shall prepare a written report, so that the report accurately reflects the investigative findings, is concise, expresses the investigator's opinion, contains facts and data that the investigator relies on in rendering an opinion, contains the reasoning of the investigator by which each opinion was reached, and meets the needs or requirements of the intended audience(s).

**INSTRUCTIONS TO THE CANDIDATE:**

Prepare a written report, so that the report accurately reflects the investigative findings, is concise, expresses the investigator's opinion, contains facts and data that the investigator relies on in rendering an opinion, contains the reasoning of the investigator by which each opinion was reached, and meets the needs or requirements of the intended audience(s).

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided investigation information and incident reports				
2. Writes initial investigation report using provided materials				
3. Includes investigator's opinion of fire cause				
4. Includes facts and data that investigator relies on in rendering an opinion				
5. Reviews the report for grammar and accuracy				
6. Submits the report to the intended audience(s)				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass____ Fail____
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass____ Fail____
Candidate Signature:	Date:	Candidate: Print Name or Candidate #

**SKILL SHEET 21- 4.7.2**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given investigative findings, documentation, and a specific audience, the candidate shall express investigative findings verbally, so that the information is accurate, the presentation is completed within the allotted time, and the presentation includes only need-to-know information for the intended audience.

**INSTRUCTIONS TO THE CANDIDATE:**

Express investigative findings verbally so that the information is accurate, the presentation is completed within the allotted time, and the presentation includes only need-to-know information for the intended audience.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Obtains and reviews the investigation report and other provided information				
2. Identifies the audience members				
3. Verbally presents accurate information				
4. Presents only pertinent information for the intended audience				
5. Completes presentation within allotted time				
6. Answers follow-up questions from the audience without error				

Evaluator/Candidate Comments:		
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score
		Pass ___ Fail ___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score
		Pass ___ Fail ___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #



**SKILL SHEET 22 - 4.7.3**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given investigative findings, contents of reports, and consultation with legal counsel, the candidate shall testify during legal proceedings, so that all pertinent investigative information and evidence are presented clearly and accurately and the investigator’s demeanor and attire are appropriate to the proceedings.

**INSTRUCTIONS TO THE CANDIDATE:**

Testify during legal proceedings so that all pertinent investigative information and evidence are presented clearly and accurately and the investigator’s demeanor and attire are appropriate to the proceedings.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews provided information				
2. Presents information and evidence clearly and accurately				
3. Exhibits demeanor and attire appropriate to proceedings				
4. Asks questions of the prosecutor before testifying				
5. Answers questions from the prosecutor before testifying				
6. Testifies in court to prosecutor’s questions without error				
7. Testifies in court to cross-examination by defense counsel without error				

Evaluator/Candidate Comments:			
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score	
		Pass___	Fail___
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score	
		Pass___	Fail___
Candidate Signature:	Date:	Candidate: Print Name or Candidate #	

**SKILL SHEET 24 - 4.7.4**

**INSTRUCTIONS TO THE MONITOR/EVALUATOR:**

Given relevant data, contents of reports and consultation with legal counsel, the candidate shall conduct public informational presentations, so that information is accurate, is appropriate to the audience, and clearly supports the information needs of the audience.

**INSTRUCTIONS TO THE CANDIDATE:**

Conduct public informational presentations so that information is accurate, is appropriate to the audience, and clearly supports the information needs of the audience.

**REFERENCE SOURCE:**

NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, 2014 Edition

Performance Steps	Test		Retest	
	Pass	Fail	Pass	Fail
<b>Safely performs the following steps:</b>				
1. Reviews the investigation report				
2. Obtains a briefing from the Incident Commander				
3. Conducts a presentation within a 5-minute time limit				
4. Provides accurate information				
5. Provides information which clearly supports the information needs of the audience				
6. Answers questions from the audience				
7. Advises the Incident Commander of the presentation and questions				
Evaluator/Candidate Comments:				
Evaluator: Print Name/Signature:	Date:	Overall Skill Sheet Score		
		Pass__	Fail__	
Re-Test Evaluator Signature:	Date:	Overall Skill Sheet Re-Test Score		
		Pass__	Fail__	
Candidate Signature:	Date:	Candidate: Print Name or Candidate #		