



Volume:	I	ADMINISTRATIVE POLICIES
Chapter:		
Originated By:	Fire Prevention Division	
Subject:	Assignment, Arson Investigator	
Date:	March 12, 1997	
Review Month:		

**01.01 PURPOSE:**

To establish a policy for assignment of Arson Investigators to the Fire Investigations Unit utilizing qualifications and seniority.

**01.02 POLICY:**

The Miami Fire-Rescue Department will assign Fire Lieutenants to the position of Arson Investigator based upon seniority and qualifications.

**01.03 RESPONSIBILITY:****01.04 PROCEDURE:**

- I. The positions will be advertised department wide. Following are the selection criterion:
  - A. **ELIGIBILITY TO BID:** Permanent Lieutenants shall have a the right to bid for open positions. Members bidding for and receiving new assignments are not eligible to fill the vacant position created by their transfer.
  - B. **CERTIFICATIONS AND COURSE COMPLETION:** Proof of certification and/or completion of courses, shall be submitted at the time of bidding. Certifications and/or course's completed after the bid closing date will not be considered.
  - C. **SENIORITY:** Seniority used in bidding for open positions shall be seniority in grade.
  - D. **OPENINGS:**
    1. Vacant positions shall be advertised department wide.
    2. Members shall be given at least 15 days from the date of the official notice to bid for an advertised assignment.
    3. Members may be held in their current position until a replacement is properly trained.
- II. **POSITIONS:**
  - A. **ARSON INVESTIGATOR:** Arson Investigator positions shall be filled by a Lieutenant using seniority by priority group:
    1. **FIRST PRIORITY:** Bidders who are currently State Certified as a Fire Inspector.

<b>Volume:</b>	<b>1</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>Chapter:</b>		
<b>Subject:</b>	<b>Assignment, Arson Investigator</b>	

2. **SECOND PRIORITY:** Bidders who have successfully completed the training for State Fire Inspector Certification, but who have yet to sit for the State Exam.\*
3. **THIRD PRIORITY:** Bidders who are currently enrolled in the required training course to become eligible for the State Fire Inspector Certification Exam.\*
4. **FOURTH PRIORITY:** Bidders who are willing to take the required training at the next available offering to become State Certified as a Fire Inspector.\*
5. **FIFTH PRIORITY:** When no personnel apply for an advertised position, the unassigned Lieutenant who is State Certified as a Fire Inspector with least seniority shall be assigned, until another individual so qualified with less seniority becomes available.
6. **SIXTH PRIORITY:** If there are no unassigned Fire Lieutenants who are State Certified as a Fire Inspector, the swing Lieutenant with the lowest seniority shall be assigned until another individual so qualified with less seniority becomes available.
7. **SEVENTH PRIORITY:** If there are no swing fire Lieutenants that are State Certified as a Fire Inspector, the Lieutenant who is State Certified as a Fire Inspector with the lowest seniority in the Emergency Response Division will be assigned until another individual so qualified with less seniority becomes available.

Once an Arson Detection course has been offered and completed by the Department, the priority groups shall be changed to the following by seniority in group:

1. **FIRST PRIORITY:** Bidders who are currently State Certified as a Fire Inspector and have passed an approved Arson Detection course.
2. **SECOND PRIORITY:** Bidders who have successfully completed the training for State Fire Inspector Certification, but who have yet to sit for the State Exam and have passed an approved Arson Detection course.\*
3. **THIRD PRIORITY:** Bidders who are currently State Certified as a Fire Inspector.
4. **FOURTH PRIORITY:** Bidders who are currently enrolled in the required training course to become eligible to sit for the State Fire Inspector Certification Exam.
5. **FIFTH PRIORITY:** Bidders who are willing to take the required training at the next available offering, to become State Certified as a Fire Inspector and have passed an approved Arson Detection course.\*

Volume:	I	ADMINISTRATIVE POLICIES
Chapter:		
Subject:	Assignment, Arson Investigator	

6. **SIXTH PRIORITY:** Bidders who are willing to take the required training at the next available offering to become State Certified as a Fire Inspector, and an approved Arson Detection course.

**\*NOTE:** Personnel must successfully complete the training and must successfully pass the state certification exam within the time allowed by the State of Florida to maintain positions.

### III. APPROVED ARSON DETECTION COURSES:

- A. The following courses are approved as "Arson Detection" courses:

1. FFP 2240- Arson detection/Investigation (MDCC).
2. Florida State Fire College: Cause and Origin  
Chemistry for Arson  
Legal Issues  
Latent Investigations
3. Cause and Determination for Company Officers (to be taught by Arson Coordinator).
4. Arson Detection for First Responder (to be taught by Arson Coordinator).
5. Other courses that meet or exceed the content of the above courses may be submitted for approval to the Department's Labor Management Committee. These courses must be a minimum of 40 hours of classroom, require attendance and require that an exam be passed for completion.

### IV. DEPARTMENT COURSES:

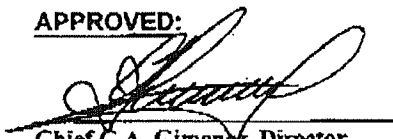
1. The Department sponsored courses shall be held for personnel to attend off duty. Forty (40) hour personnel selected to attend shall be granted E, V, or W. The Department shall sponsor an approved Arson course once a calendar year as a minimum. Department personnel who request to attend the course shall be selected in the following order:
  - a. **FIRST PRIORITY:** Lieutenants by seniority
  - b. **SECOND PRIORITY:** Firefighters by seniority
  - c. **THIRD PRIORITY:** Captains by seniority
  - d. **FOURTH PRIORITY:** CFO's by seniority

Volume: I	ADMINISTRATIVE POLICIES
Chapter:	
Subject: Assignment, Arson Investigator	

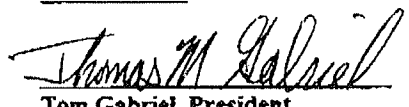
01.05 REVOCATION:

01.06 REVISION:

01.07 APPROVED:

  
Chief C.A. Gimenez, Director  
Department of Fire-Rescue

APPROVED:

  
Tom Gabriel, President  
Local 587

DATE: 5/4/98

