



## CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



### Arson Investigations

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Eff. Date 05/09/2018

#### **PURPOSE**

To provide arson investigative resources for arson (related) investigations. These resources will be available at a district's request for any fire/arson related investigations.

#### **MISSION**

Arson Detectives or Investigators will work closely with Madison Fire Department (MFD) investigative personnel in the investigation into the cause and origin of fires, collection of evidence and scene processing, interviewing of suspects and witnesses, and preparing cases for prosecution.

#### **PROCEDURE**

Upon receiving any of the following calls for service, an officer(s) and supervisor will be dispatched to the scene and/or victim's location:

1. Structure fire;
2. Vehicle fire;
3. Tampering with fire safety equipment.

The supervisor at the scene shall work with MFD command to determine if additional investigative resources are needed from either/both MFD and/or MPD.

If MFD advises they are dispatching an MFD Fire Investigator to the scene the scene supervisor shall notify the Officer in Charge (OIC) and advise of the circumstances surrounding the incident. Scene supervisors should also advise the OIC of any requests by MFD for additional MPD resources, beyond scene management/control.

Whenever arson/fire investigation results in loss of life, significant injury or property damage, or the cause of the fire appears intentional:

- During normal working hours, contact the Detective Lieutenant, or command staff of the district where the incident occurred.
- If outside normal working hours, contact the on-call Detective Lieutenant.

Upon direction from the District Detective Lieutenant or Command Staff, or the On-Call Detective Lieutenant, the OIC or District Detective Lieutenant shall assign the case to an appropriate district detective utilizing normal assignment or call-in procedures. The request for assistance from an arson detective may be based off of immediately known circumstances (such as loss of life or significant property damage) or may be made once the primary detective has determined the need and relayed that request through their district Detective Lieutenant or the on-call Detective Lieutenant. Any Arson Detective assigned a case outside of their district, or normal work assignment, should notify their direct supervisor as soon as practical. A current list of all Arson Detectives shall be maintained by the Arson Lieutenant and made available in the OIC's office.

## PERSONNEL

The Arson Lieutenant shall maintain an active list of Arson Detectives. Detectives who have attended, or plan on attending the WI IAAI Basic Fire Investigation training, or directly related training, are eligible to be an 'active' Arson Detective. Each year the list of Arson Detectives will be updated utilizing a supervisory input form.

All Investigators shall maintain a level of proficiency in their basic skills in order to adequately assist in the collection of evidence and processing of crime scenes. However, the Forensic Services Unit shall also maintain a minimum of two investigators with advanced training related to arson investigations. These Investigators may be assigned to assist any designated Arson Investigation as the Lead Investigator or to serve in an advisory capacity.

All Arson Detectives/Investigators will be assigned to the Fire/Arson Investigative Task Force.

While there is no cap on the number of Investigators or Detectives that may become Arson qualified, support of their immediate supervisor and a commitment to attend the requisite training within 6 month of selection is expected.

The Arson Lieutenant will be the Lieutenant currently assigned to FSU or a Lieutenant designated by the Captain of Investigative Services.

## TRAINING/STANDARDS

All designated Arson Detectives and Investigators shall successfully complete, at a minimum, the WI IAAI Basic Fire Investigation course. Any Arson Detective/Investigator who does not currently possess the WI IAAI Basic Fire Investigation training will need to complete this training no later than Dec 31, 2018.

In addition, each Arson Detective/Investigator shall complete at least 8 hrs of continuing training in arson-related investigations every two years. It is up to each Arson Detective/Investigator to maintain their own level of training. Training requests related to Arson Investigations should be routed through each Detective/Investigator's immediate supervisor – the same as other training requests.

The designated Arson Lieutenant shall review the training records of all Detectives/Investigators assigned to the Arson Investigation Task Force on a bi-annual basis, beginning on/near Jan 1, 2020. Detectives/Investigators who fail to maintain the required level of training will lose their designation.

## EQUIPMENT/SAFETY EQUIPMENT

A limited supply of turnout gear may be made available on an as-needed basis. Detectives and Investigators will not be expected to enter scenes that present an active fire hazard.

The Arson Lieutenant will maintain a supply of PPE to include boots, coveralls, gloves, half-face respirators, eye protect and hardhats. The PPE will be made available upon request.