

**San Luis Obispo County
Fire Investigation Strike Team
(SLOFIST)**

ADMINISTRATIVE PROCEDURES

Section I Meetings

The strike team will hold meetings bimonthly unless a request is made to meet more often. The meetings will focus on organizational issues, training, and discussion of recent fires.

Section II Officers

The team will appoint a President each June on odd numbered years for a period of two years. The term will begin in July. The President will be responsible for setting up the meetings, assisting in setting up the training and the general business of the team.

The team will appoint a Treasurer each June on odd numbered years for a period of two years. The term will begin in July. The Treasurer will be responsible for billing members for dues, maintenance of the team's checkbook and payment of bills after approval of the team.

The team will appoint a Secretary each June on even numbered years for a period of two years. The term will begin in July. The Secretary will be responsible for keeping minutes of each meeting.

Section III Quorum

A quorum will be five (5) members in good standing at any meeting. A quorum is needed to take any action at a meeting.

Section IV Dues

Each member shall pay dues to remain an active member of the team. The dues are \$25.00 per year and are due July 1 of each year and are delinquent if not paid by the end of September, each year.

San Luis Obispo County Fire Investigation Strike Team (SLOFIST)

Policies and Procedures Manual

Section I Purpose

The intent of SLOFIST is to provide a resource for manpower and expertise to assist local jurisdictions in conducting investigations of:

1. Fire scenes for determination of fire origin and cause and/or;
2. Explosions for determination of cause, as well as identification, preservation and collection of evidence related to the bombing.
3. Hazardous Material incidents.

The Strike Team may be approved to assist in a criminal investigation should arson or other criminal activity be determined.

Section II Administrative Policy

All members of SLOFIST will be expected to conform to their respective department's policies and procedures.

Section III Assignment of Personnel

The assignment of investigators to SLOFIST must be approved by the chief of their department and submitted to SLOFIST in writing.

The minimum education and training required to be a member of the Strike Team shall be as follows:

Trainee: Fire Investigation IA
 Application/Certificate Verification
 Department of Justice Background Verification

Level I Fire Investigation IA
 Fire Investigation IB
 PC 832 with Weapons Certification

Level II State Certified Fire Investigator I
 Fire Investigation IIA
 Fire Investigation IIB
 Or
 POST Level I Certification

Other Desired Qualifications/Training

Certification (State/CCAI/IAAI)
Peace Officer Standards and Training Certificates
CSTI/NFA Arson Investigation Classes
Continuing Education (min. 20 hours/year)
Professional Memberships (CCAI, IAAI, etc.)
Weapons Certification

Section IV Call Out

The call out for an investigator may be initiated by any of the member jurisdictions at their discretion in the following manner:

1. **Minimum qualifications for Call Out** – An investigator must meet the following minimum qualifications to be eligible for call out:
 - A. 20 hours C.E. per calendar year in a formal training curriculum.
 - B. Attendance to a minimum of 50% of SLOFIST meetings each calendar year.
2. **Single Increment Call Out** – The investigator may request a specific investigator or investigators at the scene.
4. **General Call Out** – If there is a need for a group call out, the investigator should request a General Call out.
4. **Automatic Aid Agreement** – Agencies/Investigators may enter into formal or informal agreements to cover their jurisdictions when they are on a planned absence.

When a request for an investigator is made, the San Luis Obispo Emergency Command Center will act as the notifying mechanism for the team. County Fire may be contacted directly by the individual or through his/her agency.

County Fire will page the investigator(s) requested. The investigator(s) will contact the Command Center ONLY if they are available and give an estimated arrival time. The Command Center will contact the requesting agency with ETA's on all investigators responding.

Section V Law Enforcement Liaison

The Investigator in charge will be responsible for serving as the law enforcement liaison within the jurisdiction of the incident. All members of the team will cooperate with all law enforcement agencies involved in the investigation. Team members will strive to maintain and enhance relationships with all law enforcement agencies through joint training sessions, periodic meetings to exchange information and joint case preparation.

Section VI Media Cooperation

SLOFIST will cooperate with the media to assist in obtaining information on matters of public interest. However, any and all information disseminated concerning a fire scene or explosion will be at the discretion of the investigator in charge. No team member will give information to the media until the investigator in charge has approved that information.

Section VII Accidents and Injuries

If a team member is involved in an accident or is injured, the Investigator in Charge will notify the member's agency and immediate supervisor immediately. The incident will be documented by both the investigator involved and personnel assigned from the team working with law enforcement (if required). Immediate emergency care will be given to the member in the most expedient manner.

Section VIII Host Agency Expenses

As long as an investigation continues, the host agency will be responsible for all meals for investigators, lodging if necessary, and other equipment needed for the investigation.

Section IX Reports

All reports will be completed and submitted to the investigator in charge in a timely manner.