

TITLE:	Arson Task Force
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Policy	
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PURPOSE

The purpose of this directive is to establish and delineate guidelines for the utilization of the Arson Task Force (ATF).

DISCUSSION

The Arson Task Force is a collaboration between the Santa Fe Police Department and the Santa Fe Fire Department. The ATF is responsible for the investigation and collection of arson or suspicious fires.

POLICY

It is the policy of the department that the ATF investigates fires related to arson and follow through with the process that may lead to prosecution.

PROCEDURE

GOAL

108.01 The Arson Task Force is a team effort in protecting property and city natural resources from the effects of an arson fire. The ATF also assist with major code enforcement for life safety to ensure the safety of the community.

OBJECTIVE

108.02 The ATF will follow the guidelines for proper documentation and investigation during callouts for suspicious or arson related fires. The Arson Task Force will report to the Investigations Commander for active investigations.

STAFF STRUCTURE

108.03 The Arson Task Force is comprised of up to eight investigators and a Team Commander. The Arson Task Force is a collateral duty assignment and will be placed under the Criminal Investigations Division on the department organizational chart. The Arson Task Force Commander, when functioning in that capacity, will report directly to the Criminal Investigations Division Commander regarding administrative or operational matters related to the ATF.

<p>The order of rank and positions for the Santa Fe Police Department Arson Task Force is as follows:</p> <hr/> <p>Criminal Investigations Division Commander</p> <p>Arson Task Force Commander (Sergeant or Lieutenant as designated by the Chief of Police)</p> <p>Arson Task Force Officers (By seniority)</p>

SELECTION

METHOD OF SELECTION

108.04 The ATF will select personnel for team assignment who are capable of achieving team goals and objectives. The following procedures are the methods employed in selecting members of the ATF.

- A. When there is a vacancy officers/detectives requesting assignment to the Arson Task Force shall submit a memo of interest and a memo of recommendation from their immediate supervisor and submit through their chain of command to the Chief of Police.
- B. Upon approval of the memos, the ATF Commander will schedule an oral board interview with the candidate. The oral board will consist of both police and fire arson investigators. The board will make selections based on knowledge of the ATF policy and information relating to critical incident response.

- C. will submit a memo of interest for the position and selection will be made following section 108.12. Open to Sworn Officers off probation.
- D. Upon being selected, the officer/detective will then have to complete the following training prior to being called out for an investigation.
 - 1. Complete the online training *Certified Fire Investigative courses*. The 40 classes are a 84 hours of training.
 - 2. Complete evidence and documentation for arson related fires under section 108.08.
 - 3. Complete fire ground safety and basic procedures.

- B. Upon selection new officers will be paired with a senior investigator for training prior to responding to any call outs. During this time the senior investigator will document performance of the officer in training.
- C. Members will also conduct one training a month at a minimum to maintain certifications and proficiency. Training will be conducted “on duty” time if possible and will deal with arson Investigation Techniques to include but not limited to:
 - 1. Investigations
 - 2. Documentation
 - 3. Photographs
 - 4. Crime Scene Procedures
 - 5. Fire Behavior

TRAINING

108.05 The Santa Fe Police Department Arson Task Force will conduct training at a minimum of once a month but can have more to meet needs of the team. The training will alternate from fire tactics to police tactics. The Santa Fe Fire Department will assist with training and provide updated certification courses to maintain certification.

SCOPE

108.06 The Santa Fe Police Department Arson Task Force will be a dedicated team to respond to arson related incidents. The arson team will be self-efficient, will process arson crime scenes and help in the prosecution of such cases.

METHOD

108.07 The following procedures are the methods employed in training members of the Arson Team:

- A. The Santa Fe Police Department will send new investigators to a 40 hour arson investigator course. Upon selection new officers must meet complete the arson investigator course within one year of assignment to the ATF. All Arson Task Force Officers shall meet the requirements outlined by the National Fire Protection Agency (NFPA). This training consists of a 32 block of instruction. Failure to meet the required training can shall be grounds for removal from the team.

DEPLOYMENT

108.08 Personnel assigned to the ATF will be available to provide a highly trained Arson Investigation Team capable of responding to fire arson incidents, including wildland and structural arson incidents, and to assist with documentation and prosecution. The arson team can assist other agencies upon approval from the Chief’s Office.

ATF RESPONSE TO CALL OUTS

108.09 The initial deployment will consist of two investigators. Investigators not certified can assist only and must shadow a certified investigator. The Arson Task will be called out under the following circumstances and procedures.

- A. All requests for the ATF to respond must be made through ATF commanders or designee.
- B. Notification will be made by on scene fire commander through dispatch.
- C. The ATF will respond to incidents of property damage due to arson estimated at \$10,000 or greater, serial arson cases, injuries related to arson and incidents approved by commanders.


ARRIVAL AT INCIDENTS

108.10 The Arson Task Force will adhere to the following arrival instructions for safety and to follow (N F P A) National Fire Protection Agency guidelines for such response.

- A. ATF investigators are to immediately check in with the Incident Commander for the Santa Fe Fire Department. ATF investigators are to give accountability tag to Incident Command for Incident Management.
- B. ATF investigators then will initial investigation check list.
- C. Notification of additional resources and status update will be made to the ATF commander.
- D. ATF investigators are to notify chain of command for active investigations.

- 7. Nomex Fire Hood
- 8. 3M 6200 Face Mask

108.13 ATF Officers will maintain their issued equipment secured in their department vehicles to expedite their response during call outs.

APPROVED: 
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Chief of Police

DATE: 03/01/19

DOCUMENTATION

108.11 Arson Task Force officers are responsible for completion of all necessary documentation and reports regarding arson investigations they participate in. All arson forms must be completed and attached to initial report. Reports shall be completed in accordance with *Directive 68.1.04* and *Directive 69.1.01, Paragraph E*.

UNIFORMS

108.12 Officers assigned to the arson team shall wear OD green 5.11 tactical pants and approved Department polo shirt for training and operational call outs. Officers upon arrival shall then utilize department issued safety equipment. After investigation all equipment must be cleaned to prevent cross contamination. Cleaning must adhere to NFPA 1902.

- 1. Safety Glasses
- 2. Blue Arson Fire Helmet
- 3. Black Nomex Flight Suit
- 4. Leather Gloves
- 5. Firefighter Turnout Gear
- 6. Fire Resistant Boots