

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Assistant Chief Arson Investigator		Class Code: 005SB0
	FLSA Status: Exempt	Salary Schedule: POLE	Effective Date: 10-6-14
	Summary Incumbent performs a variety of duties related to the enforcement of Arson Law and investigation of suspected arson cases.		

Duties:

- Assists the chief in conducting investigations of fires and explosions of suspect origin;
- Assists the chief in conducting investigations of deaths resulting from fires or explosions;
- Gathers and prepares evidence for court proceedings;
- May directly supervise or provide direction to lower level arson investigators;
- May assume chief's responsibilities in his/her absence;
- Operates investigative tools such as polygraph, breath analysis, fingerprints, cameras, tape recorders, data processing output and chemical analysis to detect and document criminal evidence;
- Interrogates suspected arsonists and prepares subsequent statements;
- Presents evidence to prosecutors;
- Testifies in court proceedings;
- Arrests individuals when findings warrant;
- Works with various federal, state and local law enforcement agencies as a team member in order to provide and gain collaborative information;
- Exercises full police powers in assisting other law enforcement agencies in emergency situations;
- Performs related duties as required.

Job Requirements:

- Specialized knowledge of criminal law, criminal procedural law and criminal rules of evidence as they apply to arson and related crimes;
- Considerable knowledge of, and ability to apply, methods, techniques and procedures of criminal investigations;
- Specialized knowledge of the cause, origin and chemistry of fire;
- Knowledge of, and ability to perform, various chemical tests, operate specialized investigator equipment such as polygraph, fingerprints, cameras, etc.;
- Ability to analyze various findings and reports in order to proceed with investigations;
- Effectively communicate, both orally and in writing;
- Graduation from the Police or Fire Academy.

Difficulty of Work:

Work involves moderately complex task requiring the comprehension of, and the ability to apply, the generalized techniques of criminal investigation.

Responsibility:

Incumbent works under the general supervision of the Arson Division Chief. Findings are reviewed by the supervisor during the course of an investigation for content to determine possible relationships to other crimes under investigation. Work follows standardized investigative procedures, but incumbent uses independent judgment in applying these procedures to individual situations. Errors could result in failure to apprehend a dangerous criminal, injury or loss of life to the incumbent.

Personal Work Relationships:

Contacts are with law enforcement officials of various government agencies as well as various law offenders. The purpose of the contacts involves the full enforcement of the law.

Physical Effort and Work Environment

Incumbent is exposed to weather outdoors, but normally is not exposed to extreme inclement weather conditions for prolonged periods of time. Incumbent is required to use physical force to apprehend law violators from time to time. However, physical demands normally require walking, standing and staying awake for extended periods of time.