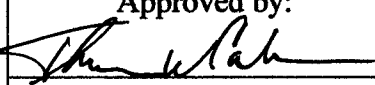




WARE FIRE DEPARTMENT Standard Operating Guideline

Effective Date: August 2009	SOG Category & Identification Number: Administrative AMD-010	Revision:
SOG Title: Fire Investigation Procedures		
Approved by: 	Re-evaluation Date: August 2010	Number of Pages: 2

Purpose: To identify the proper procedures on how to determine the origin, cause and other factors that may have contributed to the ignition and growth of the fire.

Scope: This guideline shall apply to all fire investigators and officers of the Ware Fire Department.

Application:

- The Ware Fire Department shall investigate all fires and explosions, cause and circumstances and report in writing to the fire marshal within forty-eight hours as required by Massachusetts General Law, Chapter 148 Section 2,4, and 5.
- A brief report detailing a status of the investigation shall be furnished to the Fire Chief within twenty-four hours.
- Officers shall ensure that incident scenes are protected from contamination/destruction until origin/cause has been determined and the scene is released.
- Only trained fire investigators shall conduct investigations of origin and cause.
- Complete washdown, overhaul and salvage operations shall be delayed in the area of origin or suspected area of origin and until the fire investigator has released the area.
- A systematic approach is to be used in processing every fire scene. The fire investigator's job is to determine the exact origin and cause of a fire or explosion by considering all possibilities of how and where the fire started.
- A team approach of fire investigators and trained police fire investigators shall be utilized whenever possible.
- Fire investigators may work with insurance adjusters and/or private investigators throughout and after the investigation. Fire investigators are responsible for notifying the Fire Chief or Deputy Chief of ongoing investigations and whenever interviews are going to be conducted.

- **If necessary the fire investigator will document a fire scene with still photographs, and diagrams when the scene is safe and deemed secure for entry.**
- **The release of the property back to the owner or representative should be documented in the fire log and in the investigators report so that there is no question about when it occurred.**
- **All information obtained by the fire investigator shall remain confidential until a determination is made and approved by the Fire Chief or his designee.**