

OFFICE OF THE STATE FIRE MARSHAL FIRE INVESTIGATOR NEW CERTIFICATION

Instructions to apply as a Certified Fire Investigator

To apply to be a Certified Fire Investigator with your agency in the State of Kansas, you:

1. Must be a United States citizen.
2. You are a full-time, paid member of a fire department or a law enforcement agency. KSA 31-157 states that only full-time personnel who are members of a paid fire department shall have law enforcement authority.
3. You have not been convicted, or do not have an expunged conviction, for domestic violence.
4. You must have completed the U.S. Fire Administration Fire Investigation: Essential R0206 course or have attended the reciprocity course offered in Kansas through the Kansas Chapter of the International Association of Fire Investigators (KS-IAAI) within the last 5 years according to K.A.R. 22-19-2.
5. You must have completed the 80-hour course in law enforcement training as prescribed by K.A.R. 22-19-2 within the last 5 years.
6. You have been fingerprinted, with a search of local, state, and national fingerprint files, to determine whether the applicant has a criminal record. The Investigation Division of the Office of the State Fire Marshal (OSFM) will also be conducting a criminal history check at the time you apply for certification. The Investigation Division has this authority as well as the capability to conduct background checks.
7. You must have the recommendation of your Agency Head to become a Certified Fire Investigator. He/she understands the responsibilities and liabilities of having a person with limited law enforcement authority, and that all liabilities fall on you and your agency, that the OSFM takes no responsibility or liability for your actions in the performance of your duties as a fire investigator.

Verify Information	Check
I am a US Citizen?	<input type="checkbox"/>
I am a full-time paid member of my agency?	<input type="checkbox"/>
I have not been convicted of a felony or of a domestic violence crime?	<input type="checkbox"/>
I have completed the basic fire investigation course and have attached paperwork?	<input type="checkbox"/>
I have completed the basic law enforcement course and have attached paperwork?	<input type="checkbox"/>
If applying as a CFI II, I have attached my weapons qualification paperwork?	<input type="checkbox"/>
I have attached two fingerprint cards for my background?	<input type="checkbox"/>
I have the approval of my agency head, and he/she understands the responsibilities and liabilities involved with me having limited law enforcement authority?	<input type="checkbox"/>
I have completed the Brady/Giglio questionnaire.	<input type="checkbox"/>

Return all three completed pages of the application and all training documentation to the Office of the State Fire Marshal, Attn: Investigation Division, 800 SW Jackson St, Suite 104, Topeka, KS 66612. Fax Number (785) 368-6559. Email address osfminv@ks.gov.

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OSFM Use Only
Certification # _____
Approve <input type="checkbox"/> Deny <input type="checkbox"/>
Date _____
Expires _____

Complete all information below. If you have questions, please contact the office at (785) 296-8984.

You are applying for: Fire Investigator I Fire Investigator II

Applicant Contact Information:

Name: _____

Agency: _____

Agency Mailing Address: _____

Home Mailing Address: _____

Phone (Work): (____) _____ Phone (Mobile): (____) _____

Agency Email: (Must be an agency email address) _____

BATS ID Number: _____

Identification Information:

Other Names Used: _____

Male: Female: Date of Birth: _____

Driver's License State and Number: _____ Race: _____

Scars, Marks, Tattoos: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____

Have your fingerprints been submitted to KBI within the last 6 months? Yes: No:

****If not please send two sets of cards with your application. This office will ensure they are sent to the correct personnel at the KBI. You may also submit them electronically through your local police department or sheriff's office. If you choose to do this, please be sure to use an applicant fingerprint card for criminal justice employment and change the ORI to the Fire Marshal's Office. If you need the OSFM's agency ORI please contact our office. If this is not done, your application will be delayed.**

Return all three completed pages of the application and all training documentation to the Office of the State Fire Marshal, Attn: Investigation Division, 800 SW Jackson St, Suite 104, Topeka, KS 66612. Fax Number (785) 368-6559. Email address osfminv@ks.gov.

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Authorities

1. Ask your Agency Head or authorized designee to complete the Agency Head's statement.
2. Please print your name, sign, and date the applicant statement and have it notarized.

Applicant's Agency Head

Applicant's Agency Head: _____
Agency Head's Printed Name

I, the undersigned, am the person authorized to verify the applicant's information. I hereby certify under penalty of perjury under the laws of the State of Kansas, that all information contained in this application is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection. That the person applying as a Fire Investigator will have limited law enforcement authority within the jurisdiction of this agency, and that my agency takes all responsibility and liabilities for the actions of this person while in the performance of their duties as a fire investigator.

Agency Head Signature

Agency Head Email Address

Date

Applicant

Applicant: _____
Applicant's Printed Name

I, the undersigned, am the person applying as a Certified Fire Investigator. I hereby certify under penalty of perjury under the laws of the State of Kansas, that all information contained in this application is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Applicant's Signature

Date

State of Kansas, County of _____

Subscribed and sworn before on this _____ day of _____ 20 _____.

Notary Public Signature

Certified Fire Investigator Brady / Giglio Questionnaire

1. As far as you know, have you been the subject of an internal investigation within the last ten years that resulted in a substantiated finding that you engaged in misconduct involving dishonesty? Examples include but are not limited to the filing of a false report, fraud in reporting hours worked, or misrepresenting information on an application for employment or promotion.

Yes No

2. As far as you know, have you been the subject of an internal investigation within the last ten years that resulted in a substantiated finding that you engaged in misconduct that reflects on your integrity in the enforcement of the law? Examples include but are not limited to the intentional destruction, alteration, or false attribution of evidence of a crime, the misuse of government data for personal or pecuniary gain or compromising the exercise of law enforcement duties for personal or pecuniary gain.

Yes No

3. Have you ever been terminated from a law enforcement agency or fire department for misconduct or resigned from a law enforcement agency or fire department while an internal investigation was pending?

Yes No

4. Have you been arrested, charged or convicted of any felony?

Yes No

5. Have you ever been convicted of a crime of dishonesty? Examples include theft, fraud, embezzlement, and perjury.

Yes No

6. In the last five years, have you been convicted of a misdemeanor, including driving under the influence of alcohol or drugs but excluding traffic violations?

() Yes () No

7. As far as you know, have you been the subject of an internal investigation within the last ten years that resulted in a substantiated finding that you engaged in misconduct involving the use of force? In this context, the "use of force" means the use of a firearm, Taser, explosive device, chemical agent, baton, impact projectile, blunt or sharp instrument, or vehicle against an individual or the use of a part of your body to inflict physical harm against another individual.

() Yes () No

8. As far as you know, have you been the subject of an internal investigation within the last ten years that resulted in a substantiated finding that you engaged in discrimination or harassment against a member of a protected class of persons, such as based on race, ethnicity, sex, religion, national origin, or sexual orientation?

() Yes () No

9. If you use social media such as Facebook, Twitter, Instagram, or similar platforms, or if you blog, comment, or post on the internet, could any of your social media or internet activities create a reasonable question as to your credibility as a witness, any discriminatory bias against a protected class of persons or bias against a participant in the proceeding, or your integrity as a police officer?

() Yes () No

Applicant: _____
Applicant's Printed Name

I, the undersigned, am the person applying as a Certified Fire Investigator. I hereby certify under penalty of perjury under the laws of the State of Kansas, that all information contained in this portion of the application is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

Applicant's Signature Date

State of Kansas, County of _____

Subscribed and sworn before on this _____ day of _____ 20_____.

Notary Public Signature