

# OFFICE OF THE STATE FIRE MARSHAL FIRE INVESTIGATOR RECERTIFICATION

## Instructions to recertify as a Fire Investigator

To recertify as a 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, of a felony or for domestic violence.
4. You have completed the firearms training prescribed for law enforcement officers under K.S.A. 74-5602a et seq, if you are applying for a CFI II.
5. You have earned at least 60 points in the three-year period since your initial certification. Points shall be earned as follows:
  - a. At least 30 points shall be earned for training that directly relates to fire investigation skills. Points are earned at the rate of one point for every clock-hour of department-approved training attended or taught. Ten (10) points shall be earned for every college-level course of 3 or more credit hours that applicant achieves a grade of C or higher if the course relates to fire investigation skills. No more than 10 points shall be applied from instruction. A maximum of 40 points may be earned.
  - b. At least 10 points shall be earned in experience points. These shall be earned for performing fire scene investigation and entering reports into the Bomb and Arson Tracking System (BATS), within the prescribed time limits. Reports must contain the correct and proper information as prescribed in K.A.R. 22-19-5. Points are earned at the rate of one point per fire investigation performed or supervised. A maximum of 20 points may be earned.
  - c. At least 10 points of training in law enforcement related courses.
6. 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 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 conducted and/or assisted with at least ten fire investigations, and they have been entered into BATS within the appropriate time. (attach list of BATS case #'s)	<input type="checkbox"/>
If applying as a CFI II, I have attached my weapons qualification paperwork?	<input type="checkbox"/>
I have attached a copy of the certificate(s) of completion for all training.	<input type="checkbox"/>
I have completed the Brady / Giglio questionnaire.	<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"/>

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](mailto:osfminv@ks.gov).

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<b>OSFM Use Only</b>	
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 to recertify for: Fire Investigator I \_\_\_\_\_ Fire Investigator II \_\_\_\_\_ Transfer \_\_\_\_\_

### Applicant Contact Information:

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Phone (Work): (\_\_\_\_) \_\_\_\_\_ Phone (Mobile): (\_\_\_\_) \_\_\_\_\_

Agency Email: (Must be an agency email address) \_\_\_\_\_

OSFM CFI Certification Number: \_\_\_\_\_ BATS ID Number: \_\_\_\_\_ (Required)

### Identification Information:

Other Names Used: \_\_\_\_\_

Male:  Female:  Date of Birth: \_\_\_\_\_

Driver's License State and Number: \_\_\_\_\_ Race: \_\_\_\_\_

Scars, Marks, Tattoos: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_

Points Earned	
Type of Points	Amount Earned
Fire Investigative Training (minimum = 30 maximum = 40)	_____
Experience (minimum = 10 maximum = 20)	_____
Law Enforcement Training (minimum = 10)	_____
Total (must equal at least 60)	_____

# OFFICE OF THE STATE FIRE MARSHAL FIRE INVESTIGATOR RECERTIFICATION

## 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 to recertify as a Fire Investigator will have limited law enforcement authority within the jurisdiction of this agency, as per K.S.A. 31-157 and K.S.A. 22-2401a, 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