POLICIES and PROCEDURES

&

Standard Operating Procedures

Will, Cook,

Grundy county

FIRE INVESTIGATION

TASK FORCE



(Formerly known as the South Suburban Fire Investigation Task Force)

**Adopted: December 12, 2013**

**Effective Date: January 1, 2014**

**Will-Cook-Grundy County Fire Investigation Task Force**

Policy and Procedures

**Section I. PURPOSE**

The purpose of these Standard Operating Procedures hereafter referred to as SOP's, is to establish the organizational and administration of the task force guidelines and direct the Fire Investigation Task Force members in the performance and assigned investigational tasks related to origin and cause of a fire.

The Task Force Executive Board shall observe “Roberts Rules of Order” when conducting business meetings to include but not limited to annual, quarterly, monthly, executive session or special meetings to ensure the effectiveness and rules of order shall be enforced for all meetings.

The Executive Board (President, Vice President, Treasurer and Secretary) reserves the right to govern the task force operational effectiveness including administration, staff appointments, financial affairs, make appointments to the governing board of trustees and the right to discipline command staff and task force personnel.

The policies and procedures establish the Standard Operating Procedures are designed to increase the effectiveness, the efficiency, and operational authority of the task force through the implementation of the incident command structure, training, and education, promoting awareness, mutual understanding, cooperation, and uniformity within the participating M.A.B.A.S. Divisions. The policies and procedures govern the administration and the activities of the Will Cook Grundy County Fire Investigation Task Forces are set forth herein.

All fire, arson and law enforcement investigators assigned to Will Cook Grundy County Fire Investigation Task Force will follow all established County and Municipalities Police (ILEAS Agreements) and Mutual-Aid Agreements and Mutual Aid Box Alarm System, hereafter referred to as M.A.B.A.S., Division agreements.

All members of the Will Cook Grundy and County Fire Investigation Task Force shall have (*written)* authorizationon file from their (signed by the fire or police chief of the participating fire or police department for each participating member.)

All participating M.A.B.A.S Divisions within the Will Cook Grundy and County Fire Investigation Task Force shall have a written Memorandum of Understanding authorization on file with the Task Force Executive Board Secretary. The Memorandum of Understanding authorization between the task force and that participating MABAS Division must be signed by the participating MABAS Division president and or board of officers for that participating MABAS Division.

Any non-member of an organized MABAS Division fire department or police agency within the task force must have a signed Memorandum of Understanding authorization signed by the participating agency fire chief or police chief of that participating fire or police agency as an active member agency within the task force and for each participating member assigned from the that agency to the task force.

**Section II. ORGANIZATION**

**A. DEFINITIONS**

The following definitions are applicable to the terminology used in this policy and procedure manual:

\* Note: For clerical purposes, the following organizational name of the Will Cook Grundy County Fire Investigation Task Force shall be abbreviated as the “Fire Investigation Task Force throughout the remainder of this document.”

1. **FIRE INVESTIGATION TASK FORCE:**

The Fire Investigation Task Force is a support and management system developed for the implementation of available investigative resources and strategies to assist a requesting agency or MABAS Division by providing additional manpower and professional fire investigative expertise to conduct an origin and cause determination of major fires within the stricken agency jurisdiction.)

The task force concept is an available resource to mobilize public and private sector resources, coordinate responsibilities and integrates the efforts of both fire and law enforcement agencies, with specialized resources and expertise involved in the determination as to the origin and cause of a fire or explosion utilizing an organized strategy.

The Task force concept is not to assume responsibility for implementing a criminal investigation, the pursuit, or prosecution of an individual(s) responsible for committing criminal acts in violation of state or federal criminal statutes pertaining to arson or explosion related incidents. The primary responsibility of the task force is to assist the stricken agency or community in the determination of the origin and causation of such incidents.

2. Guidelines for Task Force Response

1. Commercial structures having an estimated value of $350,000.00 or more.

2. Public or Private Schools, Church’s, Municipal or Governmental buildings

supported in part or in whole by state or federal funding.

3. fatalities, great bodily injuries involving civilians, public safety personnel.

4. Death or life threatening injuries to public safety personnel or civilians .

5. Multiple fires occurring within in the same jurisdiction or MABAS Division.

6. Large dollar loss in excess of $350,000 involving residential, commercial, or other structures.

7. Multiple incendiary fires occurring within the same jurisdiction or area within a 24-hour period.

Central Dispatch will obtain all pertinent information regarding the request to include the following;

1. Name of requesting agency (MABAS Division, fire, police department, or requesting agency).

2. If possible Name, and contact number(s) for the on scene incident commander or requesting agency.

3. Incident location of the fire/explosion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. Location/staging area of the on scene Incident Command.

5. Type of Incident – structure fire, explosion, fatalities, or life threatening injuries to public safety personnel or civilians.

6. Type of structure – (commercial, multi-family, industrial, church, federal,

State or governmental structure).

**Recommended Guidelines for Task Force Activation/Response based on operational needs at the time of the requesting agency request for assistance.**

Example 1: large loss fire involving structural collapse with no loss of life or great bodily harm, recommendation for task force activation to assist with the origin and cause under normal operational hours consistent with day light for summer and winter operations, suggested period for normal day light operations is 07:00 to 17:00 hours

Example 2: immediate response activation for fires involving loss of life, great bodily injury to civilian or public safety personnel, potential loss of physical evidence due to weather conditions, inability to secure and maintain the scene, suspect(s) identified and or in custody.

3. Fire Investigation Task Force Activation

a. An investigation by the Fire Investigation Task Force shall be initiated when the (local, county, state, or federal) Fire or Police Department Incident Commander initiates a (request for assistance in determining the origin and cause of a fire or explosion.)

b. To qualify fire incidents shall have occurred within (participating) communities (M.A.B.A.S Divisions or law enforcement agencies) represented by the Fire Investigation Task Force.

d. Activation of the Task Force is initiated by contacting the Orland Central Dispatch Communication Center at 708-349-312l.

4. Dispatch Center is Responsibilities

a. The dispatch center will immediately notify the Task Force Commander or the on call designated Task Force Deputy Commander of the task force request.

b. The dispatch center will activate the designated Task Force Box Alarm Assignment for the appropriate area and response to the request for assistance.

c. The dispatch center will request assistance from the following state and

Federal agencies for a Special Agent/Arson Investigator to respond to the Task

Force Box Alarm.

1. **State Fire Marshal IEMA Arson Hot Line 1- 800- 252- 2947**
2. **ATF Response Center at 1- 888- 712 – 2400**

\*\*\* The ATF-NRT will be requested to respond to a Task Force Box Alarm involving federally owned or federally supported property, churches, financial institutions, governmental buildings or facilities, incendiary devices or explosives devices, hate crimes involving race, gender, or other forms of religious facilities.

**Section III EXECUTIVE and GOVERNING BOARD**

1. Executive Board will consist of a president, vice president, secretary and treasurer.
2. The Executive Board President shall be elected every two years

(even number years).

1. The Executive Board Vice President shall be elected every two year

(odd number years).

1. The Executive Board Treasurer shall be elected every two years

(even number years).

1. The Executive Board Secretary shall be elected every two years

(odd number years).

The Executive Board Officers will oversee the management and administrative operational effectiveness of the Task Force. The executive board members are bound by the Policy and Procedures set forth to elect members, review and make appointments, management, operational effectiveness, establish task force policies and procedures, financial management, approval of expenditures and operating budgets of the task force.

The Executive Board Officers serve as the chief operating officers, to ensure the task force mission for the benefit of the participating MABAS Divisions and Member Counties are implemented and that the policy & procedures and the standard operating procedures are governed effectively.

The Executive Board shall be elected by nomination and second and will be voted upon by the executive board members, five governing board directors and command staff (Commander and Deputy Commanders) and having the authority pursuant to the Policy and Procedures related to task force business.

The executive board reserves the right to govern the task force administrative operational effectiveness including administration, financial, discipline, appointment, and removal of command staff and task force personnel.

The Executive Board is responsible for authorization and payment of all accounts payable, the authority to authorize and issue payment in accordance with the administrative authority for the financial and operational effectiveness of the task force.

Task Force Command Staff appointed by the Executive Board shall include, one Task Force Commander, two Deputy Commanders (1- West, 1- East); 1 Director of Training & Education and five Area Commanders - (one Area Commander for each of the five participating M.A.B.A.S Divisions.)

1. Governing Board Directors will consist of one representative from the participating five M.A.B.A.S Divisions 15, 19, 22, 24, and 27.
2. Governing Board Trustee are defined as a representatives appointed to represent their perspective agencies within the task force will consisted of representatives from the States Attorney, Sheriff Police, ISP Crime Lab, the Office of the Illinois State Fire Marshal, Bureau of Alcohol Tobacco and Firearms, and the Federal Bureau of Investigation.

(b) Voting Authority

1. Executive Board, Governing Board of Directors and the Task Force Command Staff, Commander, Deputy Commanders will have voting authority to approve appointments, policy and procedures, and operational needs of the task force.
2. The Executive Board shall vote on operational and financial expenditures, accounts payable, disciplinary actions pertaining to the task force members.
3. The executive board shall review all recommendations, regarding expenditures, accounts receivable, requisitions, appointments, recommendations submitted by the Task Force Commander and the Director of Training for approval.

1. Approval of all expenditures requires the executive board members present at the Executive Board meeting or by voting in the event of extenuating circumstance to cast a vote by one or more of the following methods; conference call, e-mail, fax, text vote pertaining to executive boards authority.
2. Board of Directors will have one vote each regarding election of Executive Board members, Governing Board of Directors and the good and welfare of the task force.

2. Quarterly meetings – by roll call vote of the executive board, board of directors and command staff present at the time the vote is called for.

(a) A simple majority vote shall carry any measure.

(b) A simple majority consist of (3) Executive Board members, (3) MABAS Division Governing Board Directors and (1) Command staff (Commander/Deputy Commanders) shall be present to constitute a quorum for voting purposes.

(c) Voting shall be by roll call of the voting members present.

(d) Emergency and or special circumstance requiring immediate action/voting approval by the executive board may be initiated by the executive board in one of the five acceptable methods, by conference call, e-mail, fax, text, or phone to cast a vote.

(3) The executive board shall review and maintain the conditions and terms of intergovernmental agreements (MABAS or ILEAS Agreements) for membership in the Will-Cook-Grundy County Fire Investigation Task Force.

(4) Executive Board Officers shall meet prior to each quarterly meeting.

(5) Executive and Governing Board of Directors shall meet (quarterly) minimum of 4 times per year in accordance with State of Illinois 501C(3) Non- for-Profit Requirements or as deemed necessary within the calendar year January 1 to December 31to ensure the operational effectiveness of the task force.

(6) The Will-Cook-Grundy County Fire Investigation Task Force will undergo an annual internal operational audit and evaluation by the Executive Board to assess the performance of the task force in the prior calendar year.

(6) Executive Board will appoint an external audit committee in September of each calendar year to audit the task force financial records.

(7) The Audit of the financial records will be completed by an independent auditing agency and a detailed report of the internal audit findings will be submitted to the Executive Board by the 31 day of December of each year.

* 1. The audit will include the Task Force budget, annual dues, operating expenditures, annual conference accounts receivable and all expenditures.
  2. The Executive Board will appoint in September of each calendar year an internal audit of the operational effectiveness of the task force to include records, reports, task force personnel attendance, monthly training records, annual conference, and minutes of the executive and quarterly meeting and task force equipment inventory.
  3. The internal audit committee will be responsible to file a report in January of the following year outlining recommendations, establish a time line for implementation related to correction of deficiencies and recommendation for improvements. The executive Secretary is responsible to maintain a record of each yearly audit.

(d) The internal audit committee appointed by the executive board will audit the task force as whole make recommendations to the executive board for the administrative operational effectiveness of the task force.

(8) The Executive Board shall be responsible to approve all expenditures over $100.00

1. Approval of expenditures requires two-thirds majority vote (approval) by Executive Board.
2. All checks/monies issued from the task force accounts will require two signatures by the task force executive board for all expenditures and requires the signature of the Treasurer and (1) signature of either the task force President, Vice President or Secretary.

(c) Voting by e-mail, fax, text, or by conference calls will be allowed in the event an extenuating circumstances that require immediate action of an expenditure requiring executive board approval. All voting members must be advised in writing by e-mail of the circumstances related to the request for the special meeting; the vote must be recorded and entered into the task force official records by the Executive Board secretary and maintain as part of the task force permanent records.

**Section IV Task Force Demographics**

The Will-Cook-Grundy County Fire Investigation Task Force consists of the following participating agencies/personnel:

1. Cook, Grundy, and Will County Sheriff Police assistance as needed from their perspective criminal investigation units.

2. Illinois State Police Forensic Laboratory (Joliet/Chicago) shall provide laboratory analysis.

3. Illinois State Fire Marshal Division of Arson Investigation may provide

Special Agent/Arson Investigator or a canine unit to assist with the origin and cause investigation.

4. U.S. Department of Justice, Bureau of Alcohol, Tobacco and Firearms (BATF) may provide a special agent (CFI or Special Agent) to assist with the investigation involving federal nexus and/or special resources (National Response Team pertaining to the NRT protocol for response.)

5. Cook-Grundy and Will County State Attorney's Office provide an Assistant State's Attorney as a liaison for prosecution and legal assistance as needed for all criminal related incidents.

7. Each M.A.B.A.S. group will provide Certified Fire or Arson investigators for

for assignment to the Origin and Cause Fire Investigation Task Force.

8. The Will-Cook-Grundy Fire Investigation Task Force will work closely with all fire and law enforcement agencies within Cook, Grundy, and Will Counties.

9. When requested to the scene of an incident the Task Force is that of an assisting resource to augment the origin and cause investigation as directed by the requesting stricken agency or jurisdiction having authority.

10. Additional follow-up investigation will be conducted by the lead investigative agency or jurisdiction having authority (to include local, county, state, federal law enforcement agencies, Office of the State Fire Marshal Division of Arson Investigation, Alcohol Tobacco and Firearms or Federal Bureau of Investigation.

**Section V - CODE Of CONDUCT**

1. **Task Force Members**

Task force members, whether on duty or off duty, shall be governed by the ordinary and reasonable rules of good conduct and behavior established by each individual agency/department code of ethics and shall conduct their private and professional lives in such a manner as to avoid reproach or discredit upon the Origin and Cause Fire Investigation Task Force.

(a) Conduct unbecoming by any member of the task force will not be tolerated and shall be subject to disciplinary action to include suspension and or dismissal from the task force.

1. Conduct that is considered as unbecoming includes but not limited to verbal and physical altercations at any time while in the general public view and or at sanction task force training, meetings, or official events.
2. Unethical, lewd or in appropriate sexual behavior.
3. Use of alcohol or other substances that impair a person(s) ability to perform his or hers duties.

(b) **CONDUCT TOWARDS THE PUBLIC**

Task force members shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, not using harsh, violent, profane or insolent language and always remain composed, regardless of provocation to do otherwise.

(c) **CONDUCT TOWARDS SUPERIORS/SUBORDINATES**

Members shall treat officers, subordinates and associates with respect at all times. They shall be courteous and civil at all times in their relationship with

one another while on duty, at official sanctioned events, training, meetings, or as a representative of the task force in official capacity and in the presence of other task force members, public safety personnel, employees or the general public.

(d) **COOPERATION**

All Origin and Cause Fire Investigation Task Force members are charged with establishing and maintaining a spirit of cooperation within the task force system.

(e) **COORDINATION**

Incarrying out the functions of the Origin and Cause Fire Investigation

Task Force, members shall direct and coordinate their efforts in such a

manner as will tend to establish and maintain the highest standards of

professionalism and efficiency.

(f) **PERFORMANCE OF DUTY**

All members shall perform their duties as required or directed by law,

Fire/Police Department rules, policy or order, or by a higher ranking

officer. All lawful duties required by competent authority shall be

performed properly as directed, notwithstanding the general assignment of duties and responsibilities.

(g) **IMMORAL OR INDECENT CONDUCT**

a. Members are prohibited from engaging in any immoral or indecent

conduct including association with known prostitutes, gamblers, and

criminals (convicted felons other than in an official capacity), individuals of questionable character and reputation or frequenting places of questionable reputation except in the performance of duty.

b. No Task Force members shall consume, ingest, inject or inhale any form of intoxicant while in the performance of his/her duties while in official capacity which includes sanctioned training, seminars, conference or response call outs.

c. Any Task Force member found in possession of illegal intoxicants, ingest, inhale, injects or uses any form of illegal substances or has been arrested and or convicted of any violation of ILCS Criminal Code shall be immediately dismissed from the Task Force.

d. Any member who has been arrested for a drug related incidents, which they have been convicted by a court of law or plea agreement, shall be immediately dismissed from the Task Force.

e. Any member who has been arrested for any criminal acts in violation of state or federal criminal code, which they have been convicted, by a court of law or plea agreement shall be immediately dismissed from the Task Force.

**Section** **VI SECURITY OF TASK FORCE BUSINESS**

Members shall not reveal any investigative information outside the Origin and Cause Fire Investigation Task Force except as required by law or competent authority, specifically information contained in an investigative reports, findings or opinions are considered confidential information.

(1) Violation of the security of this type of information reflects gross misconduct. The jurisdictional community and the Origin and Cause Fire Investigation Task Force shall have copies of all reports and records.

(a) No Task Force member (s) shall divulge any information

pertaining to the fire or explosion investigation involving the Task Force, M.A.B.A.S Division, Law Enforcement Agency, Professional Engineering Firm, or information obtained during the course of the investigation by or through supporting agencies.

(b) No Task Force Member(s) or member of any M.A.B.A.S Division or Law Enforcement agency assigned to a Task Force Investigation shall divulge any information pertaining to the fire or explosion investigation involving the Task Force or information obtained during the course of the investigation to his or her secondary employment (Private Origin and Cause Firm /Insurance SIU/or other Investigative Agency).

(c) Any Task Force member (s) whom are employed by (secondary employer) being a (Private Origin and Cause Firm/Insurance SIU/or other Investigative Agency) whom may have an interest to which may pose a conflict of interest in the investigation will not be allowed to participate with the origin and cause or any other phase of the investigation.

(d) No Task Force member (s) shall divulge any information

pertaining to the fire or explosion investigation involving the Task Force, M.A.B.A.S Divisions, Law Enforcement Agency, Professional Engineering Firm or information obtained during the course of the investigation by or through supporting agencies on any social network, web pages, or other type networking resources.

**Section VII. VIOLATION OF STATE LAW**

Any member in violation of a criminal or traffic law or ordinance will immediately report such fact in writing to his or her sponsoring department and notify his MABAS Division Coordinator to include pertinent facts concerning the alleged violations.

This information shall be forwarded to the Origin and Cause Fire Investigation Task Force Command Staff and the Executive Board for review pending further action as required by Section IV Code of Conduct.

**Section VIII WEAPONS**

No member of the Will-Cook-Grundy County Origin and Cause Fire Investigation Task Force; shall carry or conceal a firearm on his or her person unless he or she is a (full-time law enforcement officer authorized by their law enforcement agency as a sworn peace officer, or sworn arson investigator within their jurisdiction), will carry any type of firearm or weapon during; any task force response callout, or while conducting task force business, assisting with follow-up investigations, or during training classes representing the task force.

(a) Arson Investigator Peace Officer may carry a firearm in an official capacity as a task force member within their designated political subdivision jurisdiction having authority being dually sworn within that political subdivision jurisdiction as a sworn arson investigator, peace officer or in their official capacity as a full or part-time sworn law enforcement officer within that jurisdiction having authority; or authorized by a valid ILEAS agreement with the stricken community law enforcement agency or law enforcement agency having jurisdictional authority over the criminal investigation/incident.

(Exception applies to recognized full-time sworn Illinois law enforcement officers, personnel including sworn Federal, State, County, and Local law enforcement investigators, in accordance with their authority as law enforcement officials within their jurisdictional authority.)

(b) No firearm or weapons will be carried by any Task Force, M.A.B.A.S Division Arson Investigator without the consent of the jurisdiction having authority over the incident; investigative agency having jurisdictional authority, chief of police having jurisdictional authority over the incident or without a valid ILEAS Agreement with the law enforcement agency having jurisdiction authority over the criminal investigation/incident.

(c) All Will-Cook-Grundy Origin and Cause Task Force members having the authority to carry a weapon (firearm) must provide the Task force with verification by the political subdivision or agency granting your authority as an Arson Investigator/Peace officer; a copy of the (minimum) annual range qualification signed by a state certified range officer from that political subdivision or the agency certifying the annual weapons qualification by a state certified range officer pursuant to all applicable Illinois State Statues in accordance with the requirements established by the Illinois Governmental Law Enforcement Training and Standards Boards for Peace Officers/Arson Investigators.

(d) **Use of force:** The use of force will be restricted to that amount

of force in accordance with the approved use of force continuum that is reasonable and necessary to affect and arrest, prevent bodily harm to any member of the Task Force or general public present in the performance of their duty.

1. Whenever a Task Force member in the performance of his duties is required to use force in accordance with the Use of Force Continuum against another person to affect an arrest, in self-defense to prevent great bodily harm to himself, or another Task Force member or for the safety and protection of the public as a whole.

(2) In the event a Task Force member or person is injured as a result of the use of force, whether caused by the Task Force member or not, the Task Force member shall immediately notify the Executive Board President, Task Force Commander and or Deputy Commander, and Law Enforcement Agency having Authority of the incident immediately upon securing the situation.

1. Any complaints of abuse of force, malicious assaults or claims of abuse of office committed by members will constitute gross misconduct. The Task Force Commander or Deputy Commander will immediate advised the participating members department and local jurisdiction having authority of the incident.
2. The member involved will be placed on administrative leave from the Task Force until a formal internal affairs investigation has been completed by the Task Force Internal Affair Division the participating departmental internal affairs investigation and law enforcement agency having jurisdictional authority.

**Section IX. UNSATISFACTORY PERFORMANCE**

(1).Members shall strive to maintain competency, current training, and education to properly perform their duties and assume the responsibilities of their positions.

(2) Members shall perform their duties in a manner that will maintain the highest standards in carrying out the functions and objectives of the South Suburban Fire Investigation Task Force.

(3) Unsatisfactory performance may be demonstrated by the lack of knowledge of the application of laws required to be enforced an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the team

members; failure to maintain minimum training standards disorder or other condition requiring police intervention /attention; or failure to respond to minimum standards for Task Force call out or by leaving an incident without permission or notification to the appropriate Task Force Command staff on scene.

**Section X. Task Force Membership**

1. The Origin and Cause Fire Investigation Task Force consists of elite personnel chosen by the Task Force Command Staff and appointed to the task force by the Governing Board.

2. Each participant appointed to the Task Force must be a Certified Fire/Arson Investigator possessing fire investigation skills and a working knowledge in determination of cause and origin of fires.

3. The model criteria in choosing qualified personnel will be valid certification by the Office of the State Fire Marshal, (current/active Certified Fire/Arson Investigator status.

4. Certified sworn law enforcement/peace officer by the Illinois Governmental Law Enforcement Board and by the Office of the Illinois State Fire Marshal.

5. The Governing Board will have the final approval of all appointments and terms to the Task Force, to include appointments, promotions and removal of members.

**Section XI TEAM ALIGNMENT**

1. The Executive Board reserves the right to make and approve appointments, and set the terms of appointments for the position of Commander, Deputy Commanders, Areas Commanders, Director of Training and Training Officers.
2. The Task Force Commander upon his appointment shall recommend two Deputy Commanders to the Executive Board for approval and appointment to ensure the effectiveness and operational capabilities of the task force.
3. The Fire Investigation Task Force will consist of two teams (West, and East). The task force will have one Deputy Commander assigned to each of the two response teams who will act as a liaison between the team and incident command between the responding MABAS Division and the stricken jurisdiction Law Enforcement agencies having authority.
4. The Deputy Commander will assist the Fire/Law Enforcement Incident Commander for the stricken agency with coordinating the task force response and coordination between the stricken agency lead Investigator, fire/arson investigator, law enforcement agency, states attorney or other agencies on scene.

(1) The Deputy Commander must be Illinois Certified Fire/Arson Investigator.

1. The Task Force Commander shall make recommendations for appointment to the Executive Board for approval fire Area Commanders (one) to each of the five participating M.A.B.A.S Divisions to assist in coordinating and acting as a direct liaison between their participating MABAS Division and the Task Force.

(1) East division will include all fire departments East of Route 43 known as Harlem Avenue to the Illinois State Line.

(2). West division will include all the fire departments West of Rt 43 also known as Harlem Avenue.

**Will-Cook-Grundy- County Origin and Cause Fire Investigation Task Force Standard Operating Procedures**

**1. OPERATIONAL PROCEDURES**

**A. Responsibilities of Assigned Members at the Fire Scene:**

The Task Force Commander, Deputy Commander or Area Commanders will notify the local fire and police incident commander that the Origin and Cause Fire Investigation Task Force has been activate by (Person or authority requesting assistance) and whom and what agencies will be responding to the scene to assist their jurisdiction.

All Task Force members will work in a team concept, with either the Deputy and or Area Commander or Lead Investigator designated as the Team Leader/Advisor. The Lead Investigator/Advisor shall report to the Incident Commander, Task Force Commander or Deputy Commander upon arrival at the fire ground.

All members shall acknowledge their response through their specific MABAS Division as well as utilizing the “I ‘am Responding” to the central designated communication center by phone or radio”.

Upon arrival on scene, all members will be required to checking with Task Force Incident Command by utilizing the passport system for accountability purposes.

All task Force response personnel on scene will have a departmental identification or task force identification displayed at all times during the incident. (clothing should include when feasibly possible Task Force or MABAS Division Fire Investigator uniform or T-shirt; departmental uniform, or based on weather conditions bunker gear.)

The Commander and Deputy Commanders of the Will-Cook-Grundy Fire Investigation Task Force will have a working relationship and serve as a liaison with the various fire and law enforcement agencies, MABAS Divisions, and fire service in the member counties.

The task force primary goal is to aid the stricken agency in determining the origin and cause of a fire or explosion incident by providing assistance, resources formulating a cohesive working relationship with the stricken agency resources.

The assigned team and its members shall assist or augment the investigation as requested by the Incident Commander, Deputy Commander, and Area Commander or as directed by the Leader Investigator/Advisor.

This may include but not necessarily be limited to securing the scene, interviewing witnesses, photography, obtaining other information, which will

aid in the successful completion of the investigation and locating and preserving physical evidence and any other duties as assigned.

(2). Definition - Lead Investigator:

The jurisdiction having authority will designate the agency lead; the incident commander and the lead investigator will assume control over the incident.

The task force will not assume control or authority having jurisdiction over any incident. The task force is an assisting agency to provide manpower and support to a stricken agency in determining the origin of a fire or explosion.

The task force will assist by providing the local lead investigator with additional support in situations where the team leader having jurisdictional authority has a potential or real conflict of interest with any party of the investigation; or has a conflict of interest as listed in Article IV section H-1b and 1c. Or due to a lack of experience or certified training to manage large incident fire or explosion scene.

In such case, the Task Force Commander or Task Force Deputy Commander may designate an Assistant (experienced) Lead Investigator to assist local jurisdiction and or team leader ensure the continuity and effectiveness of the investigation to determine the origin and cause of the fire.

**II Identification of Fire Investigation Task Force Members:**

Each member shall have an identification card, with a photo, which identifies the member's participating agency, name and rank, level of certification, and a designated badge or employee number.

**III** . **Evidence Collection, Preservation and Security**

(a). A qualified law enforcement CSI/ET or State Certified Arson Investigator will be responsible for the processing, collection, identification, cataloging, document, and preservation of physical evidence related to fire debris evidence.

(b). Task Force members finding, seizing, or confiscating items of evidence or personal property shall secure the potential evidence and immediately notify the Lead Investigator, Team Leader, or Incident Command as soon as possible.

(c). Evidence identified at a fire scene that is related to DNA, Latent finger prints, tool marks, impressions, firearms, explosives, documents or other physical evidence should not be moved until it is properly processed by an experienced Certified Law Enforcement Evidence Technician.

(d) All non-fire debris physical evidence must be protected/secured in place and safeguarded in place until properly identify, document (photographed), collect, processed and preserved in accordance with state and federal rules of evidence by an experienced Certified Law Enforcement Evidence Technician.

**IV.** **Report Writing:**

It will be the responsibility of the Commander, Deputy Commander, or Area Commander to obtain all written information from each team member prior to terminating the incident.

The Lead Investigative Agency is responsible to verify that the evidence has been properly secured or submitted to appropriate law enforcement agencies having jurisdictional authority. Copies of the property control receipts or evidence receipts will be given to the Lead Investigator or agency having jurisdictional authority.

All investigative information will be copied and made available to the investigative agency having jurisdictional authority within 48 hours of the initial response. The Task Force Administrative Deputy Commander will be responsible to ensure copies of all “original” and “completed incident” reports generated by the Task Force are secured and maintained at the Fire Investigation Task Force Administrative Offices.

**Section V NOTIFICATION CRITERIA**

1. The Origin and Cause Fire Investigation Task Force will be available to respond in the event of any of the following scenarios:

a. Fires or explosions involving fatalities or seriously injured persons.

b. Fires or explosions that are of suspicious circumstance or nature.

c. Fires or explosions that are large dollar loss

d. Multiple fires occurring within a 48-hour period.

e. Fires or explosion involving fatality of public safety personnel.

2. The Origin and Cause Fire Investigation Task Force will not respond to car fires, malicious mischief fires or other fires of a minor nature unless it is clearly suspicious or if there is juvenile involvement. The Task Force Team Leader/Advisor shall

determine exceptional circumstances.

3. Guidelines for Task Force Response

1. Commercial structures having an estimated value of $350,000.00 or more.

2. Public or Private Schools, Church’s, Municipal or Governmental buildings

supported in part or in whole by state or federal funding.

3. Multiple injuries involving civilians, public safety, or fatalities involving

Residential, commercial or other structures).

4. Death or life threatening injuries to public safety personnel or civilians .

5. Multiple fires occurring within in the same jurisdiction or MABAS Division.

6. Large dollar loss in excess of $350,000.00.

7. Multiple arsons fires occurring within the same jurisdiction or area.

Central Dispatch will obtain all pertinent information regarding the request to include the following;

1. Name of requesting agency (MABAS Division, fire, police department, or requesting agency).

2. If possible Name, and contact number(s) for the on scene incident commander or requesting agency.

3. Incident location of the fire/explosion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. Location/staging area of the on scene Incident Command.

5. Type of Incident – structure fire, explosion, fatalities, or life threatening injuries to public safety personnel or civilians.

6. Type of structure – (commercial, multi-family, industrial, church, federal,

state or governmental structure).

Recommendation/ Guidelines for Task Force Response based on operational needs at the time of the agency requesting the task force;

Example 1: large loss fire involving structural collapse with no loss of life or great bodily harm, recommended the task force activation to assist with the origin and cause under normal operational hours consistent with (day light) 07:00 to 18:00 hours.

Example 2: immediate response activation for fires involving loss of life, great bodily injury to civilian or public safety personnel, potential loss of evidence due to weather conditions, inability to secure and maintain the scene, suspect(s) identified and or in custody.

3. Fire Investigation Task Force Activation

a. An investigation by the Fire Investigation Task Force shall be initiated when the (local, county, state, or federal) Fire or Police Department Incident Commander initiates a (request for assistance in determining the origin and cause of a fire or explosion.)

b. To qualify fire incidents shall have occurred within (participating) communities (M.A.B.A.S Divisions or law enforcement agencies) represented by the Fire Investigation Task Force.

d. Activation of the Task Force is initiated by contacting the Orland Central Dispatch Communication Center at 708-349-312l.

**VI Requesting the Fire Investigation Task Force**

It will be the decision of the stricken department IC, or the fire investigation MABAS Division Team leader to request Task Force to the scene. This will be done in the event of a fire fatality, serious injuries, orother circumstances in which assistance is needed. If additional assistance is needed to conduct the origin and cause investigation determination, the MABAS Team Leader/Advisor will call and coordinate with the Task Force Commander or Deputy Commander for additional assistance.

The purpose of the Fire Investigation Task Force is to augment the stricken agency with additional manpower or equipment to assist in determining origin and cause of a fire or explosion.

The stricken agency incident commander will provide the fire investigation task force representative from the stricken agency one person from the fire department and one person from law enforcement to act as an investigative liaison between the fire investigation task force and the on scene incident commander until the incident is terminated.

The stricken agency shall be a participating MABAS Division with a signed mutual aid agreement authorizing assistance/authority to function within that jurisdiction as stipulated in the MABAS, ILEAS or other inter-government mutual agreement with the fire service or law enforcement agency requesting assistance.

The fire investigation task force is not responsible to assume jurisdictional authority over the incident; the task force is designed as a resource available to the stricken agency by providing manpower, equipment, and other designated resources throughout the investigation.

**Section VII Jurisdiction Authority**

The following various Public Safety Acts granting authority as a matter of legislative determination in order to promote and protect the health, safety and welfare of the public, that it is necessary and in the public’s interest to provide a system of combined mutual aid agreements and resources available to jurisdictions having authority to render mutual aid, assist in criminal and non-investigations, providing man power and available resources to the stricken agency or community.

The following are the basic legislative foundation, structure and agreements utilized by the South Suburban Fire Investigation Task Force, Mutual Aid Box Alarm System and participating ILEAS agencies granting authority to those participating mutual aid agencies and responding personnel at the time of incident, request for assistance and during the subsequent fire/arson investigation related to the origin and cause of a fire or explosion.

1. Mutual Box Alarm System Agreement

2. 425 ILCS 25/ 6 through 17Fire Investigation Act

3. ILCS Executive Branch 20 ILCS 2905 State Fire Marshal Act.

4. ILCS Executive Branch 20 ILCS Peace Officer Fire Investigation Act.

5. MABAS Divisions 15, 19, 22, 24 & 27 Mutual Aid Box Alarm Agreements.

6. South Suburban Fire investigation Task Force Policy/Procedure/Agreement.

7. South Suburban Fire Investigation Task Force Governing Board.

8. Office of the State Fire Marshal Division of Personnel & Standards.

9. ILEAS Law Enforcement Mutual Aid Agreements.

10. Illinois Juvenile Court Act of 1987 Act. 405/1-3.17

**Section VIII AUTHORITY AND RESPONSIBLITIES**

**Definitions:**

**State Fire Marshal & ATF** – assisting State and Federal agencies involved with the criminal investigation related to origin and cause, follow-up investigation leading up to and including prosecution. ATF/ State Fire Marshal maybe assigned to assist as incident command, conduct interviews and interrogations or act in a supervisory role as related to various investigative duties throughout the investigation. The State Fire Marshal or the ATF may assume jurisdiction authority over the incident as authorized by State or Federal Statute granting such authority to either the State Fire or ATF Marshal to conduct a criminal investigation as to origin & cause, and subsequent prosecution related to federal or state statue.

**Arson Investigator** (Sworn Peace Officer) – certified by the State of Illinois as a Peace Officer/Arson Investigator being dually sworn by his/hers designated agency as a full-time Law Enforcement Officer or Sworn Peace Officer authorized by an ILEAS agreement within the stricken agency jurisdiction authority. The designated Arson Investigator in conjunction with the stricken agencies law enforcement agent conduct criminal investigations related to fire or explosion; may assist with interviewing/interrogations and other assigned law enforcement duties as designated by the authority having jurisdiction.

**State Certified Juvenile Officer** – is defined as by the State of Illinois under the Illinois Juvenile Court Act of 1987 Chapter 405 ILCS 1-3. (17). A Juvenile Officer is authorized by (his/hers) jurisdictional authority to conduct criminal and non-criminal investigations involving juveniles under the 18 years of age at the time of the investigation. A certified Juvenile Officers must be present during interviews with the juvenile and investigative personnel at any time with a juvenile under the age of 17 pertaining to a felony at the time of the incident. The juvenile officer’s primary responsibility is to protect the rights of the juvenile during questioning, to included subsequent criminal charges if deemed necessary.

**Fire Investigator** – certified by the State of Illinois as a Fire Investigator assigned by his/her designated agency as a fire investigator to conduct origin and cause; fire investigators are limited to non - law enforcement duties to include scene examination, photos, sketching, collecting fire debris – evidence and conduct neighborhood canvas etc.

**Liaison Officer** – (1) Law Enforcement Officer and (1) Fire Service Personnel assigned by the stricken agency to the fire arson investigation; the liaison officer(s) will be responsible to coordination resources for his/hers specific agency, the Operation Officer, Safety Officer and the Fire/Arson investigators; Liaison officers must be authorized to assign additional law enforcement/fire personnel to assist in the investigation.

The stricken agency liaison officer(s) assigned to incident command/incident commander throughout the duration of the incident or replaced by the stricken agency as needed to ensure continuity of the command structure throughout the incident duration.

**Operations Officer** – Task Force Deputy Commander or designee assigned to coordinate the origin and cause examination between incident command and the fire/arson investigators; provide available resources/logistics support to the fire/arson investigators to include but not limited to heavy equipment, man-power, tools, and food, water, and shelter/bathroom facilities.

**Safety Officer** – assigned to coordinate scene safety to include but not limited to scene entry, hazardous environments/materials, structural integrality, atmospheric monitoring, accessibility, support services, establish PPE for all fire and law enforcement personal assigned to origin and cause, Decon procedures and scene accountability.

**Support Personnel** – non investigative personnel to include but not limited to line fire fighters, police officers, ESDA, private contractors assigned to assist in the investigation utilized to assist in various non-investigative duties to include but not limited to scene security, scene excavation, rescue/extinguishment, decontamination, command vehicle, shelter services etc.

**ESDA Resources** – ESDA emergency equipment resources include light trucks/towers, Incident command vehicles, patrol vehicles, personnel for scene security, American Red Cross, Canteen, and other resources as needed.

**Special Resource**(s) – Robinette Emergency Response Team - contact info Robinette Office (630) 833-7997) Cell (630) 833-1722 an emergency response representative from Robinette will respond to evaluate the scene and equipment’s needs required to remove debris or assist in the origin and cause investigation. (Robinette will not commit nor provide manpower or equipment until given authorization by the insurance carrier, owner, or municipal authority guaranteeing payment for said services.)

**Scene Security** – scene security is the responsibility of the jurisdiction having authority Police/Fire/ESDA or private security officers; the scene will be secured 24/7 during the course of the scene investigation. The scene maybe secured in any one or more of the following on scene security officer, 8’ fencing, police officer, fire fighter, ESDA personnel.

The following Response Policy is hereby adopted on this the 31st day of January, 2008 by the following Governing Board Members having authority to approved and adopt policy and standard operating procedures for the South Suburban Fire Investigators Task Force.

**Section IX** – **Task Force Incident Structure**

**TASK FORCE ON SCENE INCIDENT COMMAND STRUCTURE**

**Fire/Arson Incident Commander**

**Task Force Fire Investigation Commander**

**Deputy Commander & Area Commander**

**Law Enforcement**

**Liaison Officers State Fire Marshal & ATF**

**Fire Department**

**Safety Officer Operations Officer Logistics Officer**

**Haz-mat Heavy Equipment**

**Scene Safety Man power**

**Origin & Cause**

**Criminal Evidence Control Photos/Sketch Scene Examination**

**Interviews Canvass Interviews**

**PO Arson Investigators FD Fire Investigators**

**Section XI Appointments Origin and Cause Fire Investigation Task Force Commander and Deputy Commanders**

a. The Task Force Commander and Deputy Commanders shall be appointed by the Executive Board.

(b) Terms of the Commander and Deputy Commanders.

1. Commander (2) years appointed by the executive board and serves during the term of the elected executive board vice-president. For a maximum of two

(2- odd number years) terms of office not to exceed four consecutive years. A person is eligible for re-appointment as task force commander after two years out of office.

2. Deputy Commanders (2) appointed by the executive board and serves during the elected term of the elected president. (Maximum of two (2- even number year) terms not to exceed four consecutive years.) A person is eligible for re-appointment as task force commander after two years out of office.

3. Area Commanders (2) years appointed by the executive board art the recommendation of the Task Force Commander and Deputy Commanders.

1. The executive board at the recommendation of the Task Force Commander appoints director of Training and Education.

(c) Disciplinary Action Task Force Appointed Personnel:

The executive board president reserves the right to place any command staff personnel on administrative leave pending review by the executive board for the following reasons pursuant to the policy and procedures of the task force

1. Disciplinary action requiring investigation into the allegations of miss-conduct. The executive board will appoint an internal investigation review board consisting of the following; (1) law enforcement representative, one states attorney representative, one executive board member and one Governing Board Director.

2. Unsatisfactory performance of his office, inability to follow incident command protocols, ineffective leadership, and ineffective administration of the Task Force.

3. Inability to complete the performance of his/her duties for an extended period related to medical or departmental reasons.

4. Conduct unbecoming to include not limited to immoral acts, rude or vulgar language, physical altercations, arrest, DUI, threats, assaults, disparaging comments and behavior towards others, lying, theft, misappropriation of task force equipment /funds, criminal violations of local, state or federal laws or any behavior deemed which discredits the Task Force as a whole or it’s member or resource agencies.

(d.) The Task Force Commander and Deputy Commanders shall, within his/her

authority performs the following:

(1) Ensure that applicable Federal, State and local

laws and ordinances are enforced.

(2) Plan, direct, coordinate, control and staff

operational and administrative activities of the

Task Force.

(3) Notify the Governing Board in writing of

any orders and/or instructions, both those

prescribed by the task force or those he/she sees fit

to issue as necessary for the efficient and ethical

operations of the Task Force.

(4) Ensure that the operations of all team members

within the Task Force complements one another in

all necessary matters and that a high degree of

lateral cooperation and exchange of information

and training is maintained.

(5) Conduct a Task Force meeting as determined by

the Governing Board. An attempt shall be made to

have a training meeting held each month with all

fire investigators in Task Force.

(6) Provide the dispositions of all violations and/or

misconduct of any member of the Origin and Cause Fire

Investigation Task Force to the Board. All such violations

and/or reports thereof shall be considered confidential.

All violations will be discussed and reviewed by or with

appropriate authorities.

(7) Provide studies, external or internal of any factor, which

would improve the efficiency of the Task Force.

(8) Ensure that all reports shall be submitted on time including

a monthly statistical Fire Investigation report to the Governing Board.

**XII. Deputy/Area Commander Qualification:**

The following outlines the experience and mandatory certifications and training

required for the position of Area Commander appointed to the Task Force:

a. Have minimum of two years’ experience and training related to leadership and management of fire investigation or fire investigative team, supervised two or more fire investigators in conducting origin and cause investigations; experience or supervised/managed large scale fire investigation incidents.

b. Should have at least three years’ experience in the fire service with fire investigation responsibilities or should have at least three years law enforcement experience as a police officer.

c. Firefighters, as a minimum will be trained to the State of

Illinois Firefighter III level and certified by the State of Illinois as a Fire/Arson Investigator.

d. Police officers will Certified by the Governmental Law Enforcement Training Board and have been certified by the Illinois State Fire Marshal as an Arson Investigator.

e. Have experience and training in the handling, processing, packaging and preservation and security of forensic evidence.

f. Attends a minimum of six monthly Task Force Training Classes; attends quarterly Governing Board meetings; attends local and state training seminars; maintains membership in the Illinois Chapter IAAI; attends local fire service and law enforcement meetings for the good and welfare of the Task Force.

g. Be willing to make a commitment to the Will Cook Grundy County Investigation Task Force through his/her leadership, continuing education in the field of fire

investigation for the good, welfare, and betterment of the Task Force.

**Deputy / Area Commanders Responsibilities:**

1. To ensure the operational needs and effectiveness of the task force by providing information to the specific MABAS OFI Division he or she is responsible for;
2. To provide information and accountability of each MABAS OFI Division Member meets the minimum requirements to be a member of the task force;
3. To maintain his or her MABAS Division individual training sign-in/training records for that MABAS – OFI Division.

**XIII. Fire Investigation Task Force Members:**

a. Appointment: The Governing Board shall appoint all

members or personnel to the Origin and Cause Fire Investigation Task

Force.

The task Force Application form must be completed by the sponsoring members Fire/Police Chief along with his/hers qualifications and verification of a criminal background check by his/her sponsoring agency shall be submitted to the Task Force Command Staff for review prior to an applicant being presented to the Executive Board for appointment.

b. Desirable experience and training: the following guidelines are the minimum requirements and recommendation for the experience, qualifications, certifications, and training for desirable personnel to be appointed to the Task Force:

1) Should have at least prior fire service experience in fire investigation origin and cause; or have at least three years in law enforcement experience as a police officer.

2) Firefighters: will have been certified as an Illinois State Firefighter III level or equivalent and certified by the State of Illinois as a Fire Investigator.

(a) Fire Fighter/Arson Investigators must be certified by the Office of the Illinois State Fire Marshal in accordance with the Illinois Fire Service Institute and the Illinois Police Training Institute (PTI) as a Peace Officer/Arson Investigator.

3) Police officers will have received certification from the Illinois Governmental Law Enforcement Training Board as a certified Law Enforcement/Peace Officer and received certification by the Office of the Illinois State Fire Marshal as an Arson Investigator.

(a) All sworn Police/Peace Officers must have received formal training and or certification in the in the handling, processing, packaging and preservation of forensic evidence.

c. Distinguishing Features of the Team Member:

1. Every Task Force member will work under the team concept with direct supervision of the Task Force Commander, Deputy Commander, and Area Commander/Lead Investigator/Advisor.

a. Authority: Each member shall be subject to all State and Federal laws, his or her designated department rules and regulations and policies and procedures of the Origin and Cause Fire Investigation Task Force.

b. This type of work requires the ability to cooperate and work closely with other members of the team, work well under supervision and perform duties in accordance with established departmental statutes, Federal laws and the task force policies and procedures.

c. Duties are performed under the supervision of the Task Force Command Staff and evaluated in terms of effectiveness. He/she will assist in determining origin and causation, interviewing witnesses, preserving the fire scene as well as assisting with the identification and preservation of physical evidence, write and maintain proper field notes and if possible, assist with the completion of Fire Investigation Task Force reports.

**XIV. TASK FORCE TEAM MEMBERS**

1. Vehicles: all members are recommended when possible to respond in departmental vehicles non-code (lights and siren) to the scene of the incident unless authorized by the incident commander having jurisdiction.

**Section XV**

**PERSONNEL RECORDS and TRAINING RECORDS to be MAINTAINED**

The purpose of this policy is to establish the type of records, which should be maintained by members of the Origin and Cause Task Force and basic responsibilities of the members towards maintaining the orderly administration of personnel matters.

1. Authority for the Maintenance of Records:

The Task Force Administrative Deputy Commander shall maintain. It will be the Administrative Deputy Commanders responsibility to ensure each Task Force Member's personnel and training records are maintained and kept up to date and kept in a secured filing cabinet.

2. Team Members personnel training records are to be kept confidential. Persons having access to personnel and training records are limited to the Task Force Commander, Deputy Commander and Director of Training.

3. Types of Records to be maintained:

a. Application for membership.

b. Letter of recommendation from their Chief.

c. Sealed copy of background checks:All Origin and Cause Fire Investigation

Task Force members are subject to a criminal history check prior to appointment and shall be completed by their sponsoring agency.

d. Basic, in-service and/or degree of education/certification to include FF II & FF III; Fire Officer; Fire/Arson Investigation and law Enforcement training.

e. Awards and Commendations.

f. Emergency contact and health information.

g. Task Force internal affairs investigation or results of disciplinary actions.

**4. LIABILITY WAIVER (must be maintained in the personnel file)**

a. The Origin and Cause Fire Investigation Task Force members shall

abide by the Task Force guidelines as well as their respective department

rules and regulations.

b. Any and all liability incurred during an investigation will be covered

by the team member's respective jurisdiction.

c. The Chief of the sponsor agency/department and sponsored member must provide a sign (original) liability waiver prior to responding or allowed to function as a member to a Task Force scene response.

5. Access: The Task Force Commander will allow any member access to his/her individual personnel file upon request. He/she may receive a copy of the material contained in his/her file, but he/she will not be allowed to remove the permanent copy of his/her records form the master file.

**Section XVI. TRAINING**

(1) The purpose of this policy is to set forth minimum training requirements to

ensure that every member knowledgeably and acceptably performs the

task he/she is assigned.

(2) The Task Force Commander will appoint a Directors of Training and three Training Officers upon approval of the Executive Board to coordinate training and education for the Task Force.

(3) The Director of training and the Training Officers will be responsible for the coordination, scheduling, instructors, and topics for the monthly training sessions. In addition, the training division will keep the Task Force membership appraised of all seminars or outside training available to the membership.

(4) The training division will maintain and keep on file all training records for the Task Force to include lesson plans, sign in sheets, tested (pass/fail) and training hours for each training class.

(1) Training meetings will be held at 7:00 pm to 10:00 pm the second Wednesday of the month as scheduled for the following months of October through June.

a. July, August and September will be scheduled as off training months or specifically non-training months.

b. Training will be held at the designated Training Facility sanctioned by the executive board and participating agency.

c. Tinley Park Police Administration and Fire Department Training Facility

(2) Task Force training meetings shall be open to all interested fire and law enforcement investigators within the Will, Cook, Grundy Counties and any active members from DuPage, Kane, and Kankakee Counties Task Force , M.A.B .A.S Division Fire Investigation Team including private sector and insurance investigators.

(3) Every Force member shall satisfactorily complete and maintain his/hers certifications as required by the Office of the Illinois State Fire Marshal Personnel and Standard for Fire/Arson Investigator.

(4) All active Task Force members are asked to attend a minimum of three monthly training classes provided by the Task Force in the calendar to ensure a cohesive alliance with the task force membership.

(5) All active Task Force members shall be responsible for maintaining his/her outside training records and providing a copy of that training to the training division.

(6) All task force members are required to maintain all mandatory training required by his/her individual department.

(7) A member newly assigned to a specialized task within the team

shall have or receive the specific training he/she needs to enable

him/her to perform the task appropriately.

(8) All training provided by the Task Force shall be recorded in the task force monthly training records.

**Section XVII. NEWS RELEASES**

Task force team members shall not release any information or have contact with the news media under any circumstances and shall refer all inquiries to the stricken agency incident commander and or lead investigator.

**THE FOLLOWING INFORMATION WILL NOT TO BE RELEASED:**

1. Opinions or other statements as to the character, reputation,

guilt or innocence of a person under investigation or charged

with any pending criminal charges.

2. Opinions or other statements as to the character or reputation of

any witnesses.

3. Admissions, confessions, statements or alibis attributed to a

person under investigation or charged with an offense.

4. The results of any investigative procedure, polygraph

examination or laboratory test involving a person charged with an offense.

5. Opinions or other statements concerning evidence on an

investigation or concerning points of argument to be presented in court.

6. Statements concerning physical evidence.

7. Names of juveniles who are under investigation, charged or are witnesses.

Will-Cook-Grundy County Fire Investigation Task Force

Addendums:

Amendments:

Attachments:

1. Executive and Governing Board Members Organizational Chart
2. Command Staff Organizational Chart
3. Task Force Incident Response
4. Training and Education Administration and Forms
5. Task Force Forms and Applications

Will Cook Grundy County Policies &Procedures and Standard Operating Procedures are hereby approved and Adopted by the Executive Board and Governing Board of Directors on this day \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the year of our Lord 2014.

**Executive Board** (Voting Authority)

President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chief Chuck Exner

Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chief John Stratton

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chief Larry Nardoni

Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Lt. Chris Ward

**Governing Board of Directors**: (Voting Authority)

MABAS 15 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chief John Konopeck

MABAS 19 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chief Larry Rauch

MABAS 22 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chief Mark Luety

MABAS 24 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chief Ken Verkaik

MABAS 27 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chief Jamie Angel

**Command Staff** (Voting Authority)

Commander \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lt. Michael Bacon

Deputy Commander\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Captain Michael Kuban

Deputy Commander \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Engineer William Stubitch

**Board of Trustees for Participating Resource Agency** (Approval)

Standing Member County Sheriff & Local Law Enforcement

Trustee Matt McCurrie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee Jon Popp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standing Member States Attorney

Trustee Fred Harvey \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee Mary Lacy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standing Member State Fire Marshal

Kenny Arnold \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standing Member ATF

Anthony Zito \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standing Member ISP Crime Lab

James Ercoli \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_