

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Arson Investigator (2328)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Fire	Fire Captain	Non-Exempt

**CLASS SUMMARY**

Under general supervision, investigates fires to determine incendiary origin; develops and follows-up on criminal prosecution of felony suspects. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a full-time specialized classification within the uniformed Fire series and is the second level in fire prevention. Incumbents receive direction from a Fire Department officer charged with responsibility for the Arson Unit. The class differs from other uniformed classes in its responsibility for performing Peace Officer functions.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education:** Graduation from high school or equivalent (G.E.D. or California Proficiency Certificate).

**Experience:** Three (3) years of experience as a Firefighter with the San José Fire Department.

**Required Licensing (such as driver's license, certifications, etc.):**

- Penal Code 832 Laws of Arrest within past three years by closing date.
  - Possession of a valid driver's license authorizing operation of a motor vehicle in California
- AND**
- Possession of California State Fire Marshal *Fire Investigator I* certification, **OR**
  - Possession of California State Fire Marshal *Fire Investigator* certification, **OR**
  - Possession of California State Fire Marshal course completion certification for *Fire Investigation 1A/1B*.
- AND**
- Deputization as a Peace Officer and successful completion of Penal Code 832 Firearms within ten months of appointment.

**Other Qualifications**

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

**Basic Competencies**

(Needed at entry into the job in order to perform the essential duties)

Job Expertise – demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations. In addition, demonstrates knowledge of and skill in:

- Fire suppression, prevention, building construction, fire codes and the chemistry of fires.
- Methods and procedures for conducting criminal investigations.
- Laws of evidence and evidence codes.

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- Fire causing principles
- Fire origin principals
- Photographic equipment
- Penal codes relating to arrest, search and seizure.

Communication Skills - communicates and listens effectively and responds in a timely, effective, positive and respectful manner; writes clear, concise reports and prepares information for court presentation; effectively interviews witnesses/suspects and conducts criminal background investigations.

Customer Service - approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Decision Making - identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

Exercising Self-Control - deals effectively with pressure and stress; reacts quickly and calmly in emergencies.

Team Work & Interpersonal Skills - demonstrates a positive attitude and flexibility along with the ability to develop effective relationships with District Attorneys, Police and Probationary Officers, co-workers, and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

**Additional Competencies and/or Desirable Qualifications**

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

**Demonstrates knowledge of and skill in:**

- Penal code related to Firearms.
- Expert witness testimony.
- Interview and interrogation.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	<b>FREQUENCY</b>
1.	Responds to major fires and fires of suspicious or unknown origin to investigate fire cause; investigates fires involving death or serious injury.	Continuous
2.	Takes charge of the fire scene for investigative purposes; examines fire patterns and depth of burning/charring to determine area of origin and sources of ignition.	Continuous
3.	Questions suspects and interviews witnesses; places suspects under arrest for probable cause; collects and preserves evidence; books suspects and processes evidence.	Continuous
4.	Prepares related reports and files complaints with the District Attorney.	Continuous
5.	Testifies as a qualified expert witness in court on felony and subrogation cases relating to fire cause.	As Required

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6.	Prepares information for court presentations to establish probable cause and/or proof of guilt. Serves subpoenas, warrants and arrest warrants.	As Required
7.	Coordinates activities with Probation and Police Officers, Prosecuting Attorneys, and other law enforcement officials.	As Required
8.	Conducts specialized investigations for the Department.	As Required
9.	Participates in surveillance operations.	As Required
10.	Prepares reports and statistics supporting investigations and activities.	As Required
11.	Is subject to emergency call back while off duty.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**CLASSIFICATION HISTORY**

*Created (UNK), (Rev. 6/81), (Rev. 1/84) , (Rev. 07/15) 2328s001.doc, (Rev. 08/22) 2328s002.*