

Springdale Fire Department

Policy & Procedures Manual

Volume 4 – Prevention, Public Education

Section 402 – Investigations

402.1 – Fire Investigations

Fire investigations that are conducted by Fire Prevention Division personnel to determine the origin & cause of the fire shall be properly documented. The findings of the investigation regarding ignition source, materials first ignited, and fire cause, shall be documented in the incident run report.

Fires of significance shall be documented according to the following procedure. The Firehouse Investigation Module will be used for recording and documenting fire investigations performed by Fire Prevention personnel. In addition, a case file will be created that will be reviewed and placed on file in the Fire Marshal's Office. Fire investigation case files contain the following information:

- Fire Investigation Report
- Fire Incident Report
- Index Print of Digital Fire Scene Photos
- Field Notes and Sketches
- Any paperwork associated with the Fire Investigation
- Electronic copy of Digital Photographs

Staff activities associated with fire investigations and fire investigation reporting shall be recorded in the Firehouse Investigation Module.