

A FDID State Incident Date Station Incident Number Exposure Delete Change **O/C Report**

B Agency Referred To None

Street address Their case number

Agency name City Their ORI

Agency phone number -- State ZIP code - Their Federal Identifier (FID) Their FDID

C Case Status

1 Investigation open
 2 Investigation closed
 3 Investigation inactive

4 Closed with arrest
 5 Closed with exceptional clearance

D Availability of Material First Ignited

1 Transported to scene
 2 Available at scene
 U Unknown

E Suspected Motivation Factors Check up to three factors

11 <input type="checkbox"/> Extortion	22 <input type="checkbox"/> Hate crime	42 <input type="checkbox"/> Vanity/recognition	54 <input type="checkbox"/> Burglary
12 <input type="checkbox"/> Labor unrest	23 <input type="checkbox"/> Institutional	43 <input type="checkbox"/> Thrills	61 <input type="checkbox"/> Homicide concealment
13 <input type="checkbox"/> Insurance fraud	24 <input type="checkbox"/> Societal	44 <input type="checkbox"/> Attention/sympathy	62 <input type="checkbox"/> Burglary concealment
14 <input type="checkbox"/> Intimidation	31 <input type="checkbox"/> Protest	45 <input type="checkbox"/> Sexual excitement	63 <input type="checkbox"/> Auto theft concealment
15 <input type="checkbox"/> Void contract/lease	32 <input type="checkbox"/> Civil unrest	51 <input type="checkbox"/> Homicide	64 <input type="checkbox"/> Destroy records/evidence
21 <input type="checkbox"/> Personal	41 <input type="checkbox"/> Fireplay/curiosity	52 <input type="checkbox"/> Suicide	00 <input type="checkbox"/> Other suspected motivation
		53 <input type="checkbox"/> Domestic violence	UU <input type="checkbox"/> Unknown motivation

F Apparent Group Involvement None

Check up to three factors

1 Terrorist group
 2 Gang
 3 Anti-government group
 4 Outlaw motorcycle organization
 5 Organized crime
 6 Racial/ethnic hate group
 7 Religious hate group
 8 Sexual preference hate group
 0 Other group
 U Unknown

H Incendiary Devices CONTAINER No container

Select one from each category

11 Bottle (glass) 14 Pressurized container 17 Box
 12 Bottle (plastic) 15 Can (not gas or fuel) 00 Other Container
 13 Jug 16 Gasoline or fuel can UU Unknown

IGNITION/DELAY DEVICE No device

11 Wick or fuse 17 Road flare/fuse
 12 Candle 18 Chemical component
 13 Cigarette and matchbook 19 Trailer/streamer
 14 Electronic component 20 Open flame source
 15 Mechanical device 00 Other delay device
 16 Remote control UU Unknown

G1 Entry Method

Entry Method

FUEL None

11 Ordinary combustibles 16 Pyrotechnic material
 12 Flammable gas 17 Explosive material
 14 Ignitable liquid 00 Other material
 15 Ignitable solid UU Unknown

G2 Extent of Fire Involvement on Arrival

Extent of Fire Involvement

I Other Investigative Information Check all that apply

1 Code violations
 2 Structure for sale
 3 Structure vacant
 4 Other crimes involved
 5 Illicit drug activity
 6 Change in insurance
 7 Financial problem
 8 Criminal/civil actions pending

J Property Ownership

1 Private
 2 City, town, village, local
 3 County or parish
 4 State or province
 5 Federal
 6 Foreign
 7 Military
 0 Other

K Initial Observations Check all that apply

1 Windows ajar 5 Fire department forced entry
 2 Doors ajar 6 Entry forced prior to FD arrival
 3 Doors locked 7 Security system activated
 4 Doors unlocked 8 Security system present (not activated)

L Laboratory Used Check all that apply None

1 Local 3 ATF 5 Other 6 Private
 2 State 4 FBI Federal



Windsor Fire Department
Investigation Division

CASE # _____

CONSENT FOR FIRE/EXPLOSION SCENE EXAMINATION

I, _____, the _____ of the
_____ located in _____ Ohio at
_____ do
hereby freely and voluntarily give my consent to _____ of the
Windsor Township Volunteer Fire Department and any other fire official, investigator or law enforcement
officer participating in the investigation of this fire incident, to enter and search the property described above
and the surrounding areas of the premises, including any other structures or vehicles situated on or adjacent to
the property, to examine and remove evidence relating to the fire which occurred on or about
_____/_____/_____ at _____ hours.

I specifically give my consent and authorize these persons to inspect and remove any items of evidence which
may be related, directly or indirectly, to the investigation of the circumstances and cause of the fire, and to
submit the evidence to examination, analysis, and/or testing. I specifically give my consent and authorize these
persons to use an accelerant detection canine (trained dog) to assist and participate in the search of the premises,
surrounding areas, other structures and vehicles. This consent shall remain in effect and shall authorize
subsequent entry and removal of evidence as often as may be necessary to complete the investigation of this fire
incident or until this consent is revoked in writing.

Signature

Date

Current Address _____

Phone (_____) _____ - _____

Witness _____ Date: ____/____/____ Time: _____

RE: Agency File No. _____

3737.24 Investigation of fire.

The fire marshal and the chief of the fire department of each municipal corporation in which a fire department is established, the chief of the fire department in each township in which a fire department is established, the chief of the fire department of a joint fire district, or the fire prevention officer in each township or village where no fire department is established, shall investigate the cause, origin, and circumstances of each major fire, as determined by the rules of the fire marshal, occurring in such municipal corporation, joint fire district, or township by which property has been destroyed or damaged, and shall make an investigation to determine whether the fire was the result of carelessness or design. The investigation shall be commenced within two days, not including Sunday, if the fire occurred on that day. The marshal may superintend the investigation.

An officer making an investigation of a fire occurring in a municipal corporation, joint fire district, or township shall forthwith notify the marshal, and within one week of the occurrence of the fire shall furnish him a written statement of all facts relating to its cause and origin and such other information as is required by forms provided by the marshal.

In the performance of the duties imposed by Chapter 3737. of the Revised Code, the marshal and each of his subordinates, and any other officers mentioned in this section, at any time of day or night, may enter upon and examine any building or premises where a fire has occurred, and other buildings and premises adjoining or near thereto.

Effective Date: 09-17-1986

(b) **104.8.2.** *Unless otherwise stipulated by the fire marshal upon the granting of a modification, each modification granted pursuant to this paragraph shall automatically terminate one year from the date of its issuance.*

(c) **104.8.3.** *There shall be no automatic renewals of any modification granted pursuant to this paragraph. Each modification shall be specifically applied for in writing by the requesting party and independently considered by the fire marshal.*

(9) **104.9 Alternative materials and methods.** The provisions of this code are not intended to prevent the installation of any material or to prohibit any method of construction not specifically prescribed by this code, provided that any such alternative has been approved. The fire code official is authorized to approve an alternative material or method of construction where the fire code official finds that the proposed design is satisfactory and complies with the intent of the provisions of this code, and that the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this code in quality, strength, effectiveness, fire resistance, durability and safety.

(10) **104.10 Fire investigations.** The fire code official in accordance with Section 3737.24 of the Revised Code shall have the authority to investigate the cause, origin and circumstances of any fire or explosion.

(a) **104.10.1 Assistance from other agencies.** Police and other enforcement agencies shall have authority to render necessary assistance in the investigation of fires when requested to do so in accordance with the laws of this state.

(11) **104.11 Authority at fires and other emergency incidents.** The fire chief or officer of the fire department in charge at the scene of a fire or other emergency involving the protection of life or property or any part thereof, shall have the authority to direct such operation as necessary to extinguish or control any fire, perform any rescue operation, investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations, or take any other action necessary in the reasonable performance of duty. In the exercise of such power, the fire chief is authorized to prohibit any person, vehicle, vessel or thing from approaching the scene and is authorized to remove, or cause to be removed or kept away from the scene, any vehicle, vessel or thing which could impede or interfere with the operations of the fire department and, in the judgment of the fire chief, any person not actually and usefully employed in the extinguishing of such fire or in the preservation of property in the vicinity thereof.

(a) **104.11.1 Barricades.** The fire chief or officer of the fire department in charge at the scene of an emergency is authorized to place ropes, guards, barricades or other obstructions across any street, alley, place or private property in the vicinity of such operation so as to prevent accidents or interference with the lawful efforts of the fire department to manage and control the situation and to handle fire apparatus.

(b) **104.11.2 Obstructing operations.** No person shall obstruct the operations of the fire department in connection with extinguishment or control of any fire, or actions relative to other emergencies, or disobey any lawful command

of the fire chief or officer of the fire department in charge of the emergency, or any part thereof, or any lawful order of a police officer assisting the fire department.

(c) **104.11.3 Systems and devices.** No person shall render a system or device inoperative during an emergency unless by direction of the fire chief or fire department official in charge of the incident.

(d) **104.11.4 Evacuation.** *The fire department official in charge of an incident shall be authorized to order the immediate evacuation of any occupied building deemed unsafe when such building has hazardous conditions that present imminent danger to building occupants. Persons so notified shall immediately leave the structure or premises and shall not enter or re-enter until authorized to do so by the fire department official in charge of the incident.*

(E) SECTION 105 PERMITS

(1) **105.1 General.** Permits shall be in accordance with this paragraph.

(a) **105.1.1 Permits.** *When required, permits shall be obtained from the fire code official for installations or operations regulated by this code. Permit fees, if any, shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire code official.*

(i) **105.1.1.1 Mandatory permits.** *The following installations or operations require a permit. Such permits shall be obtained from the fire code official as follows:*

(a) **105.1.1.1.1 Explosives.** *A permit is required for the manufacture, processing or storage of explosives and explosive materials. In addition to any discretionary permits for explosives required by the local fire code official, permits for explosives storage and explosive material storage shall be obtained from the fire marshal.*

Exception: *Fireworks exhibition storage pursuant to paragraph (J)(3310) of rule 1301:7-7-33 of the Administrative Code.*

(b) **105.1.1.1.2 Flammable and combustible liquid tanks.** *A permit is required to install, alter, place temporarily out of service, remove, abandon or otherwise dispose of a flammable or combustible liquid tank or any line or dispensing device connected thereto. Permits to install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank or any line or dispensing device connected thereto shall be obtained from the fire marshal when such permits are not issued by the local fire code official.*

(c) **105.1.1.1.3 LP-gas system.** *A permit is required for the stationary installation or modification to a stationary LP-gas system located on state property. Permits for the stationary installation or modification to a stationary LP-gas system located on state property shall be obtained from the fire marshal when such permits are not issued by the local fire code official.*



Windsor Fire Department
Investigation Division

CASE # _____

Owner / Occupant Questionnaire

Name:

Date of Birth:

SSN:

Home Address:

Telephone

Home:

Work:

where you will
be staying:

Automobiles

Make:

Year:

Color:

License #:

Learned of Fire: Time:

How:

Where were you (alibi):

Last in Premises Time:

Day:

Routine of Business:

Anyone with you
at that time:

Did you check &
lock doors and
windows?

Did you set a
burglar alarm?

**Anyone remain
on the premises?**

Who?

Why?

**Where did you
go after leaving
the building?**

Time Left:

Time Arrived:

**Prior to leaving,
did you turn off
lights and
appliances?**

How?

Any appliances left on?

Why?

Location?

**Any difficulties
with:**

Electrical wiring (if so, where):

Appliances (if so, where):

Machinery (if so, where):

Potential source of heat energy?

**How many sets
of keys are
there?**

**Who has other
keys:**

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

Alarm System(s) Manufacturer:

Type of alarm:

Date installed:

Maintained by:

Any prior burglaries?

**Any opinion as
to the cause of
the fire?**

**Experienced any
other fire losses?**

**Unusual activity
before fire?**

**Any arrests or
convictions?**

Insurance Policy Agent:

Insurance Company:

Description of Policy:

Type:

Policy #:

Amount of Coverage:

Recent change in amount of coverage?

Why?

**Mortgage
Company:**

Who and amount owed?

**Have you ever
filed or are you
in the process of
filing
bankruptcy?**

A. When:

B. What kind:

**Description of
contents of
building:**

Location of flammables:

Description and location of appliances:

Any other known fire hazards?

Any alterations done to structure?

**Any other
information to
assist in
investigation?**

**Did you set the
fire?**

Firefighter:

Firefighter Questionnaire

Investigator:

_____ Date: _____

1. Were you the first to arrive? When did you arrive?
2. When you first arrived, what color of smoke did you observe?
3. Where did you first see open flame?
What color was it?
Did you hear any explosions? When?
4. What were the weather conditions on arrival?
Wind direction? Velocity? Humidity?
5. Was there any incident of any kind that delayed you from getting to the fire scene as quickly as you normally would?
6. Did you see any familiar faces in the crowd?
7. Was anyone being overly helpful to you?
8. Did you notice on route any vehicles "leaving" the scene?
9. Did anyone in the crowd look "odd" in terms of his/her physical appearance? Was anyone wearing unusual clothing? Did anyone in the crowd simply not "fit" for the time and place of the fire?
10. Do you have any history of previous fires at this location? Is there a previous history of the same owner having other fires?
11. Did you note whether any doors or windows or any other building openings had signs of "forced entry?" Did you note the quality and type of door locking system? i.e. deadbolts? How did you gain entry to the building? Axe / crowbar / hydraulic tool?

Case #: _____

Firefighter:

Firefighter Questionnaire

Investigator:

_____ Date: _____

12. Did you take any evidence from the scene? Where is it now? Was there continuity of evidence?

13. Did you observe any multiple points of origin for the fire?
How rapid was the fire spread?
Were there changes in the color of flames and/or smoke during the course of fighting the fire?

14. Was the building equipped with a burglar alarm?
Was it operational on your arrival?
Was there an outside alarm sounding on arrival?
Is it a "monitored system?"
Did the alarm company receive a signal?
Did they call the police?
Did they call the owner?
Was he home?

15. Was the building sprinklered?
Was the system operational?
Is it a "monitored system?"
Did the alarm company receive an alert on the fire?
When was the system last inspected?
Who had knowledge and access to the valves controlling the system?

16. Was an entry attack done?
Who?

When?

Observations?

17. Any unusual odors at the fire scene? Did you smell anything like gasoline, turpentine varsol, etc.?

18. Did you interview or speak to any bystanders or witnesses at the fire scene?

Case #: _____

Firefighter:

Firefighter Questionnaire

Investigator:

_____ Date: _____

19. How long did it take you to get the fire under control?

What was the length of burn time?

Did it vary in different sections of the building?

Did you have to use an unusual amount of water to extinguish the fire?

Did the fire intensify when water was applied?

20. Were you present when the owner arrived at the scene?

What were your observations of him/her?

Did the persons clothing match in with what you are being told? (Was he saying he was asleep, yet he presents himself neatly dressed / hair combed, etc.?)

Did he speak to any bystander?

Did you ask him any questions?

What did he say?

Did you record this discussion in your notes?

21. Did you talk to any neighbors?

Who?

What was said?

Had they noted anything or anyone unusual?

Did you take notes of this discussion?

Case #: _____

Firefighter:

Firefighter Questionnaire

Investigator:

_____ Date: _____

22. When you entered the premises, did you notice anything out of place that might suggest a break-in? Did all the contents seem in the right place?

Did you notice whether there were any unusual covers over windows such as blankets or sheets? Was there any attempt to hide the origin area from street observations?

23. Did you inspect the electrical panel? Circuit breakers? Fuses? Anything unusual?

24. Did you take any photographs during or after the fire?

25. Was there anyone taking videotape or photographs of the fire when it was in progress? Who?

26. Did you note any unusual vehicles in the vicinity of the fire scene? Did you record any plate numbers?

27. Where was the lowest and heaviest point of burning you observed in the premises?

28. Did you do any overhaul of the premises?

29. Was a fire watch posted? Who?

Had the owner entered the building before the fire investigator arrived?

30. Did you take note of any flammable liquids present in the building? Were the containers stored in the appropriate place?

31. Were there any "for sale" signs up on the property?

Case #: _____

Firefighter:

Firefighter Questionnaire

Investigator:

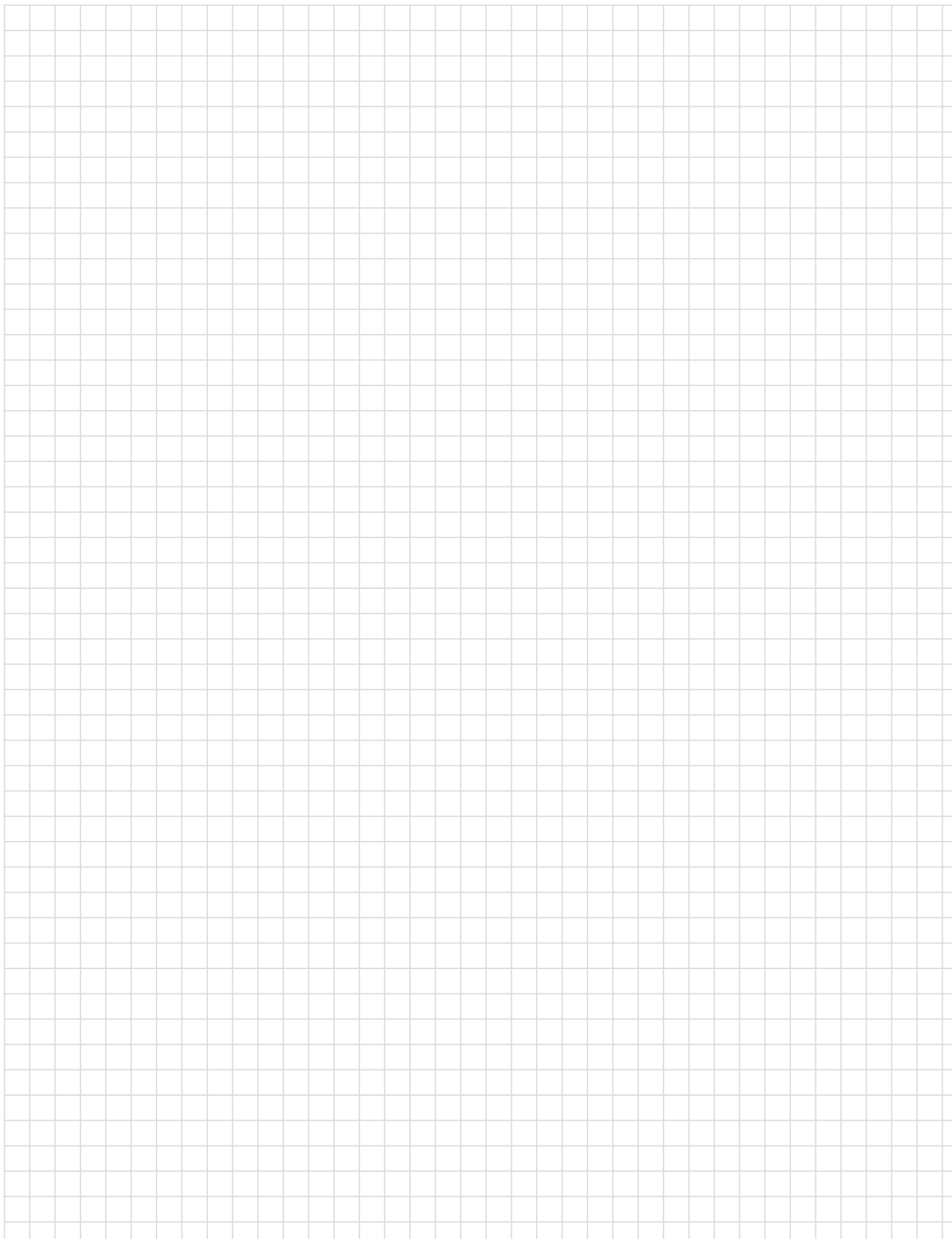
_____ Date: _____

32. Has your department done an inspection of this building before this fire? Were any orders or recommendations given to comply?

33. Can you outline the methods you used to fight the fire? Were any tactical command decisions made that might have affected the length of the fire burning in certain portions of the building? Did the fire flash when water was introduced?

Case #: _____

Sketch





CASE # _____

Windsor Fire Department
Investigation Division

Evidence & Chain of Custody Details

Item Number:	Recovered By: <i>(signature)</i>
Date & Time of Recovery: ____/____/____ at ____:____	
Description of item:	
Location of Recovery:	
CHAIN OF CUSTODY:	
Received from: _____ By: _____ Date ____/____/____ Time: ____:____ (24 hour time)	
Received from: _____ By: _____ Date ____/____/____ Time: ____:____ (24 hour time)	
Received from: _____ By: _____ Date ____/____/____ Time: ____:____ (24 hour time)	
Received from: _____ By: _____ Date ____/____/____ Time: ____:____ (24 hour time)	
Received from: _____ By: _____ Date ____/____/____ Time: ____:____ (24 hour time)	

Daubert Preparation Worksheet
Organized according to the steps of the Scientific Method

Identify the Problem

Case Name/Number: _____

Physical Location of Fire: _____

Assigned to case by _____ on _____

Define the Problem

Details of fire service response:

Right of entry secured by (circle):

exigent circumstance consent (who? _____)

administrative warrant search warrant

Scene safety inspection (note any unsafe conditions identified and how they were addressed):

Preliminary observations from initial walkthrough:

Did you create a physical or computer model of the fire? If so, describe model and note scientific basis for it:

Develop and Test Hypotheses

Hypothesis Posed	Evidence Used to Reject or Support Hypothesis
[describe hypothesis]	[list evidence used to reject or support this hypothesis]

Select Final Hypothesis

Cause of fire:

Ignition source:

First material ignited:

In the chart above, place a star next to the final hypothesis you selected. In writing, explain how you arrived at this final hypothesis and what facts supported it.

List any scientific theories and research that support the physical facts of your hypothesis (i.e., ignition source and first material ignited).