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FIRE CHIEF

April 14, 2015

BOARD OF FIRE COMMISSIONERS
FILE NO. 15-044

TO: Board of Fire Commissioners

FROM: *RMT* Ralph M. Terrazas, Fire Chief

SUBJECT: ARSON COUNTER-TERRORISM AUDIT REPORT UPDATE

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

SUMMARY

In December 2014, the Office of the Independent Assessor (OIA) completed an audit of the Arson/Counter Terrorism Section (ACTS) and reported its findings to the Board of Fire Commissioners (Board). The audit was conducted to assess the status of recommendations made during the 2008 Los Angeles Police Department (LAPD) audit, assess the quality of ACTS investigations, and determine background and training standards. The findings of the audit were thoroughly reviewed by ACTS personnel and supervisors, and several actions have been taken to address or implement recommendations.

RECOMMENDATION

That the Board:

It is respectfully recommended that the Board approve the report.

DISCUSSION

By power of the City Charter, the LAFD has the authority to investigate all fires that occur within the City of Los Angeles. The LAFD has a signed Memorandum of Agreement with the Los Angeles Police Department stating that "the Fire Department shall retain responsibility for all arson investigations, as well as any arson/insurance fraud occurring within the City, with the Police Department acting in a supportive role. When another crime is identified, i.e. arson/murder, the appropriate entity within the Police Department shall have the investigative authority."

In May 2014, the Office of the Independent Assessor (OIA) began a review of ACTS. The audit was conducted to:

- Assess the status of implementation of recommendations from the LAPD Audit,
- Assess the quality of recent ACTS investigations, and
- Determine if members working in ACTS possess the requisite background qualifications and firearms training required for the assignment.

The audit was presented to the Board of Fire Commissioners on December 16, 2014.

The OIA Audit objectives were:

- Objective 1: Policies and Procedures
- Objective 2: Quality of Investigations
- Objective 3: Investigative Training
- Objective 4: Supervisory Oversight
- Objective 5: Background Investigations and Firearms Qualifications for Peace Officers

The OIA made several recommendations. The audit reinforces and supports actions currently in motion by ACTS supervision to address deficiencies and improve performance. Work addressing the audit had already begun and continues to fall in line with the recommendations in the audit report.

Listed below are the steps being taken to address each audit recommendation:

1. Update and maintain an Arson Procedures Manual.
 - The Arson Procedures Manual was found to be in need of several updates. The manual has been thoroughly reviewed, and numerous changes have been made to reflect current procedures. Additional revisions are underway. Progress is slow due to staffing shortages and a lack of subject matter experts (SME).
 - A revised Arson Procedures Manual is being developed which will incorporate the Office Procedures Manual, Arson Procedure Bulletins (23 total), and the clerical procedures.
 - A Management Analyst is needed to keep all policies and manuals current.
 - There are 23 APB's used to provide structure and continuity to daily arson related activities. To date, the following APB's have been updated and are attached for the Board's consideration:
 - APB #01 – Line Up Scheduled; update Mar 2015
 - APB #02 – Evidence Booking; update Mar 2015
 - APB #03 – Surveillance/Tactical Plan Preparation; updated Mar 2015
 - APB #04 – Authorized Duty Weapon; updated Mar 2015
 - APB #05 – Firearms Qualifications Policy; updated Mar 2015
 - APB #07 – Response to Fire Fatalities and Serious Burns; updated Mar 2015
 - APB #10 – Supervisor Notification; updated Mar 2015

- APB #22 – Arson Training Hours; updated Mar 2015
 - APB #23 – Scene Security; updated Mar 2015
 - The following APB's have been eliminated from the process due to equipment and policy changes.
 - APB #09 – M17 Biological Chemical Mask
 - APB #15 – Reports and Records
 - A Captain II has been detailed to ACTS to focus on administrative policies and procedures.
 - A Management Analyst is needed to keep all policies and manuals current.
2. Develop policies reflecting the responsibilities of first responders and ACTS investigators regarding engaging in activities that will lead to more thorough and complete investigations (i.e. crime scene preservation, canvassing for witnesses and surveillance cameras, obtaining contact information, and interviewing all witnesses).
- ACTS is developing a Departmental Bulletin to coincide with OCEP and COCEP. This bulletin will address Incident Commander cause and origin determination responsibilities and train fire officers in cause and origin skills, and fire investigation procedures.
 - A checklist will be included to assist Incident Commanders and other fire officers to better organize and initiate fire investigation procedures.
 - ACTS will train each Bureau Training Support Specialist on First Responder Origin and Cause Guidelines.
3. Add "Canvassing for Witnesses" heading to Arson Procedure Bulletins #13.
- Subject matter experts are currently reviewing APB #13 for practical application in a field setting.
 - The APB now includes a heading titled "Canvassing and Witnesses"
4. Update Notification Protocols.
- There are three locations that address arson notification protocols; Arson Resolution Guide, Manual of Operations - Volume 1 Section 63.01, and APB #10 Supervisor Notifications.
 - Work is currently underway to reconcile all three documents in terms of standardized terminology and consistency.
 - APB #10 - Supervisor Notifications has been updated, revised, and is pending final approval.
 - Notification protocols are functional, ongoing, and effective.
5. Record (audio and video) and book into evidence suspect interviews.

- APB #13 is currently being reviewed and evaluated. Part of the revision of this APB includes language that suspect interviews should be recorded (audio and video) and that the recordings should be booked into evidence.
 - Each arson investigator has been issued a digital recorder in an effort to provide the tools necessary for this practice.
6. Greater detail conducting in-person interviews with material and percipient witnesses.
- Efforts are being made to train all arson investigators regarding interview techniques.
 - ACTS is working with LAPD to provide specific and recurring training regarding interviews.
 - ACTS is deciding whether to create a new APB specific to "Interview Techniques" or adding language to existing APB's.
 - In December 2014, LAPD conducted investigative training for all arson investigators. This training is continual and on-going throughout the year.
7. Formalize partnerships with LAPD and/or other law enforcement agencies.
- A thorough and collaborative process already exists. Currently there are ATF and LAPD Major Crimes Detectives working in conjunction with LAFD Arson Investigators on arson cases.
 - In late October and December 2014, the LAFD requested the ATF's National Response Team as a result of two significant fires. The collaboration has been smooth, efficient, and praised by the ATF supervisors as a model of federal/local collaboration.
 - These partnerships and collaboration ensure greater efficiency enabling increased arrests and prosecutions for arson related crimes.
 - ACTS has one full-time ATF agent assigned to daily functions.
 - ACTS has two LAFD Arson Investigators assigned full-time to the FBI-coordinated Joint Terrorism Task Force (JTTF).
 - ACTS regularly works with LAPD personnel from the Major Crimes Division and Criminal Conspiracy Section.
 - ACTS participates in the South Bay Arson Task Force.
 - An additional Senior Investigator is needed to increase collaboration with outside agencies.
8. Adopt formal investigative training requirements and standards.
- Efforts are being made to provide training for all arson investigators in this area. A request for Vet Funds was submitted for NFPA 921/1033 training.
 - NFPA 921/1033 addresses the significant changes that have occurred in the *"2014 Guide for Fire and Explosion Investigations"*. Major changes associated

- with the use of the scientific method and negative corpus will also be discussed.
 - Best practices as well as application of the “*2014 Guide for Fire and Explosion Investigations*” will help with report writing and interview techniques as they relate to the professional qualifications of fire investigators.
 - LAPD Force Investigation Division (FID) training was provided in December 2014.
 - Unified Joint Operations training was provided in December 2014.
 - Legal Update/Case Law course was provided in January 2015.
 - APB #22 - Arson Training Hours updated and pending approval.
 - The APB Table of Contents will have language requiring an annual review of all policies.
9. Supervisor approval on investigative reports ensuring accuracy and completeness.
- ACTS supervisors have taken steps to ensure better accuracy on written reports. Areas of focus include adherence to policies, evidence preservation, witnesses, interviews, notifications, and case management.
 - ABP #13 - Investigative Reports is currently being reviewed and updated.
 - An additional Senior Investigator is needed to review reports for accuracy and completeness.
10. Comply with 2011 Letter of Agreement (LOA); Psychological Evaluations.
- On October 20, 2014, all affected arson investigators (4 total) that had not complied with the LOA were provided with written instructions to initiate and complete the process.
 - This applied to members that came into ACTS after January 1, 2005.
 - The original evaluation process was to be completed by January 6, 2015; some members received an extension until April 6, 2015.
 - To date, all four have successfully completed the background process. Their results have been submitted to the Medical Services Division.
11. Ensure compliance with all LAPD policies related to firearms qualifications.
- ACTS receives weapons and use of force policy documents from the LAPD on a regular basis. These documents are used to update ACTS procedures.
 - The LAPD has secured consistent and regular training opportunities for ACTS personnel that include weapons, use of force, force option simulation, and tactics training.
 - Reference: LAPD Use of Force Policy – Directive No. 1, Directive No. 5, and Special Order No. 36, LAPD Special Order No. 24 Qualification Schedule.

- A Captain II has been detailed to ACTS to focus exclusively on administrative policies and procedures, including LAPD policies applicable to ACTS.

12. Ensure weapons qualifications standards including corrective action.

- Arson Captains are responsible for tracking, recording and documenting training. Arson Captains are also responsible for evaluating weapons qualifications for adherence to the LOA between LAPD and LAFD.
- LOA Item #13: The LAFD Arson Investigators shall adhere to LAPD's policies on use of firearms, the use of deadly force, and officer-involved shooting investigation procedures.
- Investigators that do not follow weapons qualification standards will be entered into CTS.
- APB #05 has been revised to include a section that covers corrective action for personnel that fail to meet the qualification requirements.
- A Captain II has been detailed to ACTS to focus exclusively on administrative policies and procedures, including LAPD policies applicable to ACTS.

CONCLUSION

The OIA audit identified areas that require attention and, if implemented, will improve performance, reduce risk management concerns, and enhance accountability. ACTS supervision is working closely with the OIA in an effort to clearly understand all issues identified and implement needed changes. Implementing OIA recommendations will enhance investigative practices, improve the quality of work, and heighten the level of service ACTS renders to the community of Los Angeles.

Although there is room for improvement, ACTS performance is recognized favorably and frequently praised within the law enforcement community. Although we view implementing the changes detailed above as a high priority, staffing levels require day-to-day operational needs to be the primary focus, leaving reduced staffing to address policy and manual updates. The addition of a Management Analyst and an additional Senior Investigator will be of great assistance in complying with all issues identified by the OIA and in keeping ACTS current with all applicable practices within the field of arson investigation.

Board report prepared by Robert W. Nelson, Commander, Arson-Counter Terrorism Section.

Attachment

ATTACHMENT

(Arson Procedure Bulletins)

Arson Procedure Bulletin



Bulletin #01 Revised 03/24/15

LINE-UP SCHEDULE

Consistent with the Manual of Operation (4/1-28.00 – Line-UP), Arson/Counter Terrorism Section (ACTS) line-ups are for the reading of orders and communications to ACTS members, and the delivery of any verbal information or instruction deemed necessary.

In order to provide ACTS members with updated LAFD information, current section events and training opportunities, line-up will be conducted when the A, B, or C Platoons work on consecutive weekdays. Line-up should take place once a month pending any unforeseen operational events.

Members who have recently attended Arson related training seminars or have cases to critique with “lessons learned” will be scheduled to deliver a synopsis of their experiences for discussion. This training will be scheduled within a reasonable time period after the Investigator returns from the training seminar or incident.

The line-up schedule will be sent out to all work locations in advance so that all ACTS members can adjust their calendar to attend. **These line-ups are considered mandatory. Line-up will normally begin at 0900 hours.** Special duty personnel are required to attend only one of the three platoon-duty sessions. Members may attend on an off-duty basis, subject to approval. In addition, a guest speaker may be scheduled to attend and participate in the ACTS line-up.

Arson Procedure Bulletin



Bulletin #02 Revised 03/24/15

EVIDENCE PROCEDURES

The proper collection and processing of evidence plays a vital role in criminal investigations. Collection of fire related evidence is the responsibility of members assigned to the Los Angeles Fire Department (LAFD) Arson/Counter Terrorism Section (ACTS). Investigators shall adhere to the following policies and procedures to assure this responsibility is met.

As per the Letter of Agreement (LOA) with the Los Angeles Police Department (LAPD), the ACTS K-9 Handler is designated as the LAFD Evidence Coordinator. The Evidence Coordinator is responsible for ensuring that all policies and procedures regarding the collection, packaging, booking, analysis requests, and disposition of evidence are followed, and that ACTS is in compliance with both LAPD policies and the Evidence Code.

It is the responsibility of each Investigator to keep abreast of any changes to the policies and procedures regarding the collection, packaging, and booking of evidence. Additionally, all Investigators shall ensure that the most current and updated forms/documents are used.

Collection

Once evidence has been identified at the scene, it should be thoroughly documented before it is moved. This documentation can best be accomplished through field notes, written reports, sketches, diagrams, and/or photographs. Items should be photographed in place and collected and packaged in the appropriate container (metal can, paper bag or approved plastic fire debris bag). In order to organize evidence at a scene, investigators should consider utilizing the plastic evidence numbers when collecting and photographing several pieces of evidence. Evidence collection techniques such as the changing of gloves and cleaning of tools between individual items will diminish the possibility of cross contamination. A comparative sample should be collected when and if possible. A red and white evidence seal shall be completed and placed on any sealed container.

Upon return to quarters (Arson/Counter Terrorism Section A-Unit-1, A-Unit-2, or Special Investigations), all evidence items shall be placed in the evidence locker at the appropriate location with complete labels and identification. Additionally, a thorough entry shall be made in the evidence log and arson unit journal.

Packaging and Booking

All evidence shall be booked into an LAPD facility as soon as practical but shall not exceed **96 hours** from the time it was originally collected. Any deviation from the 96 hour time frame will require approval from the Evidence Coordinator, Senior Investigator, or an ACTS supervisor (B/C or Captain).

Booking

Evidence/property shall be booked into an LAPD facility using a Property Report, Investigative Report (IR), or Arrest Face Sheet (5.2). As per the LOA with LAPD, either ACTS Supervisors or LAPD Supervisors shall approve and sign the document prior to booking into an LAPD facility.

NOTE: Investigative Report (IR): Up to three items may be booked using this form.
Arrest Face Sheet (5.2): Up to two items may be booked using this form.

If more than three items need to be booked, or if neither an IR nor 5.2 is pertinent to the case, the Investigator shall book the evidence/property using a Property Report.

For personal property (excluding fire debris): The owner of the property shall be provided with a signed Receipt for Property (LAPD Form 10.10).

All Original Property Reports, Investigative Reports (IR), and Arrest Face Sheets (5.2) shall be forwarded to LAPD Specialized Reports Distribution Unit (SRDU), Mail Stop #400. Additionally, if using an Arrest Face Sheet to book property, the Investigator shall ensure compliance with APB #17 Post Arrest Procedures when submitting the original report to SRDU. A copy of the Property Report, Investigative Report (IR) or Arrest Face Sheet (5.2) shall be maintained in the case envelope and is part of the official record.

Packaging

When possible evidence containers will be placed in a cardboard box and properly sealed prior to booking at the LAPD facility. The box will be sealed and labeled according to LAPD policy and procedures.

LAPD Evidence Tags

Brown Tag:	Analyzed Evidence (Trace, DNA, Prints)
Yellow Tag:	Shelf Storage (Prints)
White Tag:	Frozen Evidence (Serology / DNA)
Grey Tag:	Refrigerated Evidence (Soil sample)
Pink Tag:	Non-evidence (Found property, No crime occurred)
Green Tag:	Climate Controlled (Dried Buccal Swabs, Dried Clothing / items with blood stains for DNA)

Items that are only booked for shelf storage shall not be sealed to allow the Property Officer to confirm and approve the contents.

Items that will be sent to Trace for analysis (ignitable liquids) shall utilize the brown tag.
Items that will be sent to Latent Prints only shall utilize the yellow tag.
Items that will be analyzed for both Trace and Latent Prints shall use the brown tag.

NOTE: There have been variations between MDC and Valley Property regarding the use of brown or yellow tags on evidence that is submitted for latent prints. Investigators shall be guided by the LAPD Property Officer.

Requested Analysis

All analysis request forms (Trace, Chemical Processing, Latent Prints, Serology / DNA) shall be submitted to the Evidence Coordinator for review and prioritization*. A signed copy of the Property Report, Arrest Face Sheet (5.2), or Investigative Report (IR) used to book the property shall accompany the analysis request form.

***All analysis requests shall be submitted to the Evidence Coordinator for approval and submission within 14 days of collection.**

Only the Evidence Coordinator is permitted to submit analysis request forms to LAPD Scientific Investigation Division (SID). Any analysis requests that are submitted without the Evidence Coordinator's approval will be returned by SID without analysis.

Completed laboratory results will be sent from SID to the Evidence Coordinator. The Evidence Coordinator shall record the case number into the evidence log and then disseminate the results to the appropriate investigator.

If, in the investigator's opinion, there is no longer a viable reason to continue with the requested analysis, a Cancellation of Analysis form shall be filled out for the requested items and submitted to the Evidence Coordinator.

Any deviation for the procedure listed above shall be approved by the Evidence Coordinator and/or an ACTS Supervisor.

Evidence Log

At the beginning of each month, A-Unit 1 and A-Unit 2 shall forward their respective Evidence Logs and Investigator Information Sheets for the previous month to the Evidence Coordinator. The records shall be submitted no later than the 5th of each month.

Evidence Retrieval

In June 2001, the Los Angeles Police Department made changes to their evidence booking/retrieval procedures.

"Persons either booking property into, or checking booked property out of, LAPD Property Division custody will be required to provide City of Los Angeles employee identification and a thumb print. This procedure is a recommendation made by the Police Department's Rampart Board of Inquiry, Recommendation #65, and is an effort to ensure the security of the property system. Until such time as a computerized system is deployed, the thumbprint will be obtained manually. When checking out property, inform the Property Officer the reason and estimated time property will be checked out. Example - long term for trial."

All appropriate personnel shall be aware of this new requirement. It is the desire of LAPD to provide the best service possible to the community and to other law enforcement agencies.

All LAFD Investigators shall adhere to LAPD's policy when retrieving previously booked evidence/property.

NOTE: When retrieving previously booked evidence/property, understand that there is a finite time to which the items may be checked out. Be guided by the Property Officer and follow their direction.

Evidence Disposition

The responsibility for the management and disposition of booked evidence rests with the individual Investigator. However, the Evidence Coordinator has overall responsibility to ensure the correct disposition of all evidence collected by LAFD. Additionally, both the Evidence Coordinator and ACTS Supervisors have the authority to either place an *"Investigative Hold"* or *"Authorized for Disposition/Destruction"* on any item of evidence from any case at their discretion.

Once evidence/property has been booked into an LAPD Property Division, the evidence/property will come up for disposition review every 90 days. The Evidence Coordinator will then disseminate the disposition sheets to the respective Investigators

in conjunction with assigned cases by the **5th of every month** (pending release of documents by LAPD). The assigned Investigators will then review the case associated with the evidence/property and make the appropriate dispositions. The evidence disposition sheets shall be completed and returned to the Evidence Coordinator by the **20th of every month**.

NOTE: When the 20th of the month falls on a weekend or holiday all investigators shall turn in their dispositions sheets by the **Friday before the due date**. If an Investigator anticipates being off- duty long term during the disposition period, the Investigator shall make prior arraignments via e-mail with the Evidence Coordinator regarding their evidence disposition status.

After submitting the completed disposition sheets each Investigator shall sign their name and total number of sheets turned in on the Disposition Sign-In Sheet.

NOTE: During each disposition period all Investigators shall review the Master Monthly Evidence Disposition Summary Report to ensure the total number of his/hers evidence items match the total number of disposition sheets provided. Any discrepancy shall be brought to the attention of the Evidence Coordinator immediately.

Property Disposition Codes for Investigators

Code	Meaning	When to Use
IH	Investigative Hold	Booked property is still needed As evidence
AD	Authorized for Disposition or Destruction	Booked property is no longer needed as evidence and can be destroyed.
AR	Authorized for Release	Booked property is no longer needed as evidence and is to be returned to its owner.
RR	Reroute	Investigative responsibility for booked property belong to and is reassigned to another investigative unit.

Responsibility for Evidence/Property Transferred to LAFD ACTS

When a case is transferred from LAPD to LAFD ACTS the responsibility for the management and disposition of the evidence/property associated with that case shifts to

the LAFD Investigator. Examples of transferred cases include those where arrests were made by LAPD and Investigative Reports (IRs) taken by patrol officers.

When a case is transferred from LAPD to LAFD ACTS the assigned Investigator shall log all evidence/property associated with that case in the appropriate Evidence Log (A-Unit-1, A-Unit-2, or Special Investigations) for the month in which the evidence/property was originally collected and booked.

Changes or Corrections to Evidence

The Evidence Coordinator, ACTS Supervisors, LAPD Supervisors, and LAPD SID have the authority to request changes or corrections to any documents associated with evidence/property. When directed to make a change or correction an LAPD Form 3.14 (Follow Up) shall be used. The change or correction shall be made immediately and submitted to the Evidence Coordinator for review and approval. After approval the signed original shall be sent to SRDU and a copy retained in the case envelope as part of the official record.

Laboratory and Analysis Results

Upon receipt of laboratory or analysis results the Investigator shall retain a copy in the case envelope and it becomes part the official record.

Quality Control and Oversight

In order to ensure quality control the Evidence Coordinator and ACTS Supervisor(s) will randomly select and audit the evidence of two Investigators each evidence/property disposition period. The Evidence Coordinator shall ensure that evidence/property is being disposed according to established practices. If necessary an improvement plan will be implemented and a follow up review will be conducted.

Arson Procedure Bulletin



Bulletin #03 Revised 03/24/15

SURVEILLANCE/TACTICAL PLAN PREPARATION

As part of the duties of an Arson/Counter Terrorism Section (ACTS) Investigator, there may be instances where coordinated or planned events involve multiple personnel. When such events occur, a Tactical Operation Plan shall be prepared. The lead Arson Investigator of a case is required to complete the *LAFD Arson Tactical Operation Plan* (TOP) when one of the following conditions exists:

- When a formalized tactical operation is planned to effect a probable cause arrest, the serving of an arrest warrant, or the serving of a search warrant. This does not include routine arrests in the field as a result of follow-up and/or contact with a suspect.
- When LAFD Investigators are going to be conducting a surveillance operation at a location with more than two investigators or A-Units.

An LAFD Tactical Operation Plan *may* be required when a multi-agency operation plan is conducted.

If an outside agency is preparing an operation, the plan pertaining to that event will be reviewed prior to the operation to determine whether or not an LAFD TOP should be prepared. If the outside agency plan accounts for all involved ACTS personnel, a separate TOP will not be required - the intent is to avoid having two plans that may conflict operationally.

If the lead ACTS investigator of the case is unable to prepare the TOP prior to the operation, that investigator shall notify an ACTS supervisor (B/C or Captains) or Senior Investigator. Upon notification, the involved supervisor or Senior Investigator shall ensure that a TOP is completed, if applicable. All involved Investigators will receive a copy of the TOP prior to putting the operation into effect and should familiarize themselves with all aspects of the plan. Typically, familiarization will take place at a pre-event briefing.

Uniform/Equipment Inventory for Tactical Operations

The type of operation will dictate the equipment that an investigator utilizes. For the service of arrest warrants and search warrants, body armor and a raid or Battle Dress Uniform (BDU) jacket shall be worn. Investigators who are scheduled to be involved in an operation will be advised, in advance, of any additional clothing/equipment requirements for that operation. The below-listed equipment should also be considered:

- Ballistic Helmet
 - Work Uniform– two-piece BDU
 - Black T-shirt
 - Black Work Boots
 - Body Armor w/ ID carrier
 - Tactical Gear
 - Web Belt/ Sam Brown
 - Side Holster– Hip or Thigh
 - Magazine Pouch
 - Handcuff case
 - OC Spray
 - Flashlight w/ spare batteries
 - Weapons (Handgun/shotgun)
 - Cleaned and Operational
 - Extra Magazines and Ammo
 - Back-up Weapon (if carried)
-
- Radios
 - LAFD
 - LAPD-Astro
 - Extra Batteries for all Radios
 - Eye Protection (Goggles)
 - Trauma Kit
 - Team/Personal
 - Rations
 - Water/Nutrition Bars (etc.)
 - Vehicles
 - Fuel tank full
 - Fluids Topped Off
 - Tire Pressure Checked
 - Mechanically Sound
 - Maps or GPS

APB #03
Revised 03/24/15

There may be instances when plain clothes will be worn instead of uniform-type apparel. Such occurrences will most typically be surveillance operations not involving the service of warrants. The wearing of plain clothes is subject to the approval of a supervisor on a case by case basis.

Arson Procedure Bulletin



Bulletin #04 Revised 03/24/15

AUTHORIZED HANDGUNS and AMMUNITION

Sworn members assigned to the Arson/Counter Terrorism Section (ACTS) are bound by the Los Angeles Police Department's (LAPD) policies and procedures as they relate to firearms that are carried and the use of deadly force. As per the Letter of Agreement that was signed by the Fire Chief on January 7, 2013:

The LAFD Arson Investigators shall adhere to LAPD's policies on the use of firearms, the use of deadly force, and officer-involved shooting investigation procedures.

The primary sidearm that is issued is a third generation (Gen 3) Glock model 22. The specifications for this particular pistol are below:

Glock Model 22:

1. **General:**
 - a. **Type:** Semi-automatic Pistol
 - b. **Manufacturer:** Glock
 - c. **Frame:** Polymer
 - d. **Caliber:** .40 S&W
 - e. **Finish:** Black
 - f. **Action:** Safe Action
 - h. **Safety Device:** "Safe Action" trigger System
 - j. **Sights:** Tritium, low-light-level sights or Glock Night Sights

Model 22 Magazines:

High capacity law enforcement magazines are to be used in the Glock model 22 (15 rounds) which must be Glock "drop free." Larger magazines (22 round) may be carried in a tactical load bearing vest or equipment bag for unusual occurrences.

Authorized Weapons (Non-Issue)

Members may carry any "LAPD Approved and Authorized" handgun, provided that the member has received training and/or certification specific to the weapon system that the member wishes to carry (see attached LAPD Approved and Authorized Handguns, January 1, 2015).

At a minimum, all ACTS members shall complete initial training and certification in the Glock pistol. Members authorized to carry a Glock pistol may carry an authorized Smith and Wesson M&P pistol by completing an LAPD M&P Care and Cleaning Course, and by completing an LAPD qualification course with their M&P pistol.

Back-up or transition school is required prior to a member carrying a weapon other than the Glock (or Smith and Wesson M&P) pistol for back-up or off duty purposes. For example, if a member wishes to carry a decocker-type semi automatic pistol, and that member has only completed the Glock Transition Course, that member must complete Decocker School prior to the weapon being carried in an off-duty or back-up capacity. The same principle also holds true for members wishing to carry a Colt 1911 styled pistol, although the member must shoot "expert" at an LAPD Bonus Qualification simply to get into 1911 school. Certification for use of a .380 weapon for off-duty or back-up use requires that the member qualify with the weapon.

ACTS members must abide by the list of weapons on the attached Approved and Authorized Handguns, and the associated General Handgun Specifications.

Handguns defined as Primary Weapons may also be carried as plain clothes, off-duty, or backup firearms. Members are reminded that off-duty and backup firearms must be concealed. Under no circumstances shall a .380 pistol be utilized as a primary duty weapon.

ACTS members may carry .38 spcl, 9mm, .40 S&W, or .45 ACP caliber pistols in those weapon systems they have been trained and certified to use. The protocol to change calibers in the same weapon system requires one successful LAPD qualification followed by an inspection of the pistol by an LAPD armorer.

Prior to putting a personally owned weapon into service as a duty, off-duty, or back-up firearm, ACTS members shall have the gun inspected by an LAPD Armorer. This is to ensure that the firearm meets LAPD specifications.

Firearm inspections will take place at the Davis Training Facility Armory. Blank inspection forms (see attached) will be available at the Armory, so there is no need to bring one. Members desiring a weapon inspection shall:

1. Schedule the inspection directly by calling the Davis Armory.
2. Take the weapon to be inspected which shall be clean and unloaded. While magazines are not absolutely necessary for the inspection, bring them as well, in the event any function checks need to be completed with them.
3. Have the armorer indicate on the inspection form if the weapon meets LAPD specifications. If not, have the armorer indicate the reason(s) in the "remarks" section of the form.
4. After the weapon has been inspected, and if it meets LAPD specifications as an approved handgun, the member must qualify with it prior to placing it into service.
5. Return the completed inspection form and the qualification receipt (together) in the qualification receipt envelope. A copy of those documents will be placed into a master file.

ACTS members who have successfully completed the LAPD Pistol with Attached Light (PWAL) training are authorized to attach an approved lighting system to an LAPD approved Beretta, Smith and Wesson, Glock, or 1911 pistol. The pistol must be equipped with an accessory rail as original equipment from the manufacturer. Aftermarket or gunsmith installed rail systems are not authorized for use (see attached LAPD Approved and Authorized Tactical Pistol Lights, July 1, 2014).

Authorized Handgun Ammunition

The following is a list of LAPD approved ammunition for use on-duty, off-duty, and with backup weapons:

.380 Caliber, ACP

Speer Lawman, .380 ACP, FMJ, 95 grain, Product Number 53608

9mm

Winchester Ranger, 9mm Luger, 147 grain T-series, RA9T

.40 Caliber, S&W

Winchester Ranger, 40 Smith & Wesson, 180 grain T-series, RA40T

.

APB #4
Revised 03/24/15

45 Caliber, ACP

Federal Premium, 45 Auto, 230 grain HST, P45HST2 (non +P)

.38 Caliber, Special

Speer Gold Dot, 38 Special+P, 135 grain, GDHP, 53921

Holsters

Off-duty, non-uniformed duty (ACTS Investigators) and tactical holsters are not regulated as are holsters for LAPD uniformed duty. See attached *LAPD Approved and Authorized Duty Holsters* for guidelines.

All members are reminded that much of the above information is excerpted from LAPD source documents. All members shall familiarize themselves with the attached source documents and are responsible for abiding by the most current regulations.

Attachments:

*LAPD Approved and Authorized Handguns,
January 1, 2015*

*LAPD Approved and Authorized Duty Holsters
January 31, 2014*

*LAPD Approved and Authorized Tactical Pistol Lights,
July 1, 2014*

LAFD ACTS Firearm Inspection Record

Arson Procedure Bulletin



Bulletin #05 Revised 03/24/15

FIREARM QUALIFICATION POLICY

SHOOTING QUALIFICATIONS

All investigators shall qualify in the manner prescribed in this policy. This qualification shall take place at a range under the supervision of the Los Angeles Police Department (LAPD). The qualification requirement shall not be satisfied when an investigator shoots at a Los Angeles Sheriff's Department (LASD) range for bonus pay (see BONUS)

Exception: when a qualification exemption has been approved (see Exemption for Qualification Requirement)

All members who are assigned to the Arson/Counter Terrorism Section (ACTS) and have completed Peace Officer Standard Training Course, Penal Code Section 832 Module J, Firearms, shall qualify in the manner prescribed by this policy as a condition of assignment to ACTS.

QUALIFYING FOR BONUS

Members may shoot for bonus at LAPD or LASD ranges, per current agreement between Los Angeles Fire Department (LAFD) and United Firefighters of Los Angeles City (UFLAC), Memorandum of Understanding, Article 7.0, Section II. The ACTS Commander shall forward a bonus letter following documentation that the member has qualified on the bonus course of fire.

PROTECTIVE EQUIPMENT

All members who are on any range where live fire is taking place shall wear eye and hearing protection. Approved eye and hearing protection is provided at LAPD qualifying ranges. Personal eye and hearing protection of a type approved by the LAPD Armorer may be worn. Prescription eyeglasses may be worn as eye protection.

FIREARMS AND EQUIPMENT USED FOR QUALIFYING

Members shall qualify with the same firearm and equipment that they normally carry on duty. Although shotguns are provided at the LAPD range for qualifying, members shall utilize the shotgun assigned to their position on ACTS whenever possible.

FAILURE TO MEET QUALIFICATION REQUIREMENT

Supervisors (B/C or Captains) shall cause investigators to qualify on duty whenever possible. It is the member's responsibility to qualify, whether it is accomplished on or off duty. When the ACTS Commander is notified that an investigator has failed to meet the qualification requirement and the investigator does not have a valid exemption, the ACTS Commander shall be responsible for administering corrective action in a progressive manner, commensurate with LAFD policy.

EXEMPTION FOR QUALIFICATION REQUIREMENT

Medical Exemption: An investigator who is unable to fire the qualification course because of an injury or physical defect will be required to obtain a statement from a physician exempting the member from qualification process for a specified period of time. All applicable sections of the Manual of Operation relating to duty limitations shall be adhered to.

Injury or Illness: Any investigator who is officially off duty (IOD or NIOD) for a period comprising the last seven calendar days of a qualification period due to injury or illness shall be exempt from the qualification requirements for that qualification period.

Vacation Exemption: Consistent with LAPD policy pertaining to qualification, there is no longer a vacation exemption.

Years of Service: Members with 20-29 years of service (as an investigator) shall qualify during Cycle 1 with the duty shotgun, and during Cycles 2 and 5 with their primary duty handgun.

All members with 30 years or more of service as an investigator are required to qualify one time per calendar year at their convenience during Cycles 2, 3, 5, or 6. This qualification requirement shall be met with their primary duty handguns and duty ammunition. Members are exempt from shotgun qualification.

Members choosing to exercise an exemption shall notify a supervisor (B/C or Captain) who shall review the exemption to ensure it is in accordance with this policy. If a doctor's note is needed for a medical exemption, a copy of the note, with the shooting restriction noted, will be placed in the member's ACTS office personnel file. The supervisor shall also note any exemption on the qualification sheet.

METHOD OF QUALIFICATION

All investigators shall qualify bi-monthly as indicated below:

January (Cycle 1).....Shotgun
February/March (Cycle 2).....Primary Duty Handgun with Duty Ammunition
April/May (Cycle 3).....Primary Duty Handgun
June/July (Cycle 4).....Force Option Simulator (FOS)
September/October (Cycle 5).....Primary Duty Handgun
November/December (Cycle 6).....Primary Duty Handgun

Note: There is no qualification cycle during the month of August.

Exception:

- Members receiving initial striker fire training (transition school or similar) shall qualify each month that combat ranges are open for 12 consecutive months following the training.

Shotgun Course: Investigators shall shoot the shotgun course of fire during the designated month (see Method of Qualification). The shotgun course of fire will not be scored. Investigators must demonstrate proficiency with the shotgun as directed by the LAPD Rangemaster to satisfy the qualification requirement.

COMBAT AND NIGHT-COMBAT COURSES, REQUIRED SCORE

In order to qualify, members must achieve a minimum established score. Investigators failing to attain the minimum score shall repeated the course of fire until the minimum score for each target is attained during one relay.

The minimum passing score is 210 points with 105 points on each target, when sufficient daylight exists. During the hours of darkness, the minimum passing score is 180, with 90 points on each target.

Members shall adhere to LAPD requirements whenever changes are made in the minimum passing score.

Note: A condition of assignment to the ACTS is the ability to carry, use, show proficiency with and qualify with a duty sidearm and shotgun.

FIREARM MAINTENANCE

Each member is responsible for the cleanliness and good working order of their duty weapon. The ACTS Commander shall ensure that each of the *nine* assigned shotguns is fired during the Shotgun Qualification Period (January).

The Senior Investigator assigned to ACTS shall be designated the ACTS Armorer. The Armorer shall have the responsibility of:

- Care and cleaning of any shotgun whenever a deficiency is discovered during inspection.
- Assisting members with arranging for necessary repairs and providing a replacement weapon, if applicable.
- Maintaining a roster that shall indicate the first date each shotgun is fired in each Shotgun Qualification period.
- Maintaining documentation of any inspection and/or repairs.
- Conducting an annual inspection of City-owned duty sidearms to insure serviceability.

QUALIFICATION RECEIPT

Upon completion of the course of fire, each investigator shall obtain a qualification receipt, indicating a passing or failing performance. The receipt shall be turned in to an ACTS Supervisor (B/C or Captain). Each member's date of qualification shall be entered on the ACTS Bi-monthly Qualification roster.

Attachment: LAPD Department Qualification Schedule (08/01/2010)

DEPARTMENT QUALIFICATIONS SCHEDULE – REVISED

Effective August 1, 2010

Qualification Cycle	Sworn (Lieutenants and Below), Reserve Officers, And Security Officers With Less than 20 Years of Service	Sworn (Lieutenants and Below), Reserve Officers, And Security Officers With 20 to 29 Years of Service	Captains and Above (Less than 30 Years)
1. January	Shotgun (Security Officers And Level III A Reserves are Exempt)	Shotgun (Security Officers And Level III A Reserves are Exempt)	None
2. February/ March	Qualify Duty Ammo	Qualify Duty Ammo	Qualify Duty Ammo
3. April/ May	Qualify Practice Ammo	None	None
4. June/ July	Qualify FOS	None	None
August	None	None	None
5. September/ October	Qualify Practice Ammo	Qualify Practice Ammo	Qualify Practice Ammo
6. November/ December	Qualify Practice Ammo	None	None

- All sworn employees (regardless of rank), reserve officers, and security officers with **30 years or more of service** are required to qualify one time per calendar year at their convenience during Cycles 2, 3, 5, or 6. This requirement shall be met with their primary duty handgun and duty ammunition.

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ACTS RESPONSE TO FIRE FATALITIES & SERIOUS BURNS

When an Arson/Counter Terrorism Section Unit (A-Unit) is informed that it is responding to a fire where a fatality, or probable fatality, has occurred, the on-call supervisor (B/C, Captains, Senior Investigator, or acting on-call supervisor) shall be immediately notified. The on-call supervisor, based on the information received, may notify the on-call investigators to assist during the initial stages of the investigation. If necessary, additional Arson/Counter Terrorism Section (ACTS) resources will be requested.

The responsibility for investigating fatalities or handling the investigation will be determined at the scene by the on-call supervisor, upon conferring with ACTS personnel. As a guide, if the cause of the fire is determined to be accidental, the preliminary investigation report will be completed by the platoon A-Unit. If the cause of the fire is determined to be incendiary, or anything other than accidental, the preliminary report will be completed by the on-call investigator. The Los Angeles Police Department Robbery Homicide Division (RHD) and the special duty investigator will handle follow-up investigation of incendiary fires causing death.

In cases where a critical burn victim and /or probable fatality has been transported to a hospital, a priority consideration shall be to conduct an immediate interview with the victim.

The on-call supervisor shall also consider requesting the following resources, depending on the nature of the incident:

- Accelerant Detection Canine
- Photographers LAPD and/or Forensic
- Scientific Investigation Division Criminalists
- Deputy District Attorneys
- Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
- Federal Bureau of Investigation (FBI)
- LAPD Robbery Homicide Division
- LAPD Major Crimes Division/Criminal Conspiracy Section
- House of Worship Task Force
- Fire Prevention Bureau

APB #7
Revised 03/24/15

Any changes or deviations from this policy will be determined by the ACTS supervisor on-scene. The supervisor shall give due consideration to the needs of the investigation and the primary investigator assigned to handling the case. Every attempt will be made by the on-call supervisor to assign the lead investigator as soon as possible.

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Bulletin #10 Revised 03/24/15

K-9 & SUPERVISOR NOTIFICATIONS

This Bulletin is applicable when investigations meet the following criteria and/or in the on-scene investigator's opinion, notifications are warranted.

ACCELERANT DETECTION CANINE

When in the on-scene investigator's opinion an accelerant detection canine deployment is required, the request shall be made through both the Investigator/K-9 Handler and the on-call supervisor. The on-call supervisor shall then ensure that the Investigator/K-9 Handler and Metropolitan Fire Communications (MFC) have been notified and will liaise to determine the feasibility and resources needed for the K-9 deployment. On-scene investigators will brief the K-9 handler regarding the incident and pertinent information.

SUPERVISOR NOTIFICATION

House of Worship and Hate Crime Incidents

For any fire in a House of Worship (church, temple, synagogue, mosque, etc.) or property owned by a religious entity (school, parking area, vehicle, etc) the on-scene or responding Arson/Counter Terrorism Section Unit (A-Unit) shall notify the on-call Arson/Counter Terrorism Section (ACTS) supervisor. This would include any fire that is apparently accidental in nature.

The on-call supervisor shall notify members of the House of Worship Task Force (Los Angeles Police Department (LAPD), Bureau of Alcohol Tobacco, Firearms and Explosives (ATF), and Federal Bureau of Investigations (FBI)) in the event of a criminal fire. If the on-call supervisor is either the Senior Investigator or an acting supervisor, notification will also be made to either an ACTS Captain or Battalion Chief.

For any Hate Crime involving fire, investigators shall notify the on-call ACTS supervisor at all times.¹ The supervisor will make additional notifications based on the specifics of the incident.

¹ Hate crimes are generally defined as criminal acts, or attempted criminal acts, against an individual or group of individuals because of their actual or perceived race, color, religion, ancestry, national origin, sexual orientation, gender, or disability. The California Penal Code sections pertaining to hate crimes commence at section 422.55.

ACTS Arrest of Suspects

When an investigator makes an arrest (including when LAPD books an arrestee), the on-call supervisor shall be notified. (See APB #19, Supervisor Notification and Approval of Arrest)

Firefighter or Civilian Fatalities and Serious Burns

When a firefighter or civilian is seriously burned or dies as a result of a fire, the on-scene investigators shall notify the on-call supervisor. (See APB #7, ACTS Response to Fire Fatalities and Serious Burns)

ACTS RESPONSE MATRIX

Incidents to which A-Units respond fall into one of three categories: Routine, High Profile, or Severe.

Routine Responses

On-scene investigators may request an additional A-Unit or the accelerant detection canine, as necessary. Supervisor notification is made if, in the investigator's opinion, it is warranted or is in the best interest of the incident.

High Profile (Significant or of substantial media Interest)

The on-scene investigators shall notify the on-call supervisor. The supervisor may, in turn, request an additional A-Unit, Special Investigation Section (Day) Investigators, on-call investigators, and/or the ACTS Commander. Additionally, the on-call supervisor may request an accelerant detection canine, the forensic photographer, additional investigators from LAPD, ATF, or FBI.

Severe Incidents (Firefighter or Civilian Fatalities)

The on-scene investigators shall notify the on-call supervisor. As with high profile incidents, the supervisor may request additional resources (see above) to assist with managing the incident. Preparations for a long-term investigation may be required, such as establishing a unified command with outside agencies, requesting a Department Command Post Vehicle, and setting up an investigative branch within the Incident Command System (ICS).

As per the LOA with LAPD (January 7, 2013):

The LAFD Arson/Counter Terrorism Section (ACTS) shall retain responsibility for all arson investigations occurring within the City of Los Angeles. LAPD will support LAFD arson investigations unless a major crime other than arson is involved. When another major crime is identified – such as arson/murder – the appropriate entity within LAPD shall have investigative responsibility.

NOTIFICATION REQUIREMENTS

Investigators shall notify the on-call supervisor of the following occurrences:

- Fires at a House of Worship
- Hate crimes involving fire
- Significant news worthy incidents involving fires
- Arson suspect in custody
- ACTS Investigator makes an arrest
- Firefighter or civilian fatalities and/or serious burns
- Any urgent terrorist related information
- Any person in custody who is believed to be suspected of terrorist related fire activity
- Bombings
- Found explosive devices
- Attacks or threats involving fire against public officials, especially the President, Vice President or their families
- Incidents at consular offices or official foreign government offices or agencies
- Attacks on or incidents involving fire at a military facilities, recruiting stations or armories
- Organized attacks against police facilities, such as an ambush, a sniping, etc., *(not routine crimes or altercations)*
- Serious racial incidents such as cross-burnings and major vandalisms
- Major unusual occurrences
- Arson fires with evidence of anti-Semitic messages or symbols

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ARSON TRAINING REQUIREMENTS

Arson investigation is a vital function of the Los Angeles Fire Department (LAFD) and an essential service for the community of Los Angeles. The effective performance of arson investigators requires consistent and ongoing education and training across a range of skills and practices, including cause and origin, investigative techniques, risk management, legal updates, and tactics. Continuing education keeps arson investigators at the cutting edge of their profession, reduces liability to the City, and results in more successful prosecution of arsonists.

The LAFD's Arson/Counter Terrorism Section (ACTS) aims to establish and maintain a standard of required annual training hours for LAFD Arson Investigators. This standard is consistent with the two-year California Commission on Peace Officers Standards and Training (POST) requirement for law enforcement officers. The training subjects are designed to address critical areas associated with arson investigative functions that will enhance safety, increase performance, and limit potential liability against the City, the LAFD, and the Arson Investigator.

The education and training will focus on several areas germane to the arson investigator's responsibilities including origin and cause determination, report writing, use of force, firearms, tactical skills, legal updates, investigation methodology, fire protection technology, code requirements, and arson investigative best practices. This education and training will also provide LAFD arson investigators with measurable and achievable training thresholds that fall in line with National Fire Protection Association (NFPA) 1033, "Standards for Professional Qualifications for Fire Investigator," and NFPA 921, "Guideline for Fire and Explosive Investigations."

This document focuses on two areas: (1) the minimum, or baseline, training for LAFD Arson Investigators, and (2) bi-annual continuing education.

Minimum LAFD Arson Investigator Requirement:

Four years in the rank of Firefighter III
PC 832 Arrest – 40 hours
PC 832 Firearms – 24 hours
Los Angeles Police Department (LAPD) Firearms Training

Penal Code Section (PC) 832 Requirement

Members must complete the PC 832 (Arrest and Firearms) course, which consists of two components and totals a minimum of 64 hours. The Arrest component is 40 hours of instruction; the Firearms component is 24 hours of instruction. The Arrest component of the PC 832 training covers topics such as Search & Seizure, Criminal Justice, Leadership, Professionalism & Ethics, Cultural Diversity, Community Relations, Laws of Arrest, Investigative Report Writing, Arrest Methods and Defensive Tactics. The Firearms component is to be taken after completing the Arrest component.

LAPD Firearms Training

In addition to PC 832 Arrest and Firearms, LAFD Arson Investigators shall complete LAPD Striker Fire training, or an equivalent as provided by LAPD, prior to the carrying of a sidearm.

Shotgun and Less Lethal (i.e., Oleoresin Capsicum [OC], TASER, collapsible baton, etc.) will be incorporated into a new investigator's training when approved and available. Training will be conducted by the LAPD Firearms Unit or its designees.

California State Fire Marshal (CSFM) Courses

While not mandated for appointment, LAFD Arson Investigators are expected to complete, at a minimum, the level one and level two investigation courses offered by the California State Fire Marshal's office. Level one courses should be completed within the first year of appointment, and level two courses should be completed within two years of appointment to ACTS. Course availability and ACTS staffing concerns may impact a member's ability to obtain the classes within the recommended time frames.

Level one courses are necessary to establish expertise as a fire/arson investigator as it pertains to being an expert witness and determining origin and cause of a fire. Level two courses provide practical training exercises designed to build upon the level one curriculum. Additionally, certification from the State Fire Marshal's office can only be obtained if CSFM courses are successfully completed.

There are four CSFM courses for the Fire Investigator – Investigation 1A, 1B, 2A, and 2B. After completion of the courses, and in conjunction with other requirements, certifications are available for “Fire Investigator.” The certification process is divided into two levels, Fire Investigator I and Fire Investigator II.

Fire Investigator I is the first level of certification and consists of:

Fire Investigation 1A	– Fire Origin and Cause Determination
Fire Investigation 1B	– Techniques of Fire Investigation
PC 832	– Basic Laws of Arrest and Firearms

Fire Investigator II is the second level of certification and consists of:

Fire Investigation 2A	– Criminal and Legal Procedures
Fire Investigation 2B	– Field Case Studies

In addition to the educational requirements for CSFM certification, there are also experiential prerequisites for each certification level. The State Fire Training Procedures Manual lists the specific requirements.

Certification is also available from the California Conference of Arson Investigators (CCAI), the International Association of Arson Investigators (IAAI), and the National Association of Fire Investigators (NAFI). Each association has different certification and recertification requirements.

Bi-annual Continuing Education

Professional continuing education and training is essential to the successful performance of the LAFD Arson Investigators and will enhance mission objectives. Improving the members’ skills related to their profession improves communication, develops capabilities, and amplifies organizational competency. Ultimately, enhancing the training of LAFD Arson Investigators allows them and the LAFD to provide a better service to the community of Los Angeles.

LAFD Arson Investigators shall complete a minimum of 24-hours of continuing education every two years. This hourly standard is consistent with the POST requirement for law enforcement officers. While LAFD ACTS is not under the authority of POST, maintenance of this standard will ensure that LAFD Arson Investigators maintain the same level of training that is expected of other law enforcement officers in the State of California.

Arson investigators testify in court frequently and their training and experience are routinely scrutinized. This training standard will enhance the credibility of LAFD Arson Investigators in court proceedings should their qualifications come into question.

NFPA 1033, "Standards for Professional Qualifications for Fire Investigator" states that the Fire Investigator shall remain current with investigation methodology, fire protection technology, and code requirements by attending workshops and seminars and/or through professional publications and journals. In order to meet the standards as detailed in NFPA 1033, courses, seminars and training programs will be researched, tracked, documented and supported. The ACTS Battalion Chief or Captains will monitor training hours to ensure members are receiving appropriate training.

A variety of training will be scheduled so members will be able to complete most, if not all, required training while on-duty. Members attending training off-duty shall provide documentation of completed training to the designated supervisor for recording and tracking purposes.

Continuing education, training and seminars would include, but are not limited to, the following:

LAPD Qualification Standard: (Mandatory)

Weapons:	Handgun	(4 times/year)
	Shotgun	(1 time/year)
	Force Option Simulator	(1 time/year)

Training Courses:

Use of Force:	Arrest and Control
	Force Investigation Division Training
	Lessons Learned / Case Studies

Legal Updates:	Case Law Review
	Penal Code Revisions
	Federal Standards

Arson Courses:	CSTI Officer Safety and Field Tactics
	CCAI Seminars/Roundtables
	LA Area Arson Network
	Constitutional Law Update
	Vehicle Fire Investigation
	Interview Techniques
	New Fire/Arson Investigator Academy
	Fire, Origin and Cause
	Arson Case Management
	Fire Pattern Certification
	Arson Scene Search
	Fire/Arson Fatality Fire Scene Investigation

APB #22
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Arson Courses:	Hands-On Electrical Fire/Arson Investigation Fire Investigation for Prosecution NFPA 921 NFPA 1033
LAPD Courses:	Basic Detective School Homicide School Juvenile Procedure School Less Lethal Training Interview Techniques Surveillance Training
Terrorism:	Terrorism Liaison Officer Basic Terrorism Liaison Officer Intermediate Sovereign Citizen Extremist Human Skills – Elicitation, Deception Detection, Interviewing Explosive Hazard Recognition and Safety Countering Violent Extremism

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Bulletin #23 03/24/15

Scene Security

Security of a fire scene is paramount as it pertains to the preservation of evidence and the safety of onlookers. Normally, when an Arson/Counter Terrorism Section Unit (A-Unit) responds to a fire, the scene is secured by fire suppression personnel, Los Angeles Police Department (LAPD) officers, and/or physical barricades such as traffic cones or fire line tape. However, there may be times when an investigation is ongoing and the status of a perimeter is not readily identifiable.

If it is necessary to secure a scene from bystanders, the media, or other non-essential persons, a perimeter shall be instituted. The perimeter can be established with law enforcement officers, firefighting personnel, and/or a physical barricade. Duration of the incident and resource allocation should be a consideration in how the perimeter is secured, but fire line tape, at a minimum, should be used to identify and establish a secured scene. The use of fire line tape is simple as it does not take away from resource staffing, and it is readily identifiable due to its color and visibility.

Every scene is different, but it is up to the Investigators on scene to determine whether or not a perimeter should be established. However, if non-essential persons are going to be asked to leave an area for evidentiary or safety reasons, a clear, identifiable perimeter shall be put in place.