

## **REVISED EXAMINATION ANNOUNCEMENT**

**AUGUST 3, 2021**

EXAM TITLE: ARSON AND BOMB INVESTIGATOR  
EXAM CODE: 1FS19  
EXAM BASE: OPEN  
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
FINAL FILING DATE: **AUGUST 25, 2021\***

The bulletin announcing the above examination has been amended as follows:

\*The final filing date has been extended to **AUGUST 25, 2021**. Applications postmarked after AUGUST 25, 2021 will **NOT** be considered for this examination.

***Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.***



## Arson and Bomb Investigator

1FS19

**DEPARTMENT(S):** Department of Forestry & Fire Protection  
**OPENING DATE:** 07/14/2021  
**FINAL FILING DATE:** 08/25/2021  
**EXAM TYPE:** OPEN  
**SALARY:** \$6, 229.00- \$8, 025.00  
**LOCATIONS:** Statewide

### EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

### WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **August 25, 2021** unless otherwise noted on the class specification.

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and you **MUST** submit the [Accommodation Request Form](#)

[\(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

## HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resources' website. *You may submit your application by mail or in person.*
- A Training and Experience Narrative which is a written document responding to the questions in the **EXAMINATION INFORMATION** which will demonstrate how your background meets the knowledge, skills, and abilities cited in this examination bulletin.

### **SUBMIT BY MAIL OR IN PERSON:**

Department of Forestry and Fire Protection  
710 Riverpoint Court  
West Sacramento, CA 95605  
Examination Unit – (Attn: Daniel Bluford)

### **DO NOT SUBMIT APPLICATIONS VIA E-mail**

Applications postmarked or personally delivered after the final filing date, August 25, 2021 will not be accepted for any reason.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

***Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.***

## EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

### **A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING FOUR QUESTIONS:**

- 1. You have been assigned a criminal investigation involving a fire/explosion incident. Please describe in detail at least six (6) investigative steps from the initial assignment through the final disposition.**

2. Please describe in detail at least three (3) examples of a deflagrating explosives and a detonating explosives.
3. You have been asked by the District Attorney (DA) to testify in a court case concerning a criminal investigation in which you were the lead investigator. Please describe in detail at least seven (7) steps that you would take to prepare for this testimony.
4. You have been assigned to conduct an origin and cause investigation of a fire involving a fatality. Please describe in detail at least 10 of your actions involving this investigative assignment

**When preparing your Training and Experience Narrative; follow the instructions below:**

- Please use Arial font, size no smaller than 10
- Limit your responses to no more than a total of four pages (**Only the first four pages will be scored**)
- Your document MUST be typewritten (**NO handwritten narratives**)
- Please clearly label the number that corresponds to the question to which you are responding.
- You may include multiple responses on a single page.

In this type of exam, the TRAINING AND EXPERIENCE NARRATIVE DOCUMENT is the examination. It is imperative you refer to the knowledge, skills, and abilities when responding to the questions above. **APPLICATIONS RECEIVED WITHOUT A NARRATIVE MAY RECEIVE A DISQUALIFYING SCORE.**

**PLEASE NOTE:** All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Arson and Bomb Investigator](#) classification specification which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

## **MINIMUM QUALIFICATIONS**

Either I

One year of experience in the Office of the State Fire Marshal performing the duties of an Arson and Bomb Investigator Assistant, Range B

Or II

Three years of experience in a public agency performing fire prevention work, two years of which shall have been in investigation of fire for cause and origin. Experience gained at the Office of the State Fire Marshal must be applied under Pattern I.

Or III

Three years of law enforcement experience in a police department, sheriff's office, or district attorney's office, two years of which shall have been in the investigation of fires and explosions suspected of being of incendiary origin.

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Aptitude for investigative work; willingness to work throughout the State and at unusual hours, evenings, Saturdays, Sundays and holidays; may be on 24-hour call; alertness and keenness of observations; good memory for details, names, faces, places, and incidents; willingness to associate with criminals, suspects, and work in high crime environments; possession of a valid California driver's license and good driving record, applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment; physical agility; emotional and psychological stability; normal hearing.

### **ELIGIBLE INFORMATION**

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

### **POSITION DESCRIPTION**

The Arson and Bomb Investigator series describes work concerned with the investigation of suspected arson or bombings, and with the detection and apprehension of suspected criminals. Investigators in this series are peace officers. This is the full journey level investigator. Incumbents work independently or in teams on a variety of cases, specialized arson and explosive training programs or projects; conduct background and internal affairs investigations and do other related work.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

1. The stimuli capable of initiating explosives (e.g., friction, impact, shock, static) to prevent accidental injury or death.
2. Types of explosions (e.g., deflagration, detonation, combustion, chemical, mechanical) to recognize them when determining the cause of an incident.
3. Different effects of explosions (e.g., blast pressure, fragmentation, incendiary thermal) to ensure safety.
4. The collection and preservation of evidence to testify in court.
5. Arson motives (e.g., fraud, profit, terrorism) to use as investigative tools.
6. Equipment used in fire, arson, and explosion investigations to ensure safe operations at the journeyman level.
7. The applications of search and seizure laws (e.g., Fourth and Fifth Amendment to the United States Constitution) to perform legal searches and seizures.
8. Legal grounds for issuance of a search warrant or subpoena to participate in the legal process.
9. Techniques for documenting fire and explosion scenes for investigative purposes.
10. How scientific methods and principles are applied to expert opinion testimony to produce accurate investigative findings and for participation in the legal process.
11. Modern English spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete and concise.
12. Health and safety hazards encountered during the performance of duties to mitigate personal safety risk.
13. Personal protective equipment (e.g., bomb suit, breathing apparatus, turnouts) used to enhance personal safety.
14. State laws and regulations relating to fire and arson to implement effective operations.
15. Federal and State laws, and local ordinances that apply to conducting fire and arson investigations.
16. Fire origin and how it is used to determine the cause of fires at the Certified Fire Investigator level.
17. Burn pattern interpretation in order to determine origin and possible cause of fires at the Certified Fire Investigator level.
18. The ignition process and sources (e.g., electrical sparks, static electricity, friction) to determine fire origin and cause.
19. Fire development and spread to assist in locating origin of the fire.
20. Construction and mechanics of incendiary/explosive devices (e.g., commercial, homemade, military) to understand the potential for damage at the Hazardous Device Technician level.
21. The characteristics of explosives (e.g., deterioration, packaging, state) to understand common circumstances involving explosions.
22. Improvised explosives (e.g., bottlebombs, pipebombs) to understand their functionalities at the Certified Explosives Specialist level.

23. Techniques used in fire, arson, and explosion investigations to ensure safe operations at the journeyman level.
24. Court procedures to provide testimony (e.g., expert witness, hearsay, admissible evidence).
25. Criminal investigation techniques (e.g., forensic, evidence collection, suspect interrogation) to assist the Office of the District Attorney.
26. Active listening techniques to communicate with others.
27. State and Federal laws governing possession and use of explosives and destructive devices to determine legality of their possession and use.
28. Case report writing techniques for effective written communications using approved formats (e.g., International Association of Arson Investigators, Federal Bureau Investigations, CAL FIRE 10-step).

***Skill to:***

1. Don and work in personal protective equipment (e.g., bomb suit, hazardous materials suit, mask, glove, eye protection) to safely operate in high stress situations.
2. Speak to others in English to effectively convey and/or gather information (e.g., field interviews, lawful order, interrogation).
3. Read and comprehend the English language (e.g., Material Safety Data Sheet, technical manuals, warning placards) to interpret information.
4. Produce written correspondence (e.g., investigative report, emails, information bulletin) in English to convey information.
5. Multitask to manage emergency and non-emergency stations.
6. Administer medical care and Basic Life Support to preserve life in accordance with training and certification.
7. Think critically to analyze, review, and assess technical and administrative data to develop reports, briefings, and other documents.
8. Utilize hand and power tools (e.g., sawzall, shovel, flashlight) to safely clear the scene and gather evidence.
9. Observe the environment (e.g., safety hazards, unsafe structures, threats) to recognize deficiencies and maintain situational awareness.
10. Operate an assigned motor vehicle (e.g., bomb van, bomb truck, sport utilities) through adverse conditions in accordance with applicable State and Federal laws, regulations, and Department policies.
11. Use proper body mechanics (e.g., bending, lifting, twisting) under the Injury and Illness Prevention Program to prevent personal injury.
12. Use communication equipment (e.g., mobile phones, radios, computers) to exchange information and data in emergency and non-emergency situations.
13. Tactfully and diplomatically arbitrate conflicts between individuals with different viewpoints to de-escalate a situation.
14. Utilize Global Positioning Systems, maps, and compasses to locate, map, and travel between incidents.
15. Adapt and stay current with emergent technology (e.g., computers, imaging systems, spectrometry) and changing standards.

16. Utilize computer software (e.g., Microsoft Office, Bomb Arson Tracking System, Accurant) to create graphic visual reports and conduct oral presentations.
17. Utilize office equipment and systems (e.g., filing, photocopying, fax) to perform administrative activities.

**Ability to:**

1. Perform arduous physical activity in all conditions and terrain to prevent injury.
2. Manage time and delegate tasks (e.g., investigative planning, resource allocation) to meet operational needs and complete the investigation or assignment.
3. Identify complex problems to analyze the situation, establish priorities, develop a plan, and implement a solution.
4. Organize and conduct fire and explosion investigations to meet the operational needs of the Arson and Bomb Unit.
5. Gather and analyze facts to provide investigative support.
6. Collect and preserve evidence (e.g., trace, fire debris, signed documents) for investigative and judicial purposes.
7. Comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
8. Work in emergency situations to safely accomplish the program mission.
9. Work long hours when working an investigation and surveillance to accomplish the program mission.
10. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
11. Work in a team environment for problem solving and decision making to allocate resources and division of labor.
12. Communicate effectively with employees and management to exchange information and accomplish daily activities.
13. Conduct complex and sensitive investigations into criminal and non-criminal acts to maintain confidentiality.
14. Follow oral and written directions to ensure safety and meet operational needs.
15. Work independently as a fire investigator to develop an unbiased analysis and reach an impartial conclusion.
16. Function as a lead fire investigator to ensure safety and accountability of the investigative team.
17. Interview witnesses to obtain information pertaining to an investigation.
18. Interrogate suspects to obtain information pertaining to an investigation.
19. Accurately document fire and bomb scenes to complete required reports.
20. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations to safely conduct operations.
21. Obtain and maintain required certifications (e.g., Hazardous Devices Technician certification, Certified Explosive Specialist, Intermediate Peace Officer Standard Training certification) to comply with Department policies and procedures.



22. Implement the applicable safety practices, policies, and procedures for workplace safety and protection.
23. Discern what information is appropriate for media release in response to media requests to ensure the protection of confidential information while providing accurate accounts.
24. Qualify as an expert witness at trials and hearings relating to fire and explosions to participate in the legal process.
25. Select the appropriate tool or tools (e.g., sawzall, shovel, flashlight) to perform a specific job task.
26. Operate electronic devices (e.g., cell phone, global positioning system, digital cameras, laptops) to obtain information and perform job assignments.
27. Write an Incident Action Plan to document incident goals and objectives.
28. Make physical arrests using proper arrest and control tactics to safely apprehend the suspect.
29. Assess technical and administrative data (e.g., Bomb Arson Tracking System, California Law Enforcement Telecommunications System, intelligence reports) to develop reports, briefings, and other documents.
30. Implement and comply with Department policies and procedures (e.g., 9400 Handbook, Equal Employment Opportunity, Uniform policy).
31. Read and write legal and technical language to communicate laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
32. Research local, State, and Federal laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to meet mission objectives.
33. Use correct grammar, spelling, syntax, document structure and formatting to communicate a message in writing.
34. Establish and maintain the confidence and trust of stakeholders and cooperators in the course of the work to increase communication and resource utilization.
35. Complete work commitments timely and efficiently to meet operational needs.
36. Prepare written documents (e.g., affidavits, search warrants, subpoenas) to participate in the legal process.

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, effective January 1, 2014 as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR Veterans Information](#).

## **SPECIAL REQUIREMENTS**

### **FELONY DISQUALIFICATION**

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as peace officers.

### **BACKGROUND INVESTIGATION INFORMATION**

Candidates selected for an appointment will be required to complete a Background Certification Statement regarding criminal convictions. A criminal conviction may preclude a candidate from employment; however, appointment commitments will be determined on a case-by-case basis.

### **CITIZENSHIP REQUIREMENTS**

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

## **CONTACT INFORMATION**

Department of Forestry and Fire Protection  
(916) 894-9580  
[CALFIREexams@fire.ca.gov](mailto:CALFIREexams@fire.ca.gov)

TDD is Telecommunications Device for the Deaf and is reachable only from phones  
Equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)  
STS is Speech-to-Speech Service for persons with a speech disability and is  
reachable at  
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

## GENERAL INFORMATION

**For all examinations (with or without a written feature),** it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 894-9580, three weeks after the cut-off/final filing date if he/she has not received a progress notification or notice to appear.

**If a candidate's notice** of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Forestry and Fire Protection** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board,

or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Confidentiality and Security:** Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

**How to apply for Veterans' Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CAL HR Veterans Information](#), and the Application for Veterans' Preference Application for (CalHR 1093). Additional information is also available on the [Department of Veterans Affairs](#) website.