



2331 Rock Spring Road  
 Forest Hill, MD 21050  
 Ph: 410-451-3473  
 Toll Free: 800-468-4224  
[www.firearson.com](http://www.firearson.com)

**International Association of Arson Investigators**  
 Certified Fire Investigator (IAAI-CFI)  
 NFPA 1033 Evaluation Sheets

## *Certified Fire Investigator Candidate Evaluator*

### IAAI-CFI Evaluator Description

Beginning in 2025, IAAI-CFI candidates will be required to be evaluated during fire scene investigations to ensure JPRs are properly executed as established by NFPA 1033. The evaluator will be responsible for overseeing the candidate(s) at fire scene investigations and documenting their performance on JPR-specific checklists created by the IAAI. Completed JPR checklists will need to be given to the candidate after they have been signed and dated by the evaluator in order for the candidate to be eligible to apply for the IAAI-CFI certification.

#### Key Responsibilities:

- **Fire Scene Supervision:** Act as the primary supervisor of the candidate during fire investigations, ensuring proper protocol, safety, and investigative procedures are followed at the scene, per the specific JPR checklist(s) the candidate wishes to complete during the scene.
- **Evaluation and Reporting:** Evaluate the candidate to ensure accuracy, completeness, and adherence to industry standards and legal requirements.

#### Qualifications:

- **Experience:** A minimum of 10 years of experience in fire investigation with a strong understanding of NFPA 1033, fire dynamics, scene documentation, and evidence handling.
- **Knowledge:** In-depth knowledge of fire behavior, cause and origin determination, and forensic analysis in fire investigations.
- **Certifications:** Certified Fire Investigator (CFI) or Certified Fire / Law Enforcement Instructor through a certifying body.
- **Leadership Skills:** Proven experience in supervising, training, and mentoring teams, especially in high-pressure environments such as fire scenes.
- **Communication:** Strong written and verbal communication skills to effectively document the completion of NFPA 1033 JPRs by the IAAI-CFI candidate.
- **Attention to Detail:** Excellent observational and analytical skills to assess job performance and remain impartial to the candidate's abilities.
- **Complete IAAI JPR Evaluator Training:** Training video can be completed by visiting the IAAI website. An affidavit will be required by each qualified evaluator after completion of the training. IAAI will keep a record of all IAAI approved evaluators.

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IAAI Evaluator #

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Evaluator Name (Print)

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Evaluator Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

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***Certified Fire Investigator Candidate Evaluator***

**Exterior Scene Examination**

**Evaluation Sheet: 1**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_

NFPA 1033, 2022 Edition  <b>JPR's</b> 4.1.2, 4.2.1, 4.2.2, 4.3.1 & 4.3.2		<b>Task:</b> Conduct an exterior scene examination, given marking devices, sufficient personnel, and special tools and equipment, so that unauthorized persons can recognize, the perimeter of the investigative scene is maintained as a restricted area and all evidence or potential evidence is protected from damage, destruction and photographed in accordance with applicable codes, policies of the jurisdiction, and the current NFPA 1033 standard.		
<b>Directions:</b> Successful completion (Pass) of all tasks listed in <b>bold</b> below shall be done during one scene examination so that: <ul style="list-style-type: none"> <li>• A report and photo log are generated, and all information is documented.</li> <li>• A scene survey is done, and all evidence is marked and photographed,</li> <li>• The scene is secured to avoid potential evidence damage.</li> </ul>				
NO.	TASK STEPS	Pass	Fail	N/A
1.	Conduct a 360-degree exterior scene survey.			
2.	Mark All entry/exit points of the scene.			
3.	Post signs and/or a guard to control the scene.			
4.	<b>Interpret two (2) fire damage indicators.</b>			
5.	<b>Identify two (2) hazards for the purpose of avoiding injuries.</b>			
6.	<b>Mark and photo at least three (3) potential articles of evidence or fire patterns</b>			
7.	<b>Log all evidence photos that were taken.</b>			
8.	<b>Complete a written report outlining origin, cause and ignition sequence.</b> Complete photo log.			

Comments (Use back for additional space): \_\_\_\_\_

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***Certified Fire Investigator Candidate***

**Interior Scene Examination**

**Evaluation Sheet: 2**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_

NFPA 1033, 2022 Edition  <b>JPR's:</b> 4.1.2, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, 4.3.1, 4.3.2, 4.4.1, & 4.5.2	<b>Task:</b> Conduct an interior scene examination, given marking devices, sufficient personnel, and special tools and equipment, so that unauthorized persons can recognize, the perimeter of the investigative scene is maintained as a restricted area and all evidence or potential evidence is protected from damage, destruction and photographed in accordance with applicable codes, policies of the jurisdiction, and the current NFPA 1033 standard.
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**Directions:** Successful completion (Pass) of all tasks listed in **bold** below shall be done during one scene examination so that:

- A report and photo log are generated, and all information is documented.
- A scene survey is done, and all evidence and victims are marked and photographed,
- The scene is secured to avoid potential evidence damage,
- The scene is reconstructed to a pre-fire suppression state to assist with determining the cause of the fire.

NO.	TASK STEPS	Pass	Fail	N/A
1.	<b>Conduct one(1) interview and obtain one (1) briefing of fire suppression activities.</b>			
2.	Mark <b>ALL</b> entry/exit points of the scene.			
3.	Guard to control access to the scene.			
4.	Conduct a 360-degree survey around scene.			
5.	<b>Conduct and interior survey.</b>			
6.	<b>Locate and mark area of origin.</b>			
7.	<b>Identify, observe, analyze, and document two (2) fire pattern characteristics.</b>			
8.	Indicate location of victim.			
9.	<b>Identify, mark, and photo at least three (3) potential articles of evidence.</b>			
10.	<b>Employ search techniques to aid in identifying patterns and origin.</b>			
11.	<b>Reconstruct area of origin to its pre-fire suppression state.</b>			
12.	Log all evidence photos that were taken.			
13.	<b>Complete a sketch of the fire scene.</b>			
14.	<b>Complete a written report outlining origin, cause and ignition sequence.</b> Complete photo log.			

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**Building Services Examination**

**Evaluation Sheet: 3**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_

NFPA 1033, 2022 Edition  <b>JPR's 4.1.2, 4.2.8, 4.3.1 &amp; 4.3.2</b>	<b>Task:</b> Conduct a scene examination of the building systems, including; detection, suppression, HVAC and utilities, given sufficient personnel, tools and equipment, so that unauthorized persons can recognize, the perimeters of the investigative scene is maintained as a restricted area and all evidence or potential evidence is protected from damage, destruction and photographed in accordance with applicable codes, policies of the jurisdiction, and the current NFPA 1033 standard.
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**Directions:** Successful completion (Pass) of all tasks listed in **bold** below shall be done during one scene examination so that:

- A report and photo log are generated, and all information is documented;
- A scene survey is done, and all evidence is marked and photographed,
- The scene is secured to avoid potential evidence damage,
- All the building systems; utilities, fire detection, fire suppression, and HVAC equipment are located and inspected to determine the operation and its effect on the fire.

NO.	TASK STEPS	Pass	Fail	N/A
1.	Obtain briefing of fire suppression activities.			
2.	Conduct a 360-degree exterior scene survey.			
3.	Mark ALL entry/exit points of the scene.			
4.	Post signs and/or a guard to control the scene.			
5.	<b>Mark and photo any potential evidence.</b>			
6.	<b>Locate general area of origin.</b>			
7.	<b>Locate and inspect ALL the utilities.</b>			
8.	Locate and inspect the <b>Complete</b> fire detection system. <b>If applicable</b>			
9.	Locate and inspect the fire suppression system. <b>If applicable</b>			
10.	<b>Locate and inspect the HVAC systems.</b>			
11.	<b>Log at least five (5) photographs that were taken.</b>			
12.	<b>Complete a sketch of the fire scene.</b>			
13.	<b>Complete one (1) written report outlining origin, cause and ignition sequence</b>			

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**Explosion Scene Examination**

**Evaluation Sheet: 4**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_

NFPA 1033, 2022 Edition  <b>JPR's:</b> 4.2.9, 4.4.2, 4.4.3, 4.4.4, & 4.4.5	<b>Task:</b> Conduct a scene examination of an explosion, including; explosion characteristics, collection, analysis, and disposal of evidence, given sufficient personnel, tools and equipment, so that unauthorized persons can recognize, the perimeters of the investigative scene is maintained as a restricted area and all evidence or potential evidence is protected from damage, destruction and photographed in accordance with applicable codes, policies of the jurisdiction, and the current NFPA 1033 standard.
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**Directions:** Successful completion (Pass) of all tasks listed in **bold** below shall be done during one scene examination so that:

- A report and photo log are generated, and all information is documented.
- A scene survey is done, and all evidence is marked and photographed,
- The scene is secured to avoid potential evidence damage,
- Two different types of evidence are collected, sent for analysis and then disposed of properly, all while maintaining the chain of custody.

NO.	TASK STEPS	Pass	Fail	N/A
1.	<b>Obtain one (1) incident briefing.</b>			
2.	Conduct a 360-degree exterior scene survey.			
3.	Mark <b>ALL</b> entry/exit points of the scene.			
4.	Post signs and/or a guard to control the scene.			
<b>5.</b>	<b>Identify type of explosion</b>			
<b>6.</b>	<b>Identify and document at least two (2) explosion characteristics:</b>			
	a) Potential debris field.			
	b) Evidence preservation procedures.			
	c) Origin of explosion.			
	d) Cause of explosion.			
	e) Additional notifications.			
	Mark and photo any potential evidence.			
7.	Log all evidence photos that were taken.			
<b>8.</b>	<b>Identify two (2) different types of evidence.</b>			
<b>9.</b>	<b>Select and collect one (1) of each of the two types of evidence for analysis.</b>			
10.	Package selected/collected evidence.			
<b>11.</b>	<b>Fill out the lab analysis request form completely.</b>			
<b>12.</b>	<b>Indicate the specific analysis requested.</b>			
13.	Maintain chain of custody by correctly utilizing logs and/forms during transfer of evidence.			
14.	Identify evidence subject to disposal.			
<b>15.</b>	<b>Dispose of evidence according to the model evidence policy.</b>			
16.	Document the disposal using disposal form.			
<b>17.</b>	<b>Complete a sketch of the explosion scene.</b>			
<b>18.</b>	<b>Complete a written report outlining origin, cause and explosion sequence</b>			

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**Documentation of the Scene Findings**

**Evaluation Sheet: 5**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_

NFPA 1033, 2022 Edition  <b>JPR's: 4.3.3</b>		<b>Task:</b> Construct investigative notes, given a fire scene, available document (e.g., pre-fire plans, inspection reports, etc.), and interview information, so that the notes are accurate, provide further documentation of the scene, and represent complete documentation of the scene in accordance with applicable codes, policies of the jurisdiction, and the current NFPA 1033 standard.		
<b>Directions:</b> Successful completion (Pass) of all tasks listed in <b>bold</b> below shall be done during one scene examination so that:				
<ul style="list-style-type: none"> <li>• An investigation file is created,</li> <li>• Identify other information that may be needed to document scene,</li> <li>• A report is generated, and all information is documented.</li> </ul>				
No.	TASK STEPS	Pass	Fail	N/A
1.	<b>Identify date, time, investigator, and location.</b>			
2.	<b>Record two (2) facts and actual observations related to the scene.</b>			
3.	<b>Avoid inclusion of personal comments or options.</b>			
4.	<b>Use a systematic and consistent method when writing field notes.</b>			
5.	<b>Establish a one (1) case file for incident.</b>			

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**Interview: Planning, Conducting, & Evaluating**

**Evaluation Sheet: 6**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_

NFPA 1033, 2022 Edition  <b>JPR's:</b> 4.5.1, 4.5.2, & 4.5.3	<b>Task:</b> Develop an interview plan to reflect question strategy for interviews, conduct interview(s) so that pertinent information is obtained and documented, and evaluate information gathered so that all data is analyzed and correlated with all other interviews, corroborative and conflicting information are documented, and new leads are discovered in accordance with applicable codes, policies of the jurisdiction, and the current NFPA 1033 standard.
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**Directions:** Successful completion (Pass) of all tasks listed in **bold** below shall be done during one scene examination so that:

- A written interview plan will be developed to assist in fire cause and suspect determination,
- An interview will be conducted so that pertinent information is obtained, follow-up questions are asked, responses to all questions are elicited, and the responses are documented accurately,
- An evaluation of the interview information is completed so that all data is individually analyzed and correlated with all other interviews, corroborative and conflictive information is documented and new leads are developed.

NO.	TASK STEPS	PASS	FAIL	N/A
1.	Gather pertinent and accurate information.			
2.	Obtain information that corroborates or refutes the investigative data.			
<b>3.</b>	<b>Identify one (1) person who is to be interviewed as part of the investigation.</b>			
<b>4.</b>	<b>Identify five (5) questions to be asked during interview.</b>			
5.	Investigators introduce themselves.			
6.	Identify the person being interviewed and document the following:			
	a) Name and date of birth			
	b) Address and phone number(s)			
	c) Physical description			
7.	Document the date, time, and location of interview.			
8.	During interview, the investigator should remain calm, professional, and ask, "open ended questions".			
9.	Document all questions, responses, note any discrepancies, nonverbal indicators, and general impressions of the interviewee.			
10.	Conclude the interview and allow the interviewee a chance to provide any additional information.			
11.	Organize and analyze all information collected.			
<b>12.</b>	<b>Identify any gaps in the investigative data.</b>			
13.	Based on interview(s), identify any other person to be interviewed.			
<b>14.</b>	<b>Based on interview(s), analyze information provided by various individuals interviewed and judge the reliability of information.</b>			

Comments (Use back for additional space): \_\_\_\_\_

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**Post-Incident Investigation**

**Evaluation Sheet: 7**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_

NFPA 1033, 2022 Edition  <b>JPR's:</b> 4.6.1, 4.6.2, 4.6.3, 4.6.4, 4.6.5, & 4.7.1	<b>Task:</b> Prepare a written report, documenting need to gather and evaluate investigation documents, ensuring chain of custody, identify any expert resources needed and justification for that service to determine the motive for the incident, and formulating an opinion of the cause determination in accordance with applicable codes, policies of the jurisdiction, and the current NFPA 1033 standard.
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**Directions:** Successful completion (Pass) of all tasks listed in **bold** below shall be done during one scene examination so that:

- All gathered documents are appropriate to the investigation, complete, authentic, and the chain of custody is maintained,
- Expert resources are identified, justified, and expenditure is utilized to clearly further the investigative goals
- A motive and/or opportunity for the incident through the use of prudent and complete investigation files, determining if the evidence meets legal requirements,
- An opinion concerning origin, cause, or responsibility for the fire supported by the data, facts, documents, and evidence.

No.	Task Steps	PASS	FAIL	N/A
<b>Gathering &amp; Evaluating Documentation</b>				
1	Request needed reports and records.			
2	Select documentation that is admissible in a legal proceeding.			
3	Identify area needing further investigation.			
4	<b>Document steps to maintain chain of custody of requested documents.</b>			
<b>Coordinate Expert Resources</b>				
5	<b>Identify the need for one (1) specific expert resources.</b>			
6	Identify how the selected expert resource will assist in the determination of origin, cause, or responsibility for the fire.			
7	Identify and justify the financial expenditure.			
<b>Establish Motive</b>				
8	Determine the relationship to motive, responsibility and/or opportunity for the incident.			
9	Identify the document(s), interview(s), and/or evidence that determines motive.			
10	<b>Determine the legal value of the evidence.</b>			
<b>Formulate an Opinion</b>				
11	<b>Determine hypothesis (opinion) against data.</b>			
12	<b>Identify one (1) test for the hypothesis and the results.</b>			
13	<b>Formulate and document the conclusion of the case.</b>			
14	<b>Presents an opinion concerning origin, cause or responsibility for the fire</b>			
15	<b>The report accurately reflects the investigative findings.</b>			
16	<b>The report is concise and expresses the investigator's opinion.</b>			
17	<b>The report contains facts and data that support the investigator's opinion.</b>			
18	Contains the rationale by which opinion was reached.			
19	Meet the needs of the intended audience.			
20	<b>Identify how the one (1) selected expert resource will assist in the determination of origin, cause, or responsibility for the fire.</b>			