

Investigation Requested by:

Name, agency, address, county
Telephone number

Subject:

Owner, occupant
Address, county
Telephone number

Case:

Date and time

Type of Incident:

Fire, explosion, bombing, other crimes

Background Information:

- Dispatching agency
- Time and date dispatched
- Time of arrival on scene
- Custody of fire scene
- Authority to enter scene
- Conditions on arrival
- Estimated damages
- Assisting agency
- Weather conditions

Property Description:**Building**

- Occupancy classification
- Construction type
- Number of stories
- Overall dimensions
- Diagram
- Legal ownership
- Security
- Alarm/protection systems
- Utilities status (on/off)
- Heating/cooling systems
- Electrical service
- Code violations noted

Investigation Report Format

Property Description (continued):**Vehicle**

- Type of vehicle
- Make, year, and model
- VIN or serial number
- Overall dimensions
- Diagram
- Exterior conditions
- Fuel system
- Engine compartment
- Interior conditions
- Alarm/security systems
- Legal ownership
- Prior damage noted

Insurance:

- Full name(s) of insured
- Policy number
- Insurance company
- New/renewal
- Inception dates of policy
- Coverage under policy (building, contents, business interruption)
- Previous insurance
- Prior losses, claims, cancellations
- Insurance agent
- Insurance adjuster
- Insurance investigator
- Insurance attorney
- Lienholder/mortgagee
- Loss payments (building, contents)

Fire Cause:

- Level of fire origin
- Area of fire origin
- Point of fire origin
- Ignition sequence
- Construction and contents of area of the origin
- Itemized fact statements:
 - Burn patterns
 - Evidence locations
 - Natural/accidental causes
- Fire and smoke progression

Investigation Report Format (continued)

Bomb, Incendiary Device Description:

- Nature of device (explosive, incendiary, hoax device)
- Fusing (type, initiation, functioning)
- Filler (low, high, chemical/mechanical)
- Incendiary
- External container
- Placement of device
- Delivery of device
- Damages
- Nature of target
- Incident preceded by threat or warning?
- Who received threat or warning?
- Disposition of device
- Personnel involved in the disposition of device

Evidence:

- Itemized evidence tag number
- Description
- Location found
- Condition
- How packaged and marked
- Laboratory used and case number
- Chain of custody and disposition

Photographs:

- Photo number
- Photo description
- Photographer
- Type of camera and film
- Photo processing lab

Property:

List an inventory made by investigator of the property found in the building or vehicle during examination of the fire scene. List items reported stolen or removed prior to the fire. Cross-reference the above two lists with the proof of loss.

Documentary Evidence/Records:

- Incident reports (dispatch, fire, police)
- Insurance (application, claims, proof of loss, statements, correspondence, underwriting reports)
- Utility service records
- News media (newspaper, video)
- Mortgage/lienholder deeds

Investigation Report Format (continued)

Documentary Evidence/Records (continued):

- Contracts
- Inspection reports
- Corporation/partnership filings
- Property leases
- Tax records
- Accounting records (audits, tax returns, financial statements)
- Pending/past litigation

Casualty:

- Name, address, telephone
- Date and place of birth
- Race, sex, ethnicity
- Social Security number
- Description and disposition of clothing
- Description of injury
- Circumstances of victim's activities pre- and post-fire
- Victim's location, position
- Treatment at scene
- Medical examiner
- Authority to move body
- Photograph of victim's body prior to removal
- Hospital transported to
- Authority for autopsy
- Laboratory tests performed
- Notification of relative (when and by whom)

Interviews:

- Name, sex, date and place of birth, ethnicity
- Social Security number
- Driver's license number
- Relationship to incident
- Home/work addresses, county, telephone numbers
- Alternative contact
- Interviewing officer
- Location, date, duration, and witnesses of interview
- Expected testimony
- Sworn statement taken? (Fire Marshal's hearing or Grand Jury)

Motive:

The reason the investigator thought the suspect committed the incendiary crime. State conflicting motives if different from confession or witness statements.

Methods of Operation:

Describe the method, system, or manner by which the arsonist entered the building or vehicle and set the fire. Include other actions committed before, during, or after the fire. Examine links to similar cases for possible correlation.

Investigation Report Format (continued)

Financial Report:

Obtain the financial status of owners, occupants, and suspects using financial waiver, subpoena, or documentary search warrant.

- Bank accounts and balances
- Outstanding loans or debts
- Credit bureau check
- Property listed for sale
- Business and personal tax
- Warranty and trust deeds
- Federal tax liens
- Better Business Bureau reports

Prosecution Report:

- Name, sex, date and place of birth
- Social Security number
- Driver's license number
- Relationship to incident
- Home/work addresses, county, telephone numbers
- Statute charged with and by whom
- Date of preliminary hearing
- Attorney for suspect
- Expected testimony and defense

Court Action:

Defendant's name, date of hearing, section charged under, presiding judge, prosecutor, and disposition of the case.

Investigation Report Format (continued)