All initial fire investigations shall be documented using the current version of the LE-66. All portions of the LE-66 shall be completely and accurately completed as applicable. All information from field notes and the field completed paper format LE-66 shall be accurately and completely transferred to a typed electronic version of the LE-66 form. All field notes and paper format LE-66 notes shall be destroyed upon complete and accurate transfer of information to the electronic version. A printed hard copy of the electronic LE-66 form for each investigation shall be completed, signed and received by the Fire Prevention Bureau Chief or their designee no later than seven calendar days from the day of the incident.

Officers responsible for investigating a fire who determine there to be indications of arson, negligence, possible felony violation of law or serious injuries/deaths will contact the Fire Prevention Bureau as soon as possible if a fire prevention investigator is not at the scene.
FIRE INVESTIGATION REPORT REVIEW AND PROCESSING  9421.1
(No. 13 January 2011)

It is the responsibility of each Fire Prevention Bureau Chief to assure that LE-66 investigation reports are being received in a timely fashion and to notify respective supervisors when missing and/or late reports exist. When compliance is not taking place after notification of the immediate supervisor, the Bureau Chief shall advise the Unit Chief of the non-compliance. It is the responsibility of each Unit Chief to assure that all employees comply with the standards and time frames for reporting.

The Fire Prevention Bureau Chief, or designee, shall review each LE-66 investigation report within one week of receipt. If the report requires additional information from the investigating officer or needs corrections, the reviewer shall return the report with requested actions to the supervisor of the investigating officer. It is the responsibility of the supervisor of each investigating officer to make sure that report corrections are done accurately, completely, and the report is returned in a timely fashion by the investigating officer.

FIRE INVESTIGATION REPORT MAINTENANCE  9421.2
(No. 13 January 2011)

The Fire Prevention Bureau shall maintain the hard copies of the LE-66 reports. All supplemental reports and attachments associated with each LE-66 shall be filed with the original LE-66 report in the Fire Prevention Bureau.

The LE-66 reports and associated documents are considered confidential until determined otherwise and shall be secured in a filing system accessible to authorized personnel only. Requests for copies of LE-66 reports shall be taken in writing and a copy of such requests shall be attached to the specific LE-66 report file. The authority to release copies of the LE-66 report and associated documents lies with the Fire Prevention Bureau Chief. Release of reports shall conform to confidentiality needs of ongoing investigations and where potential civil action exists consistent with policy in section 9428.2.3 of this manual. In all cases, confidential information protected under law shall be redacted prior to release of any reports.

The LE-66 report shall be maintained for a minimum of ten years. Reports reaching ten years which may be associated to a continuing series of fires shall be maintained until all potential legal action associated to the series has been taken.