

CRITERIA FOR USE – (PCA 91103 and PCA 00900)

9426

(No.13 January 2011)

The Unit Fire Prevention Bureau Chief or designee is responsible for an analysis of problems requiring extended investigations or law enforcement action and the development of an Executive Summary. Region fire prevention shall be an integral part of the analysis and planning process and may in some cases, in cooperation with the Unit Fire Prevention Bureau Chief, develop the Executive Summary.

When the initial analysis and planning are completed, the Executive Summary will be approved by the Unit Chief and submitted by confidential channels to the Region Deputy Chief of Fire Prevention or designee. The Deputy Chief of Fire Prevention or designee shall review the Executive Summary for completeness and thoroughness and then submit the Executive Summary to the Region Chief or designee for final approval.

EXECUTIVE SUMMARY

9426.1

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An Executive Summary is required any time an extended investigation is proposed and is not associated to an on-going fire investigation charged to the original incident. This includes any time a charge will be made against the 00900 emergency fund or the Sacramento 91103 account.

The Executive Summary is approved by the respective Region Chief for which it is proposed to take place.

The Executive Summary for LE investigations will include:

- I. Region or Sacramento Incident Number
- II. Situation
 - a. Type of Incident
 - b. Activity/Problem - Brief statement of the problem including number of fires that have occurred, time of day and day of week analysis, and suspected method of travel i.e. foot or vehicle. Clearly state if the incidents are in the SRA, Local Responsibility Area (LRA) or both and if in the LRA, if there is an exposure to the SRA which would justify use of the Emergency Fund.
 - c. Location where the incident or incidents took place. Provide information about the geography, communities, roads, common activities in the area, and potential exposures to extended investigation operations.

- III. Objective of proposed extended investigation.
 - a. Number and type of equipment needed to support the extended investigation along with potential locations where equipment will be needed. Include dates when equipment needs to be operational and expected time frame for use.
 - b. Number and type of personnel resources needed for intelligence gathering activities including the date and time needed, report location, contact person and information, and duration of expected need.
 - c. Cost estimate of personnel, equipment and incident operations.
 - i. As the incident expands outside of the scope of the original cost estimate, updated estimates will be prepared and sent to the Region Chief and Deputy Chief of Law Enforcement.
- IV. Signature page of the Region Chief or their designee.

OPERATIONAL GUIDELINES

9426.2

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When planning for an operation, local and incident considerations are important for smooth operations. Refer to the "CAL FIRE Extended Investigations Manual" (A controlled document to be written) for guidelines of extended investigations.

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