



San Andreas Fire Marshal's Office

Standard Operating Procedure

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Chapter 1.00.0 - Introduction

1.01.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide members of the San Andreas Fire Marshal's Office, hereinafter known as SASFM, with guidelines, policies, and regulations related to SASFM, issued with the authority of the Fire Chief and the Head Administration of MidwestRP. This formal document is established to direct Members of SASFM in carrying out their duties and responsibilities.

1.02.0 KNOWLEDGE & MAINTENANCE OF CONTENTS

It is the responsibility of every Member of SASFM to understand, adhere to, abide by, and/or uphold all policies, procedures, regulations, and rules. Every Member will be held accountable for such knowledge while operating under the capacity of a Member of SASFM. It shall also be the responsibility of each member to maintain this document by making changes or additions, as directed. Incorrect information shall be reported immediately to a SAFR Command Staff.

1.03.0 MISSION STATEMENT

The SASFM will provide arson investigations, building code inspections, and enforcement to the citizens and agencies of San Andreas. The SASFM will also provide dedicated criminal investigative and enforcement services to the San Andreas Fire Rescue for crimes committed on or against SAFR property and/or personnel.

1.04.0 SUBSIDIARY COMPLIANCE

The SASFM operates under the operational and administrative supervision of SAFR. All members of SASFM are held to a higher standard and must remain in compliance with policies dictated in the SAFR SOP. Members who fail to maintain compliance with the SAFR and/or SASFM SOP may sustain discipline as outlined in SAFR SOP section 6.00.0.



1.05.0 APPLICATION

Members of SAFR may apply to join the SASFM at the rank of Firefighter II and volunteer firefighter or greater.

Applicants must meet the following prerequisites when applying to the SASFM:

- ☐ Be the rank of Firefighter II/ Volunteer Firefighter or greater.
- ☐ No 10-90 or 10-93 in the last 30 days.
- ☐ Be willing to complete LEO training, already have LEO training in the last 30 days, or is currently an LEO department member.
- ☐ Be active within SAFR, with no activity strikes within 30 days.

The application process for the SASFM is as follows:

- ☐ Fill out and submit application
- ☐ Application Record Check
- ☐ Partake in a Interview with SASFM CoC
- ☐ Approval from applicant's department command staff
- ☐ Be onboarded with a member of SASFM CoC
- ☐ Complete intinatal Fire Marshal Training



Chapter 2.00.0 - Organization and Structure

2.01.0 RANK STRUCTURE

SASFM adheres to a hierarchical rank structure, which consists of the department's Chain of Command, and the general membership.

The SASFM Chain of Command is the administrative, supervisory, and operational body of the department and consists of the Command Staff (Fire Marshal, Assistant Fire Marshal) and the Line Staff (Deputy Marshal Captains, Deputy Marshal Lieutenants).

1. Fire Marshal (1)
2. Assistant Fire Marshal (1)
3. Deputy Fire Marshal Captain (2)
4. Deputy Fire Marshal Lieutenant (2)
5. Deputy Fire Marshal Grade III
6. Deputy Fire Marshal Grade II
7. Deputy Fire Marshal Grade I
8. Probationary Deputy Fire Marshal
9. Recruit Fire Marshal

2.01.1 FIRE MARSHAL

The Fire Marshal is responsible for all of the actions and members of SASFM. The Fire Marshal is directed by the SAFR COC. Duties of the Fire Marshal/s include:

- ☐ Supervisor of all activities
- ☐ Official liaison between SAFR COC
- ☐ Development of meeting agendas
- ☐ Final approval of workflow cards
- ☐ Other duties as directed by SAFR COC.



2.01.2 ASSISTANT FIRE MARSHAL

The Assistant Fire Marshal is directly under the Fire Marshal and is responsible for all of the Fire Marshal duties when they are absent. The Assistant Fire Marshal will coordinate all of the activities of SASFM. The Assistant Fire Marshal directly supervises the SASFM COC. Duties of the Assistant Fire Marshal include:

- ☐ Supervision of all activities
- ☐ Chain of Command Management
- ☐ Official liaison between all San Andreas agencies and authorities.
- ☐ Responsible for fulfilling the duties of the Fire Marshal during his/her absence.
- ☐ Other duties as directed

2.01.3 DEPUTY FIRE MARSHAL CAPTAINS

The Deputy Fire Marshal Captains are directly under the Assistant Fire Marshal. Duties of the Deputy Fire Marshal Captains include:

- ☐ Supervision of all activities
- ☐ Coordination of all subdivision training.
- ☐ Other duties as directed

2.01.4 DEPUTY FIRE MARSHAL LIEUTENANT

The Deputy Fire Marshal Lieutenants are directly under the Deputy Fire Marshal Captains. Duties of the Deputy Fire Marshal Lieutenants include:

- ☐ Supervision of all activities
- ☐ Coordination cases.
- ☐ Management of documents and members.
- ☐ Other duties as directed

2.01.5 DEPUTY FIRE MARSHAL GRADES II & III

Deputy Fire Marshal Grades II and III are the upper membership ranks of the Fire Marshal's Office. These ranks are eligible for the following:

- ☐ May become a Fire Marshal Training Officer



2.01.6 PROBATIONARY DEPUTY FIRE MARSHAL & GRADE I

Probationary Deputy Fire Marshals and Deputy Fire Marshal Grade 1's are the starting ranks for trained recruits in the subdivision. These ranks are eligible for the following:

- ❑ Deputy Fire Marshal Grade I may become HDU certified

2.01.7 RECRUIT FIRE MARSHAL

Recruit Fire Marshals are untrained members of the division. They must undergo a Fire Marshal Basic Training, within 30 days, before being promoted to a Probationary Deputy Fire Marshal.

2.02.0 OTHER POSITIONS, DUTIES, AND FUNCTIONS

2.02.1 FIRE MARSHAL TRAINING OFFICER

Fire Marshal Training Officers are certified to teach all internal certifications and training classes. FMTOs may teach the initial Fire Marshal Operations Course, and additional courses in the near future.

FMTOs are responsible for maintaining the training status of SASFM Members. FMTOs are required to hold a minimum of one Fire Marshal Operations Courses per cycle, exceptions may be made in exceptional circumstances.

Those wishing to become an FMTO should apply via the respective forms, and must be a Deputy Fire Marshal 2+.

2.03.0 PROMOTION CYCLES

Fire Marshal operate on a monthly cycle (once every two SAFR cycles). Promotions will be awarded to members who excel in their duties, meet or surpass the activity requirements and represent the department in a positive light. Promotions are not guaranteed, and SASFM COC have the final say in all promotions.



Chapter 3.00.0 - Training and Certifications

3.01.0 BASIC TRAINING

The Basic training for the SASFM Office consists of a theory portion and an in game portion. The Fire Marshal may be cleared for active duty.

3.02.0 LEO Certification

As a Fire Marshal, you are required to have an IDT LEO Certification and be within a LEO Dept Full-time or reserve

3.50.0 CERTIFICATIONS

3.51.0 HAZARDOUS DEVICE UNIT CERTIFICATION

Deputy Fire Marshal 1s+ may become certified in HDU. HDU stands for 'Hazardous Device Unit', and is tasked with dealing with explosive ordnance and CBRN threats.



Chapter 4.00.0 - Policies

4.01.0 SELF ATTACHING POLICY

“Self-Dispatching” is a term used to describe the act of attaching (responding) oneself to a call without being authorized to do so by the active dispatcher or a Patrol Supervisor.

SASFM Units may self attach to calls that fall within their operational jurisdiction. This includes incidents involving fire investigations. Self-attaching to incidents beyond SASFM’s prescribed scope should only be done with permission from SASFM CoC or SAFR CoC. Inappropriate self-attaching will be met with discipline as described in the SAFR SOP.

4.02.0 STAFFING

SAFR members may be available as SASFM members during all patrols. SASFM members must remain in compliance with all SAFR staffing policies and may only go “temporarily out of service” as a SAFR apparatus when investigating a crime or performing a fire investigation. SASFM members are required to be available to activate a SAFR apparatus at all times unless involved in other emergency operations or an investigation (building inspections do not fall under emergency operations or an investigation.)

SASFM members may leave a single SASFM car parked at the station which they are staffing. When multiple SASFM are in service at a station they will either have to share a vehicle or retrieve more vehicles from the garage when necessary for operations. SASFM units shall use FM-XXXX as their callsign. The X’s representing your SAFR badge number.

4.03.0 BOX ASSIGNMENTS

SASFM members are required to remain in compliance with the SAFR Box Assignments policy at all times. SASFM units may respond to any firebox as long as all units in the assignment have responded and Incident Command has approved. SASFM members must primarily staff their SAFR apparatus before any SASFM components and must aid in fulfilling the box assignment. SASFM members may not request other units to respond in their place.



4.04.0 RESPONSE

SASFM members may respond to scenes when requested by an incident commander or at the discretion of SAFR CoC. SASFM members may also respond to scenes of crimes against SAFR members or property after advising dispatch. SASFM members must be requested prior to any response except for previously stated criminal emergencies where self-attaching is permitted. SASFM members must remain in compliance with SAFR SOP sections 5.02.0 and 5.03.0 regarding box assignments and emergency responses for "SASFM CARS".

When responding to any incident SAFM members must follow the box assignment policy. Any SAFM member not responding as one of the "due" apparatus may respond to the scene in a SAFM car. These members may not respond until the entire box assignment has been fulfilled.

4.05.0 SASFM CARS

Deputy Fire Marshals are authorized to use vehicles within their rank structure to perform their duties. These vehicles are equipped with investigative and enforcement equipment to investigate crimes and fires. SASFM cars may be used to perform building inspections and any other official SASFM duties. SASFM cars may not be casualty driven while on patrol except for when being fuelled.

The vehicle structure must be followed at all times. The vehicle structure has been split into four categories; Regular Patrol, Slicktop, Red/Gray/Black and unmarked. Regular patrol consists of a light bar and the default white fire marshal livery. Slicktop is the same as the regular patrol livery, however the lightbar is optional. In the absence of a lightbar, deck lights must be fitted. Red, Gray or Black permits members to use a red, gray or black undercoat on their FM Cars, as well as the slick top option. Unmarked allows the vehicle to be unmarked in any dark color.



4.05.1 OPERATIONAL VEHICLES

With the authorization from SASFM Chain of Command, members are authorized to use any vehicle in their structure unmarked for operations. The purpose of this is to help LEO with the stealth aspect of operations. The unmarked livery shall only be used during the operation (Unless on regular vehicle structure).

4.05.2 LICENSE PLATES

SASFM car license plates must all be compliant with the following format:

- FM(badge number)

John D. F-200 BN9999 = "FM 9999"

4.06.0 UNIFORMS & PPE

Deputy Fire Marshals are required to follow the uniform structure. Most cells have a tab with the uniform numbers. Whilst we encourage customisation of uniforms, anything outside the uniform structure must be approved by SASFM COC. The investigation uniform must be worn on any crime scene when investigating, in order to protect the member and keep the evidence from being contaminated.

4.07.0 EQUIPMENT

All SASFM vehicles are equipped following the Fleet Division Fleet Equipment Guide found on the portal. SASFM vehicles are equipped with BLS level EMS equipment and basic firefighting equipment in the event that they are flagged down or assigned to medical or firefighting duties.

Each SASFM Deputy Fire Marshal is equipped with a Glock .19 handgun, a taser (providing they have the weapons certification), a can of OC spray, handcuffs, and a flashlight. Deputy Fire Marshals must wear their full duty belt with the above-listed equipment any time they are performing investigative or law enforcement functions. Deputy Fire Marshals that are performing building inspections, on duty at a station, or are in SASFM uniform are only required to carry their handgun and one pair of handcuffs. Deputy Fire Marshals must secure their firearms when operating at any incident where PPE is required. SAFR gun boxes can be found in any SASFM Car or HDU utility vehicle.



4.07.1 FORENSICS

All Fire Marshal vehicles are equipped with a standard Forensic Collection/Investigation kit. Once a DNA Sample (Fingerprints, Hairstrands, Skin Cells) has been recovered from the scene of the investigation, it should be taken to one of the contracted Forensic Labs for testing. The three approved labs for testing DNA samples are, Coroners Forensic Science Lab (130), Rockford Hills Fire Marshal Head Office Lab (242) and Humane Labs (718). Forensic labs also test more than DNA samples, our labs are able to pull footage from damaged CCTV Hard Drives and pull data from phones. Collecting forensics can be key to linking suspects to crimes, should Fire Marshals have any questions about forensics, they should contact a SASFM Chain of Command member.

4.08.0 FIRE MARSHAL REPORTS

All Building Inspections, Weapon Discharges, FM Involved Shootings, or Incident Reports must be submitted to SASFM CoC using the respective Google Forms before the end of the patrol.

Fire Investigation Case Files must be submitted within 24 hours of the investigation starting.

4.09.1 WEAPON DISCHARGE REPORTS

All Weapon Discharges and FM Involved Shootings are required to be submitted to SASFM CoC. FM Involved Shooting narratives must be submitted to SASFM CoC on scene, SAFR CoC on scene, or LEO Supervisor on scene. (In that order). In the event no SASFM CoC or SAFR CoC is on, SASFM personnel are to use the "Fire Marshal Involved Shooting Report" form.

4.09.2 FURTHER DISCIPLINARY ACTION

Members of SASFM who have discharged their firearm will be subject to a Weapon Discharge Investigation. This will be a short investigation into the discharge to verify that it was justified. This investigation will be done by 2 members of SASFM Chain of Command.



4.10.0 REWARDS

Fire Marshal COC will select a Fire Marshal at the end of each cycle to be the Deputy Fire Marshal of the Cycle. They will get Captain's vehicle structure for two weeks. DFMOTC is selected based on a number of things, activity, standing in FM & outstanding work.

4.11.0 ACTIVITY

All members of SASFM are expected to adhere to certain activity requirements. Activity within the State Fire Marshal's Office works on a points system, members are expected to accumulate at least **6 points** to be considered active within FM, and **8 points** to be considered for a promotion. Failure to meet the points requirement will result in the member being marked Semi-Active, and failure to get points whilst marked Semi-Active will result in removal. Members can earn points for the following;

- Case File Submission (4 Points)
- Building Inspection Report (2 Points)
- Building Preplan Submission (2 Points)
- Hazardous Device Unit Activation (2 Points)
- Fire Marshal Basic Training (3 Points)

All activity should be logged via the Fire Marshal Action Form.

4.12.0 PURSUIT POLICY

SASFM are allowed to initiate a 10-80 with a suspect and may act as the primary unit inside LEO RTO. FM's will assume last in the pursuit once LEO's arrive. FM members are also allowed to chase after subjects in a 10-70 and are allowed to tase and detain the subject.

REFER TO COMMUNITY PURSUIT POLICY. Regarding Vehicle Pursuits: FMs will be primary until LEOs arrive.

4.13.0 BOOKING POLICY

Once a subject is arrested by a Fire Marshal they will be placed in the back of the FM patrol vehicle and will transport the subject to be booked. FMs with a vehicle that does not have a cage will have LEO transport.



4.14.0 OPERATIONS POLICY

An operation is defined as any scene that requires prior planning, and involves other departments, usually a warrant serving. During a warrant serve, members shall allow high risk teams to clear the building and apprehend the suspect, and will wait in a safe spot until the scene is secure.

4.15.0 RTO POLICY

Fire Marshal's are to remain inside patrol ops while they are active as FM and are allowed to scan fire ops to remain aware of fire ground incidents, If a call comes in and no other unit is able to respond you will deactivate fire marshal and respond in accordance with the Box Assignment Policy.

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Chapter 5.00.0 - Hazardous Device Unit

5.01.0 PURPOSE

The Hazardous Device Unit is tasked with disposing of explosives and handling chemical, biological, radiological, nuclear and explosive (CBRNE) threats. Members of the Hazardous Device Unit shall work alongside other agencies to ensure the safety of the public.

5.02.0 ELIGIBILITY

Any Deputy Fire Marshal 1s and higher, with the Hazardous Materials Technician Course certification, may attend a Hazardous Device Unit Training to become certified.

5.03.0 TRAINING

The Hazardous Device Unit training consists of a theory portion and an in game portion, covering various scenarios the Hazardous Device Unit may be faced with.

Any Deputy Fire Marshal 1+ may attend a Hazardous Materials Technician Course, regardless of their SAFR rank, in order to be a part of HDU.

5.04.0 PROCEDURES

Hazardous Device Unit members shall take a methodical, cautious approach to all scenes. They must follow all procedures outlined in the training. Any deviations of operations, must be approved by SASFM COC, and must be in the best interest of the safety of the public.



5.05.0 HDU VEHICLES

The Hazardous Device Unit operates a range of vehicles, each specific to a task.

HDU Utility Truck - The Utility Truck is a black F-150 with specific equipment for HDU tasks. The FM Utility Truck is second due for high-risk scenes. It can be used to carry injured personnel to the staging medical on the scene. The HDU Utility is also in charge of

HDU Truck - The HDU Truck is the primary HDU vehicle for high risk scenes. It is a 2018 Pierce Velocity, with compartments full of specific equipment.

Hazmat Truck - In conjunction with SAFR Hazardous Materials Technicians, HDU operates the hazmat truck to deal with biological and chemical threats.

5.06.0 HDU BOT USAGES

The Hazardous Device Unit operates two EOD bots, nicknamed 'WALL-E', each stored in a HDU Truck. The explosive feature on the bot shall only be utilized for controlled detonations; at no time will it be used to intentionally harm civilians. The bot also has a small nozzle, which can dispense high density foam, as required.



Chapter 6.00.0 - Mutual Aid Agreements

6.01.0 SPECIAL ENFORCEMENT TEAM MAA

The San Andreas State Fire Marshal Office shall work jointly with LSPDs Special Enforcement Team on investigating calls and serving warrants, within LSPDs jurisdiction. Fire Marshal shall be the primary body investigating arsons, however shall request the help of SET if bodies or narcotics are found on the scene. The MAA can be found [here](#).

6.02.0 SAFE STREETS BUREAU MAA

The San Andreas State Fire Marshal Office shall work jointly with BCSOs Safe Streets Bureau on investigating calls and serving warrants, within BCSOs jurisdiction. Fire Marshals shall be the primary body investigating arsons, however shall request the help of SSB if bodies or narcotics are found on the scene. The MAA can be found [here](#).

6.03.0 BOMB RESPONSE POLICY MAA

The bomb response mutual aid agreement is a policy that outlines the jurisdictions and activation requirements for all high risk teams. The Hazardous Device Unit shall be the primary unit on all 'dirty bomb' calls. The MAA can be found [here](#).