

Fire Investigation Closeout Template

- Cover Page: Identifies Agency and/or Tribe, Topic, Date and prepared by.
- Introduction: Discusses duration of assignment, requesting unit objectives, and priorities.
- Accomplishments: Discusses number of fires investigated, causes, case status such as any referrals to law enforcement, referrals for trespass, closed investigations, investigations needing further attention.
- Recommendations: Discusses whether additional investigations are needed and if special skills are needed. Identify actions that will aid the unit in future fire investigations and the fire prevention program. It may also address any concerns that may have arisen.
- Attachments: Should include Line Officer Summaries of each fire investigation. May include any documents that are discussed in the recommendations section (e.g. sample fireworks ordinances)

Report should be discussed with Line Officer or Designee at the Close Out meeting or After Action Review.