

## Arsonist Profile Program

**Lines of Business:** Property, General Liability

**Risk Control Strategy/Key Issues:** To provide awareness training for all staff to recognize potential juvenile arsonists.

### Suggested Program Elements:

#### 1. Policy statement:

- Reinforce management position regarding arson through a policy issued to all individuals implementing or monitoring the program. This policy should become part of your operational procedure manual. The program is a formal statement of the commitment of the organization to prosecute individuals who commit crimes of any nature.
- Assign responsibility for reporting/analysis to one individual who can drive the implementation of the program within the organization. This individual should coordinate the program between all applicable facility locations and act as the main contact for any local law enforcement agency having jurisdiction over facility locations. All training activities and meetings should be documented and kept in a central file for review and evaluation.
- Formal assignment of accountability for program implementation should be affected. Program success depends on posting of signs, training of facility personnel, and, where applicable, communication of the program within the community.
- Identify a reporting system and outline the steps needed to respond to and deal with this issue.

#### 2. Employee Responsibilities:

- Report all fires and document circumstances
- Report and document observed fire play with:
  - ✓ Matches
  - ✓ Lighters
- Report and document any arson threats/rumors

#### 3. Response:

- Investigate any and all small dollar losses. Document the following:
  - ✓ Date
  - ✓ Time
  - ✓ Location/Site
  - ✓ Witnesses
  - ✓ Point of origin or item burned
  - ✓ Any injuries?
  - ✓ Property damage
  - ✓ Was fire/police contacted? Why or why not?
- Resolution
- Consult with site administrator, local fire department liaison
- Verify that "WeTip" or other anonymous crime reporting hotline posters are displayed

**4. Training for Staff / Students:**

- Personality profiles of juvenile fire-setters
- How to use U.S. Fire Administration resources
- Classifying fire-setting risk for juveniles
- Intervention

**5. Discipline procedures:**

- Clear and consistent
- Measure response based on seriousness of incident
- Document
- Keep confidential

**6. “WeTip” (anonymous crime reporting hotline) postings:**

- High visibility areas
- Re-post as needed/at least monthly

**Program Activities Calendar:**

- Annual training first quarter of fiscal or school year
- Student body assembly/orientation at beginning of school year
- Annually review all fire incidents and outcomes

**Web Site Links:**

- U.S Fire Administration  
<http://www.usfa.fema.gov/>
- National Fire Protection Association:  
<http://www.nfpa.org/>

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