



STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE, EMERGENCY AND BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL

Policy Directive # 9
Replaces: new
Administered by: OSFM

Date: July 1, 2001
Duration: Until Revised
Authority: Deputy State Fire Marshal

SUBJECT: REQUEST FOR SERVICE

PURPOSE:

- (1) To identify the resources available from the Office of State Fire Marshal (OSFM).
- (2) To identify the organizational structure of the OSFM.
- (3) To clarify the responsibilities of each Unit within the OSFM.
- (4) To provide a procedure for requesting assistance.

DISCUSSION:

This directive was developed in an attempt to keep the local fire official and other state agencies informed as to the operations of the OSFM and familiar with resources available to their offices. It is not meant to be an all-inclusive list. It is an effort to provide a general knowledge of each Unit's responsibilities within the OSFM.

Also note that several functions within the OSFM are the responsibility of more than one Unit. In order to provide a single contact point, these functions are only listed once.

POLICY:

Requests for Service. The OSFM will assist, upon request, any local fire marshal's office or state agency within their respective area of responsibility and jurisdiction.

Requests for assistance may be initiated during normal business hours by calling the OSFM Administration at **860-685-8380**, Bureau of Investigation and Enforcement at **860-685-8460**, Bureau of Engineering at **860-685-8350**. Requests after business hours should be made to the Department of Public Safety Headquarters Message Center at **1-800-842-0200** (24 hours). Upon notification by the Message Center, the duty sergeant of the Bureau of Investigation and Enforcement will immediately contact the requesting agency to determine the nature of the request and the degree of assistance required. If necessary, the requested Unit's supervisor will be contacted.

Provide the Message Center operator with basic information regarding the request.

Areas of Responsibility. This breakdown is designed to identify the Unit where the local fire official or state agency is seeking assistance.

Bureau of Engineering

- Designated Technical Assistant (D.T.A.)

Anyone calling the office regarding a code question will be forwarded to the D.T.A. The D.T.A. position is rotated on a daily basis between the members of the Bureau. If the question is one that requires lengthy research, a request for engineering services form will be completed and the request assigned appropriately. Please take note, the D.T.A. does not provide formal interpretations. Requests for formal interpretations must be submitted in writing to the OSFM.

- State Buildings Unit
 - ◆ New construction of state buildings
 - ◆ Inspection of existing state buildings for code compliance
 - ◆ State agency assists

- Code Services Unit
 - ◆ Formal interpretations
 - ◆ Changes to the Code
 - ◆ Research
 - ◆ Code topic presentations
 - ◆ Code complaints

- Field Services Unit
 - ◆ Review Requests for Modifications
 - ◆ Local fire marshal assists
 - ◆ CT Hazardous Materials Code research
 - ◆ Panelist for local fire code official interview process
 - ◆ Pitot meter
 - ◆ Decibel meter
 - ◆ OSFM Resource Library

Bureau of Investigation and Enforcement

- East & West Investigation Squads
 - ◆ Fire and Explosion Investigations (*See Directive # 4*)
 - ◆ Accelerant canine demonstrations
 - ◆ Investigation topics/presentations
 - ◆ Amusement ride inspections/accident investigations

- Special Hazards Unit
 - ◆ Fireworks & Pyrotechnic permits/investigations
 - ◆ Explosive permits/investigations
 - ◆ Explosive transportation/storage
 - ◆ HazMat investigations

- License & Permits Unit
 - ◆ Circus/Carnival/Amusement Park licensing
 - ◆ Blaster licensing
 - ◆ Fireworks & Pyrotechnic shooters licensing
 - ◆ Fireworks distributor & manufacturer licensing
 - ◆ Theater licensing
 - ◆ Crane operator licensing
 - ◆ Crane inspection/accident investigations