

EXAMINATION OUTLINE FOR PRIVATE INVESTIGATORS

January 2004

Private Investigator Examination Outline Summary

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| <p>I. Planning (19%) – This area assesses the candidate’s ability to analyze information for the purpose of the investigation and to establish an investigative plan to include the resources needed.</p> |
| <p>II. Information Gathering (22%) – This area assesses the candidate’s ability to collect information by conducting interviews and researching public and private sources to assist in the investigation.</p> |
| <p>III. Surveillance (4%) – This area assesses the candidate’s ability to conduct surveillance by selecting the location and equipment needed to obtain evidence for the investigation.</p> |
| <p>IV. Analysis (15%) – This area assesses the candidate’s ability to evaluate and analyze information and evidence to further the investigative process.</p> |
| <p>V. Reporting (18%) – This area assesses the candidate’s ability to prepare and organize investigative results and report the findings to the client.</p> |
| <p>VI. Trial Preparation (10%) – This area assesses the candidate’s ability to secure and evaluate evidence related to the investigation for presentation in a legal proceeding.</p> |
| <p>VII. Ethics (12%) – This area assesses the candidate’s ability to comply with ethical standards of private investigators regarding confidentiality, scope of practice, and personal bias.</p> |

I. Planning (19%) – This area assesses the candidate’s ability to analyze information for the purpose of the investigation and to establish an investigative plan to include the resources needed.

<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
A. Intake (9%)	<ul style="list-style-type: none"> Interview client to determine nature/purpose of the investigation to be performed. 	<ul style="list-style-type: none"> Knowledge of interviewing techniques used to gather initial information from client. Knowledge of techniques used to evaluate objectives of potential client.
	<ul style="list-style-type: none"> Gather information (e.g., name, date of birth, phone number, address) to develop a list of individuals to be interviewed/investigated. 	<ul style="list-style-type: none"> Knowledge of interviewing techniques used to gather initial information from client. Knowledge of techniques used to identify individuals related to an investigation.
	<ul style="list-style-type: none"> Discuss with client types of activities, tasks, priorities, and evidence needed to complete assignment. 	<ul style="list-style-type: none"> Knowledge of techniques used to evaluate objectives of potential client. Knowledge of methods used to plan investigation work according to client needs, work demands, resources, and schedules. Knowledge of techniques used to plan investigation work based on legal limitations.
B. Assessment (10%)	<ul style="list-style-type: none"> Analyze available information to determine direction of investigation. 	<ul style="list-style-type: none"> Knowledge of the Private Investigator Act regarding activities performed by licensed private investigators. Knowledge of techniques used to plan investigation work based on legal limitations. Knowledge of California and federal codes that are applicable to planning an investigation (e.g. privacy rights).
	<ul style="list-style-type: none"> Develop investigative plan with client stating work expectations of the case. 	<ul style="list-style-type: none"> Knowledge of the Private Investigator Act regarding activities performed by licensed private investigators. Knowledge of the Private Investigator Act regarding the conduct of business as an investigator. Knowledge of methods used to plan investigation work according to client needs, work demands, resources, and schedules. Knowledge of techniques used to plan investigation work based on legal limitations.

I. Planning (19%) – This area assesses the candidate’s ability to analyze information for the purpose of the investigation and to establish an investigative plan to include the resources needed.

<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
B. Assessment (CONT.)	<ul style="list-style-type: none"> • Determine resources (e.g., personnel, equipment, budget) needed to conduct investigation. 	<ul style="list-style-type: none"> • Knowledge of methods used to plan investigation work according to client needs, work demands, resources, and schedules. • Knowledge of techniques used to plan investigation work based on legal limitations.
	<ul style="list-style-type: none"> • Conduct a presurveillance assessment of potential hazards and other conditions to plan a course of action for investigation. 	<ul style="list-style-type: none"> • Knowledge of techniques used to evaluate risks and hazards connected with surveillance situations. • Knowledge of techniques used to identify individuals related to an investigation. • Knowledge of California and federal codes that are applicable to planning an investigation (e.g., privacy rights).

II. Information Gathering (22%) – This area assesses the candidate’s ability to collect information by conducting interviews and researching public and private sources to assist in the investigation.

<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
<p>A. Personal Information (9%)</p>	<ul style="list-style-type: none"> Collect personal information by searching public information and private sector sources to aid in identifying and/or locating an individual. 	<ul style="list-style-type: none"> Knowledge of skip-tracing techniques used to locate individuals. Knowledge of purposes for accessing public and private records used in private investigative work. Knowledge of techniques used for accessing public and private records. Knowledge of types of public and private sector information sources used for gathering information. Knowledge of the Federal Freedom of Information Act used in gathering information for investigative purposes. Knowledge of the California Public Records Act and its application in gathering information for investigative purposes. Knowledge of California and federal codes that are applicable to gathering information for an investigation (e.g., Fair Credit Reporting Act (FCRA)).
	<ul style="list-style-type: none"> Compile background information by researching sources (e.g., individuals, organizations, Internet) to assist in the investigation. 	<ul style="list-style-type: none"> Knowledge of the Fair Credit Reporting Act related to obtaining information related to investigation. Knowledge of interviewing techniques used to gather information from individuals related to the investigation (e.g., witnesses). Knowledge of techniques used for accessing public and private records.
	<ul style="list-style-type: none"> Develop profiles including physical descriptions, addresses, and/or vehicle information for use in the investigation. 	<ul style="list-style-type: none"> Knowledge of purposes for accessing public and private records used in private investigative work. Knowledge of techniques used for accessing public and private records. Knowledge of types of public and private sector information sources used for gathering information. Knowledge of techniques used to verify information about individuals related to the investigation.

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<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
A. Personal Information (CONT.)	<ul style="list-style-type: none"> • Conduct asset search by checking public and private data sources to meet investigation objectives. 	<ul style="list-style-type: none"> • Knowledge of techniques used for accessing public and private records. • Knowledge of types of public and private sector information sources used for gathering information. • Knowledge of the Federal Freedom of Information Act used in gathering information for investigative purposes. • Knowledge of the California Public Records Act and its application in gathering information for investigative purposes. • Knowledge of California and federal codes that are applicable to gathering information for an investigation (e.g., Fair Credit Reporting Act (FCRA)).
	<ul style="list-style-type: none"> • Gather threat assessment information about individuals(s) who pose a danger to client (e.g., stalkers). 	<ul style="list-style-type: none"> • Knowledge of interviewing techniques used to gather information from individuals related to the investigation (e.g., witnesses). • Knowledge of techniques used to obtain criminal/civil information from the court system. • Knowledge of California and federal codes that are applicable to gathering information for an investigation (e.g., Fair Credit Reporting Act (FCRA)). • Knowledge of methods used to assess individuals who pose a danger to client.
B. Investigative Research (13%)	<ul style="list-style-type: none"> • Conduct interviews to gather information related to the investigation. 	<ul style="list-style-type: none"> • Knowledge of interviewing techniques used to gather information from individuals related to the investigation (e.g., witnesses). • Knowledge of laws regulating the interviewing of individuals during investigations.

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<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
B. Investigative Research (CONT.)	<ul style="list-style-type: none"> Collect case-related information (e.g. reports, depositions, and records) to assist in the investigation. 	<ul style="list-style-type: none"> Knowledge of purposes for accessing public and private records used in private investigative work. Knowledge of techniques used for accessing public and private records. Knowledge of types of public and private sector information sources used for gathering information. Knowledge of the Federal Freedom of Information Act used in gathering information for investigative purposes. Knowledge of the California Public Records Act and its application in gathering information for investigative purposes. Knowledge of techniques used to obtain criminal/civil information from the court system. Knowledge of California and federal codes that are applicable to gathering information for an investigation (e.g., Fair Credit Reporting Act (FCRA)).
	<ul style="list-style-type: none"> Gather evidence (e.g. photographs, interviews, measurements, physical evidence) for the case by conducting investigation(s) at the scene of the incident. 	<ul style="list-style-type: none"> Knowledge of interviewing techniques used to gather information from individuals related to the investigation (e.g., witnesses). Knowledge of laws used to regulate the collection, preservation, and admissibility of evidence in civil and criminal cases. Knowledge of laws regulating the interviewing of individuals during investigations.
	<ul style="list-style-type: none"> Gather investigation scene information from public and private sector sources to aid in the preparation of legal cases. 	<ul style="list-style-type: none"> Knowledge of techniques used for accessing public and private records. Knowledge of types of public and private sector information sources used for gathering information. Knowledge of laws used to regulate the collection, preservation, and admissibility of evidence in civil and criminal cases.
	<ul style="list-style-type: none"> Verify information gathered from previous investigative inquiries to determine the accuracy of prior investigative results. 	<ul style="list-style-type: none"> Knowledge of methods used to determine the accuracy of previous investigative results. Knowledge of techniques used to verify information about

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<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
B. Investigative Research (CONT.)	<ul style="list-style-type: none"> • Gather experts’ reports and opinions derived from tests and analyses of evidence to provide client attorney with information regarding an investigation. 	<p>individuals related to the investigation.</p> <ul style="list-style-type: none"> • Knowledge of methods used to select experts to analyze and evaluate evidence. • Knowledge of laws used to regulate the collection, preservation, and admissibility of evidence in civil and criminal cases. • Knowledge of methods used to determine the accuracy of previous investigative results.

III. Surveillance (4%) – This area assesses the candidate’s ability to conduct surveillance by selecting the location and equipment needed to obtain evidence for the investigation.

<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
<ul style="list-style-type: none"> • Perform surveillance of individual(s) by personal observation, video recording, or taking photographs to be used as case evidence in legal proceedings. 	<ul style="list-style-type: none"> • Knowledge of the use of cameras, video-recorders, and audio recorders in surveillance and investigation work. • Knowledge of laws used to regulate permissible surveillance techniques.
<ul style="list-style-type: none"> • Perform stationary and/or moving surveillance to obtain evidence related to the investigation. 	<ul style="list-style-type: none"> • Knowledge of adverse and beneficial conditions that affect a successful surveillance. • Knowledge of the use of stationary and moving surveillance techniques in gathering information.
<ul style="list-style-type: none"> • Perform covert investigation of person(s) by observing individual(s) in their daily environment (e.g., neighborhood, work, social). 	<ul style="list-style-type: none"> • Knowledge of laws used to regulate privacy in evidence gathering during surveillance activities. • Knowledge of laws used to regulate permissible surveillance techniques.

IV. Analysis (15%) – This area assesses the candidate’s ability to evaluate and analyze information and evidence to further the investigative process.

<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
A. Physical Evidence (5%)	<ul style="list-style-type: none"> Analyze investigation-related documents such as reports, depositions, and records to become familiar with case. 	<ul style="list-style-type: none"> Knowledge of analytical methods used to review and evaluate information gathered in investigation cases.
	<ul style="list-style-type: none"> Evaluate investigation scene information from public and private sector sources to aid in the preparation of cases. 	<ul style="list-style-type: none"> Knowledge of analytical methods used to review and evaluate information gathered in investigation cases.
B. Testimonial Evidence (10%)	<ul style="list-style-type: none"> Assess interviewee’s verbal/nonverbal responses to determine credibility of their answers. 	<ul style="list-style-type: none"> Knowledge of methods used to determine credibility of individual(s) responses.
	<ul style="list-style-type: none"> Analyze information from interviews to determine relationships among evidence, people, places, and things. 	<ul style="list-style-type: none"> Knowledge of analytical methods used to review and evaluate information gathered in investigation cases. Knowledge of methods used to determine credibility of individual(s) responses.
	<ul style="list-style-type: none"> Evaluate oral/written statements related to the investigation to assist in assessing credibility of individual(s). 	<ul style="list-style-type: none"> Knowledge of analytical methods used to review and evaluate information gathered in investigation cases. Knowledge of methods used to determine credibility of individual(s) responses.
	<ul style="list-style-type: none"> Analyze investigation information to determine if experts are needed to perform further analysis. 	<ul style="list-style-type: none"> Knowledge of methods used to locate and evaluate experts who specialize in the analysis of various types of evidence.
	<ul style="list-style-type: none"> Evaluate intelligence information by assessing the potential risk(s) in order to provide client with information upon which to act. 	<ul style="list-style-type: none"> Knowledge of analytical methods used to review and evaluate information gathered in investigation cases. Knowledge of methods used to assess situations that necessitate the notification of law enforcement during an investigation.

V. Reporting (18%) – This area assesses the candidate’s ability to prepare and organize investigative results and report the findings to the client.

<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
<p>A. Preparation of Documentation (13%)</p>	<ul style="list-style-type: none"> • Prepare report (e.g., narrative, activity, oral, technical, confidential memo) of investigative findings for client. 	<ul style="list-style-type: none"> • Knowledge of the Fair Credit Reporting Act (FCRA) related to reporting information to client. • Knowledge of methods and procedures used to obtain signed written, and/or oral statements. • Knowledge of methods used to report information gathered from databases on individual(s) related to the investigation. • Knowledge of techniques used to prepare investigation reports and correspondence. • Knowledge of methods used to present reports of investigation and surveillance activities and findings to client.
	<ul style="list-style-type: none"> • Prepare report on observations made from investigations to document as evidence for the case. 	<ul style="list-style-type: none"> • Knowledge of techniques used to prepare investigation reports and correspondence. • Knowledge of techniques used to keep records and to document evidence in investigation cases.
	<ul style="list-style-type: none"> • Prepare investigation or surveillance reports detailing evidence for use in legal proceedings. 	<ul style="list-style-type: none"> • Knowledge of the rules of admissibility of evidence included in the investigative report. • Knowledge of techniques used to prepare investigation reports and correspondence. • Knowledge of methods used to present reports of investigation and surveillance activities and findings to client. • Knowledge of techniques used to prepare surveillance logs.
	<ul style="list-style-type: none"> • Prepare summary of individual’s interview statements for client’s review. 	<ul style="list-style-type: none"> • Knowledge of techniques used to prepare investigation reports and correspondence.
	<ul style="list-style-type: none"> • Prepare affidavit or declaration based on information obtained during the investigation. 	<ul style="list-style-type: none"> • Knowledge of methods and procedures used to obtain signed written, and/or oral statements. • Knowledge of techniques used to prepare investigation reports and correspondence.

V. Reporting (18%) – This area assesses the candidate’s ability to prepare and organize investigative results and report the findings to the client.

<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
B. Retention of Documentation (5%)	<ul style="list-style-type: none"> • Retain case information as required by law for retrieval purposes. 	<ul style="list-style-type: none"> • Knowledge of techniques used to keep records and to document evidence in investigation cases. • Knowledge of state and federal laws used to regulate the preservation of business records (e.g., DMV, Fair Credit Reporting Act (FCRA)). • Knowledge of laws used to regulate record retention and evidence preservation.
	<ul style="list-style-type: none"> • Preserve evidence accumulated in investigations and surveillance by secure means for future use. 	<ul style="list-style-type: none"> • Knowledge of techniques used to keep records and to document evidence in investigation cases. • Knowledge of state and federal laws used to regulate the preservation of business records (e.g., DMV, Fair Credit Reporting Act (FCRA)). • Knowledge of laws used to regulate record retention and evidence preservation. • Knowledge of techniques used to store and preserve various types of evidence.

VI. Trial Preparation (10%) – This area assesses the candidate’s ability to secure and evaluate evidence related to the investigation for presentation in a legal proceeding.

<i>Subarea</i>	<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
A. Physical Evidence (3%)	<ul style="list-style-type: none"> Recreate investigative scenes to aid client in preparation of litigation by developing diagrams, using photography, video-recordings, and witness interviews. 	<ul style="list-style-type: none"> Knowledge of techniques used to depict accident and crime scenes using photographs, drawings, and exhibits. Knowledge of techniques used to develop diagrams (e.g., link analysis) that illustrate relationships between persons, information, and issues related to a case.
	<ul style="list-style-type: none"> Present case evidence to attorney for impeachment purposes. 	<ul style="list-style-type: none"> Knowledge of procedures for testifying in court regarding civil or criminal cases. Knowledge of methods used to select witnesses to provide testimony in court.
B. Testimonial Evidence (4%)	<ul style="list-style-type: none"> Evaluate witnesses for testimony by identifying their strengths and weaknesses to the case. 	<ul style="list-style-type: none"> Knowledge of procedures for testifying in court regarding civil or criminal cases. Knowledge of methods used to select witnesses to provide testimony in court.
	<ul style="list-style-type: none"> Recommend case strategy to attorney to assist in the presentation of admissible evidence. 	<ul style="list-style-type: none"> Knowledge of code sections that regulate conduct while acting on behalf of an attorney (e.g., privacy and confidentiality). Knowledge of court system procedures such as discovery, testimony, and presentation of evidence. Knowledge of the admissibility of evidence collected in an investigation.
	<ul style="list-style-type: none"> Testify in court regarding methodology of the investigation to assist client with presentation of a case. 	<ul style="list-style-type: none"> Knowledge of court system procedures such as discovery, testimony, and presentation of evidence. Knowledge of procedures for testifying in court regarding civil or criminal cases.
C. Service of Process (3%)	<ul style="list-style-type: none"> Secure testimony and documents by serving subpoenas to witnesses to aid attorney in preserving evidence for a legal case. 	<ul style="list-style-type: none"> Knowledge of laws that regulate process serving. Knowledge of methods used to select witnesses to provide testimony in court.
	<ul style="list-style-type: none"> Service of process by delivering legal documents for litigation purposes. 	<ul style="list-style-type: none"> Knowledge of laws that regulate process serving.

VII. Ethics (12%) – This area assesses the candidate’s ability to comply with ethical standards of private investigators regarding confidentiality, scope of practice, and personal bias.

<i>Job Tasks</i>	<i>Associated Knowledge Statements</i>
<ul style="list-style-type: none"> • Perform assignments within investigative scope of competency to meet client needs. 	<ul style="list-style-type: none"> • Knowledge of methods used to identify the need for an expert. • Knowledge of criteria used to identify limitations of scope of practice. • Knowledge of areas of expertise that require specialized training.
<ul style="list-style-type: none"> • Manage impact of biases to maintain a neutral and objective perspective during the investigation. 	<ul style="list-style-type: none"> • Knowledge of strategies used to manage bias within an investigation.
<ul style="list-style-type: none"> • Provide investigative services that meet client needs by recognizing conflict of interest. 	<ul style="list-style-type: none"> • Knowledge of methods used to identify conflict of interest within the investigation.
<ul style="list-style-type: none"> • Determine legitimacy of the investigative request from client by corroborating interview information. 	<ul style="list-style-type: none"> • Knowledge of characteristics of a legitimate investigative request. • Knowledge of methods used to confirm client interview information.
<ul style="list-style-type: none"> • Disclose information about an individual to a client for permissible purposes. 	<ul style="list-style-type: none"> • Knowledge of laws related to disclosure of information obtained during the investigation. • Knowledge of the implications of revealing confidential information to client or to others.