



OCCUPATIONAL ANALYSIS OF THE
PRIVATE INVESTIGATOR QUALIFIED MANAGER PROFESSION



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

OCCUPATIONAL ANALYSIS OF THE PRIVATE INVESTIGATOR QUALIFIED MANAGER PROFESSION



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This occupational analysis report is mandated by California Business and Professions (B&P) Code § 139 and by DCA Licensure Examination Validation Policy OPES 18-02.

EXECUTIVE SUMMARY

The Bureau of Security and Investigative Services (Bureau) requested that the Department of Consumer Affairs' Office of Professional Examination Services (OPES) conduct an occupational analysis (OA) of the private investigator qualified manager (PI-QM) profession in California. The purpose of the OA is to define practice in terms of critical tasks that PI-QMs must be able to perform competently at the time of licensure. The results of this OA provide a description of practice for the PI-QM profession and provide the basis for developing a valid and legally defensible California Private Investigator Licensing Examination.

OPES test specialists began by researching the profession and conducting telephone interviews with licensed PI-QMs working in counties throughout California. The purpose of these interviews was to identify the tasks performed by PI-QMs and to determine the knowledge required to perform those tasks in a safe and competent manner. Using the information gathered from the research and the interviews, OPES test specialists developed a preliminary list of tasks performed by PI-QMs in their profession, along with statements representing the knowledge needed to perform those tasks.

In December 2021, OPES test specialists convened a workshop to review and refine the preliminary lists of tasks and knowledge statements describing PI-QM practice in California. PI-QMs participated in the workshops as subject matter experts (SMEs). The SMEs were from diverse backgrounds in the profession (e.g., work setting, geographic location of practice, years licensed). In January 2022, OPES test specialists convened a second workshop to review and finalize the lists of tasks and knowledge statements. The SMEs also linked each task with the knowledge required to perform that task and reviewed demographic questions to be used on the OA questionnaire.

After the second workshop, OPES test specialists developed a three-part OA questionnaire to be completed by PI-QMs statewide. Development of the OA questionnaire included a pilot study that was conducted with a group of PI-QMs who participated in either the interviews or the December 2021 and January 2022 workshops. The pilot study participants' feedback was incorporated into the final questionnaire, which was administered from February 8, 2022 to March 7, 2022.

In the first part of the OA questionnaire, PI-QMs were asked to provide demographic information related to their practice and work settings. In the second part, PI-QMs were asked to rate how often they perform each task in their current practice (Frequency) and how important the task is to effective performance of their current practice (Importance). In the third part, PI-QMs were asked to rate how important each knowledge statement is to effective performance of their current practice (Importance).

In February 2022, on behalf of the Bureau, OPES sent an email to a sample of 1,519 licensed PI-QMs, inviting them to complete the online OA questionnaire. The email invitation was sent to PI-QMs for whom the Bureau had an email address on file.

A total of 373 PI-QMs, or approximately 24.6% of the PI-QMs who received an email invitation, responded to the OA questionnaire. The final number of respondents included in the data analysis was 236 (15.5%). This response rate reflects two adjustments. First, OPES excluded data from respondents who indicated they were not currently licensed and working as a PI-QM in California. Second, OPES excluded questionnaires containing a large portion of incomplete responses.

OPES test specialists then performed data analyses on the task and knowledge ratings obtained from the questionnaire respondents. The task importance and frequency ratings were combined to derive an overall criticality index for each task statement. The mean of importance ratings was used as the criticality index for each knowledge statement.

Once the data were analyzed, OPES test specialists conducted an additional workshop with PI-QMs in April 2022. The SMEs evaluated the criticality indices and determined whether any tasks or knowledge statements should be eliminated. The SMEs in this group also established the final linkage between tasks and knowledge statements, reviewed the task and knowledge statement content areas, and defined those content areas. The SMEs then evaluated the preliminary content area weights and determined the final weights for the new California Private Investigator Licensing Examination outline.

The examination outline is structured into four content areas weighted relative to the other content areas. The new outline identifies the tasks and knowledge critical to competent PI-QM practice in California at the time of license issuance.

The examination outline developed as a result of this OA provides a basis for developing the California Private Investigator Licensing Examination.

OVERVIEW OF THE CALIFORNIA PRIVATE INVESTIGATOR LICENSING EXAMINATION OUTLINE

Content Areas and Subareas	Content Area Description	Area Weight (percent)	Subarea Weight (percent)
1. MANAGING PRIVATE INVESTIGATION BUSINESS OPERATIONS	This area assesses a candidate's knowledge of PI business structures and operations.	15	
2. MANAGING PRIVATE INVESTIGATIONS	This area assesses a candidate's knowledge of investigation planning, practices, and documentation standards.	55	
2A. Scope of Engagement and Investigation Planning			10
2B. Information Gathering and Investigation Processes			35
2C. Investigation Analyses, Documentation, and Report of Conclusions			10
3. MANAGING TRIAL PREPARATION AND COURT PROCEEDINGS	This area assesses a candidate's knowledge of PI activities in trial preparation and other civil and criminal court proceedings.	10	
3A. Litigation Support			5
3B. Participation in Court Proceedings			5
4. MANAGING PROFESSIONAL AND ETHICAL RESPONSIBILITIES	This area assesses a candidate's knowledge of PI professional and ethical responsibilities in investigations.	20	
4A. Professional Responsibilities			8
4B. Ethical Responsibilities			12
	TOTAL	100	

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CHAPTER 1 | INTRODUCTION

PURPOSE OF THE OCCUPATIONAL ANALYSIS

The Bureau of Security and Investigative Services (Bureau) requested that the Department of Consumer Affairs' Office of Professional Examination Services (OPES) conduct an occupational analysis (OA) as part of the Bureau's comprehensive review of the private investigator qualified manager (PI-QM) profession in California. The purpose of the OA is to identify critical activities performed by PI-QMs in California. The results of this OA provide a description of practice for the PI-QM profession and a basis for constructing a valid and legally defensible California Private Investigator Licensing Examination.

PARTICIPATION OF SUBJECT MATTER EXPERTS

California PI-QMs participated as subject matter experts (SMEs) during the OA to ensure that the description of practice directly reflects current PI-QM practice in California. These SMEs represented the profession in terms of work settings, geographic location of practice, and years of experience. The SMEs provided technical expertise and information regarding different aspects of practice through interviews and workshops. During interviews, the SMEs provided information about the tasks involved in practice and the knowledge required to perform those tasks safely and competently. During workshops, the SMEs developed and reviewed the tasks and knowledge statements describing PI-QM practice, organized the tasks and knowledge statements into content areas, evaluated the results of the OA, and developed the examination outline.

ADHERENCE TO LEGAL STANDARDS AND GUIDELINES

Licensure, certification, and registration programs in the State of California adhere strictly to federal and state laws and regulations, as well as to professional guidelines and technical standards. For the purposes of OAs, the following laws and guidelines are authoritative:

- California Business and Professions (B&P) Code § 139.
- 29 Code of Federal Regulations Part 1607 – Uniform Guidelines on Employee Selection Procedures (1978).
- California Fair Employment and Housing Act, Government Code § 12944.
- *Principles for the Validation and Use of Personnel Selection Procedures* (2018), Society for Industrial and Organizational Psychology (SIOP).

- *Standards for Educational and Psychological Testing* (2014), American Educational Research Association, American Psychological Association, and National Council on Measurement in Education.

For a licensure program to meet these standards, it must be solidly based upon the job activities required for practice.

DESCRIPTION OF OCCUPATION

The PI-QM and PI occupations are described as follows in §§ 7512.7 and 7521 of the B&P Code:

§ 7512.7

As used in this chapter, “qualified manager” means the individual under whose direction, control, charge, or management the business of a licensee is operated as specified in Section 7536.

§ 7521

A private investigator within the meaning of this chapter is a person, other than an insurance adjuster subject to the provisions of Chapter 1 (commencing with Section 14000) of Division 5 of the Insurance Code , who, for any consideration whatsoever engages in business or accepts employment to furnish or agrees to furnish any person to protect persons pursuant to Section 7521.5, or engages in business or accepts employment to furnish, or agrees to make, or makes, any investigation for the purpose of obtaining, information with reference to:

- (a) Crime or wrongs done or threatened against the United States of America or any state or territory of the United States of America.
- (b) The identity, habits, conduct, business, occupation, honesty, integrity, credibility, knowledge, trustworthiness, efficiency, loyalty, activity, movement, whereabouts, affiliations, associations, transactions, acts, reputation, or character of any person.
- (c) The location, disposition, or recovery of lost or stolen property.
- (d) The cause or responsibility for fires, libels, losses, accidents, or damage or injury to persons or to property.
- (e) Securing evidence to be used before any court, board, officer, or investigating committee.

For the purposes of this section, a private investigator is any person, as defined in Section 7512.3, acting for the purpose of investigating, obtaining, and reporting to any employer, or an agent designated by the employer, information concerning the employer's employees involving questions of integrity, honesty, breach of rules, or other standards of performance of job duties.

This section does not apply to a public utility regulated by the Public Utilities Commission, or its employees.

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CHAPTER 2 | OCCUPATIONAL ANALYSIS QUESTIONNAIRE

SUBJECT MATTER EXPERT INTERVIEWS

The Bureau provided OPES with a list of PI-QMs to contact for telephone interviews. During the semi-structured interviews, seven PI-QMs were asked to identify the major content areas of practice and the tasks performed in each area. They were also asked to identify the knowledge necessary to perform each task safely and competently.

TASKS AND KNOWLEDGE STATEMENTS

To develop a preliminary list of tasks and knowledge statements, OPES test specialists integrated the information gathered from literature reviews of profession-related sources (e.g., previous OA reports, articles, industry publications, and laws and regulations) and from interviews with SMEs.

In December 2021 and January 2022, OPES test specialists facilitated two workshops to review and refine the tasks and knowledge statements. Thirteen SMEs from diverse backgrounds (e.g., work setting, geographic location, and years licensed) participated in these workshops. During the first workshop, the SMEs evaluated the tasks and knowledge statements for technical accuracy, level of specificity, and comprehensiveness. In addition, the SMEs evaluated the organization of task statements within content areas to ensure that the content areas were independent and non-overlapping.

During the second workshop, the SMEs finalized the statements and performed a linkage between the tasks and knowledge statements. The linkage was performed to identify the knowledge required for performance of each task and to verify that each statement of knowledge is important for safe and competent practice as a PI-QM. Additionally, the linkage ensured that all task statements were linked to at least one knowledge statement and that each knowledge statement was linked to at least one task statement.

During this workshop, SMEs also evaluated the scales that would be used for rating tasks and knowledge statements in an online OA questionnaire to be sent to PI-QMs statewide. The SMEs also reviewed and revised the proposed demographic questions for the online OA questionnaire.

OPES used the final lists of tasks and knowledge statements, demographic questions, and rating scales to develop the online OA questionnaire.

QUESTIONNAIRE DEVELOPMENT

OPES test specialists developed the online OA questionnaire designed to solicit ratings by PI-QMs of the tasks and knowledge statements. The surveyed PI-QMs were instructed to rate how often they perform each task in their current practice (Frequency) and how important each task is to the effective performance of their current practice (Importance). In addition, they were instructed to rate how important each item of knowledge is to the effective performance of their current practice (Importance). The OA questionnaire also included a demographic section to obtain relevant professional background information about responding PI-QMs. The OA questionnaire can be found in Appendix E.

PILOT STUDY

Before administering the final questionnaire, OPES conducted a pilot study of the online questionnaire. The draft questionnaire was reviewed by the Bureau and then sent to 13 SMEs who had participated in either the interviews or workshops. OPES received feedback on the pilot study from seven respondents. The SMEs reviewed the tasks and knowledge statements in the questionnaire for technical accuracy and for whether they reflected PI-QM practice. The SMEs also provided the estimated time for completion of the questionnaire, as well as information about online navigation and ease of use. OPES test specialists used this feedback to refine the final questionnaire, which was administered from February 8, 2022 to March 7, 2022.

CHAPTER 3 | RESPONSE RATE AND DEMOGRAPHICS

SAMPLING STRATEGY AND RESPONSE RATE

In February 2022, on behalf of the Bureau, OPES sent an email to a sample of 1,519 PI-QMs licensed in California for whom the Bureau had an email address on file, inviting them to complete the online OA questionnaire. The email invitation can be found in Appendix D.

A total of 373 PI-QMs, or approximately 24.6% of the PI-QMs who received the email invitation, responded to the OA questionnaire. The final number of respondents included in the data analyses was 236 (15.5%). This response rate reflects two adjustments. First, OPES excluded data from respondents who indicated they were not currently licensed and working as a PI-QM in California. Second, OPES excluded data from questionnaires with a large portion of incomplete responses. The final respondent sample appears to represent the California PI-QM profession based on the sample's demographic composition.

DEMOGRAPHIC SUMMARY

As shown in Table 1 and Figure 1, the responding PI-QMs reported a range of years of experience and were distributed across the predefined experience level categories. Of the respondents, 38.1% reported they had worked as a PI-QM for 5 years or less, while 20.3% reported having worked as a PI-QM for 6–10 years. When asked about their highest level of education, 37.7% of respondents reported a bachelor's degree, 20.8% reported an associate degree, and 18.2% reported a master's degree (Table 2 and Figure 2).

Respondents were then asked about their employment experience before qualifying for a PI-QM license. As shown in Table 3 and Figure 3, 63.1% reported that they had law enforcement experience, and 15.7% reported experience working under a licensed PI. When asked about additional California licenses or certifications held, most respondents reported that they held either an Exposed Firearms Permit (34.3%) or a security guard registration (28.4%), or both (Table 4 and Figure 4).

Table 5 and Figure 5 show that 38.1% of respondents reported that they work less than 10 hours per week as a PI-QM, while 17.4% reported that they work 11–20 hours per week, and 17.4% reported that they work 31–40 hours per week.

Most respondents described the location of their primary work setting as a private business (73.7%), while 6.8% described it as a government setting, and 5.9% described it as a law firm (Table 6 and Figure 6).

Respondents were also asked what the majority of their responsibilities were in the businesses in which they work. Table 7 and Figure 7 show a breakdown of the responses. Most respondents reported that the majority of their responsibilities were as an owner/manager (76.7%), while 11.9% described their role as a subcontractor and 6.4% as an employee.

When asked about their employees, most respondents reported that their business employs no non-investigative employees (84.7%), with 12.7% reporting 1–5 non-investigative employees (Table 8 and Figure 8). Additionally, most respondents reported that their business employs no investigative employees (79.2%), while 17.8% reported 1–5 investigative employees, and 1.3% reported 6–10 investigative employees (Table 9 and Figure 9).

Respondents were also asked what type of specialty services they offer as a PI. A majority of respondents reported providing background checks (70.3%) and surveillance (50.1%). Of the respondents, 45.8% reported civil litigation, and 43.2% reported person locate. A full list of responses is shown in Table 10.

Table 11 shows that most respondents reported that their primary work setting is in an urban area (86%). Table 12 shows the location of respondents' primary practice by geographical region. Additional demographic information from respondents can be found in Tables 1–12 and Figures 1–9.

TABLE 1 – YEARS LICENSED AS A PI

YEARS	NUMBER (N)	PERCENT
Less than a year	13	5.5
1–5 years	90	38.1
6–10 years	48	20.3
11–15 years	22	9.3
16–20 years	14	5.9
More than 20 years	49	20.3
Total	236	100*

*NOTE: Percentages do not add to 100 due to rounding.

FIGURE 1 – YEARS LICENSED AS A PI

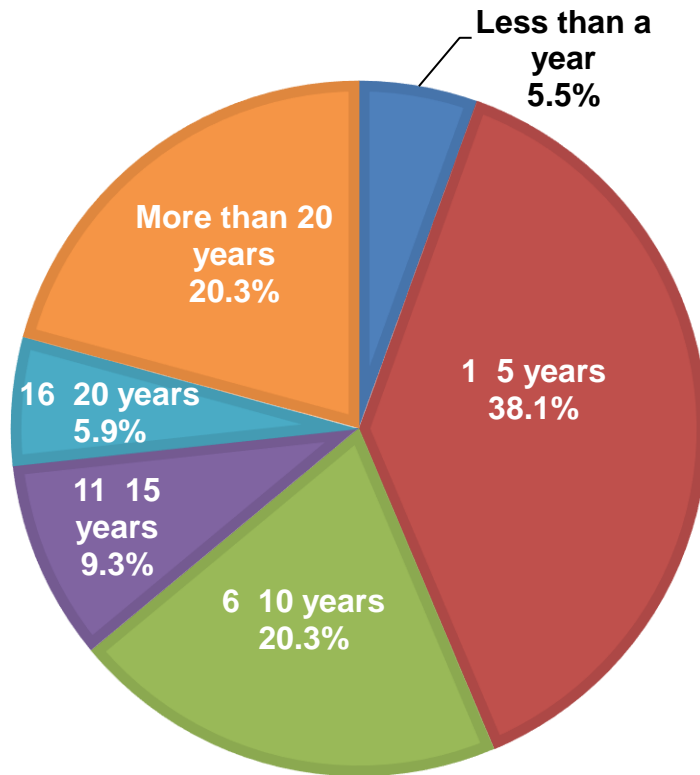


TABLE 2 – HIGHEST LEVEL OF EDUCATION ACHIEVED

DEGREES	NUMBER (N)	PERCENT
Other (please specify)	20	8.5
High school diploma / GED	31	13.1
Associate degree	49	20.8
Bachelor's degree	89	37.7
Master's degree	43	18.2
Doctorate	4	1.7
Total	236	100

FIGURE 2 – HIGHEST LEVEL OF EDUCATION ACHIEVED

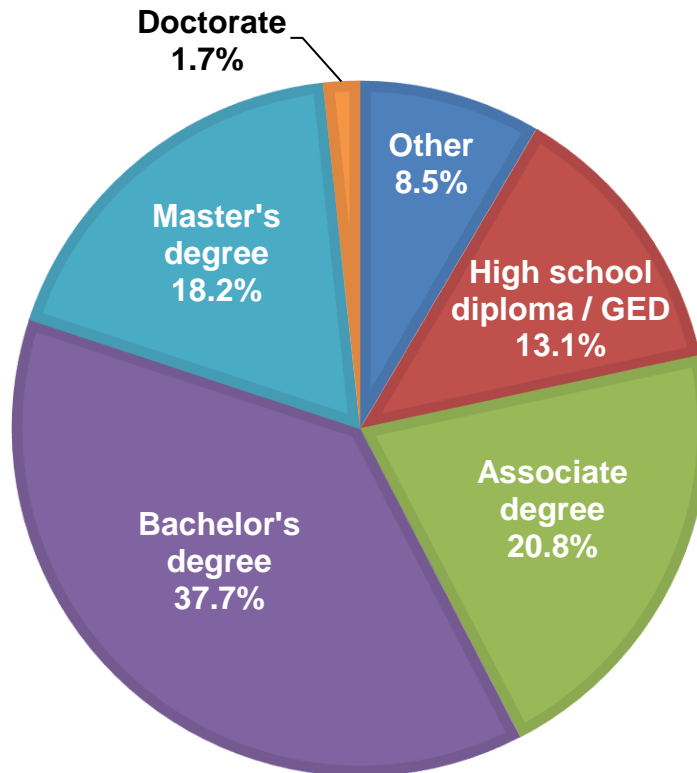


TABLE 3 – WORK EXPERIENCE BEFORE QUALIFYING AS A PI*

TYPE OF WORK	NUMBER (N)	PERCENT**
Attorney	28	11.9
Corporate investigations	32	13.6
Corporate loss prevention	12	5.1
Employee of licensed PI	37	15.7
Insurance/workers' compensation	30	12.7
Investigative employee for attorney	18	7.6
Investigative journalist	2	0.9
Law enforcement	149	63.1
Legal services / public defender	16	6.8
Military police or investigations	15	6.4
Private or proprietary security	24	10.1
Risk management related investigations	27	11.4

*NOTE: Respondents were asked to select all that apply.

**NOTE: Percentages indicate the proportion in the sample of respondents.

FIGURE 3 – WORK EXPERIENCE BEFORE QUALIFYING AS A PI

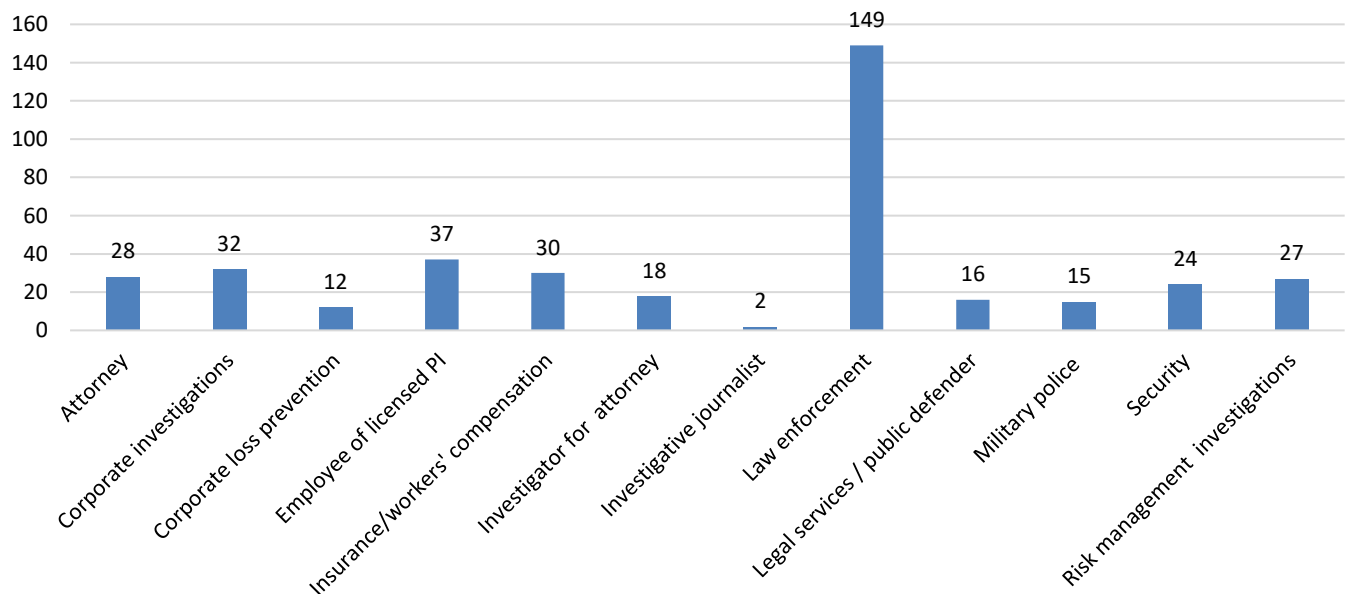


TABLE 4 – OTHER CALIFORNIA LICENSES OR PERMITS HELD*

TYPE	NUMBER (N)	PERCENT**
None	97	41.1
Alarm company operator	2	0.9
Bail agent	4	1.7
Firearm permit / concealed carry permit	81	34.3
Private patrol operator	20	8.5
Process server	19	8.1
Repossessor	1	0.4
Security guard registration	67	28.4
Remote pilot license	6	2.5

*NOTE: Respondents were asked to select all that apply.

**NOTE: Percentages indicate the proportion in the sample of respondents.

FIGURE 4 – OTHER CALIFORNIA LICENSES OR PERMITS HELD

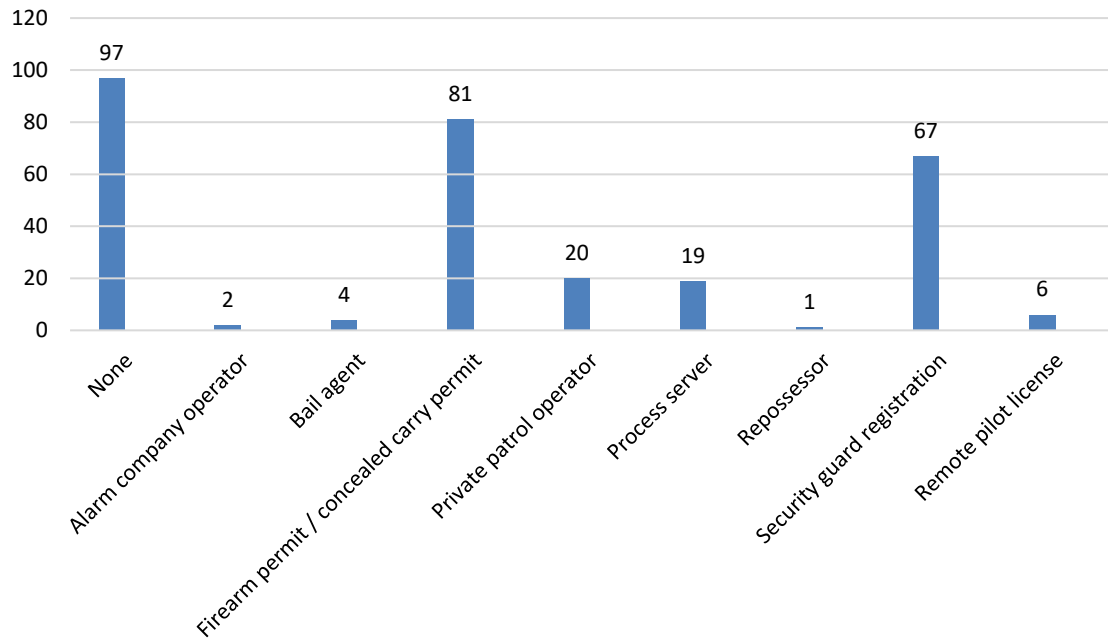


TABLE 5 – HOURS WORKED PER WEEK

HOURS	NUMBER (N)	PERCENT
10 hours or fewer	90	38.1
11–20 hours	41	17.4
21–30 hours	35	14.8
31–40 hours	41	17.4
More than 40 hours	29	12.3
Total	236	100

FIGURE 5 – HOURS WORKED PER WEEK

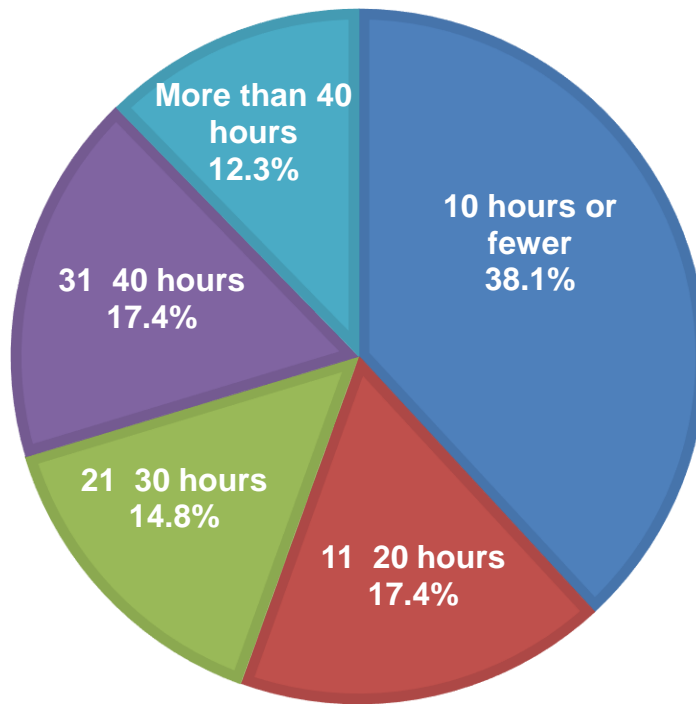


TABLE 6 – PRIVATE INVESTIGATOR LOCATION OF PRIMARY WORK SETTING

TYPE	NUMBER (N)	PERCENT
Other (please specify)	20	8.5
Private business	174	73.7
Corporate	8	3.4
Government	16	6.8
Law firm	14	5.9
Nonprofit	3	1.3
Total	235	100*

*NOTE: Percentages do not add to 100% due to rounding.

FIGURE 6 – PRIVATE INVESTIGATOR LOCATION OF PRIMARY WORK SETTING

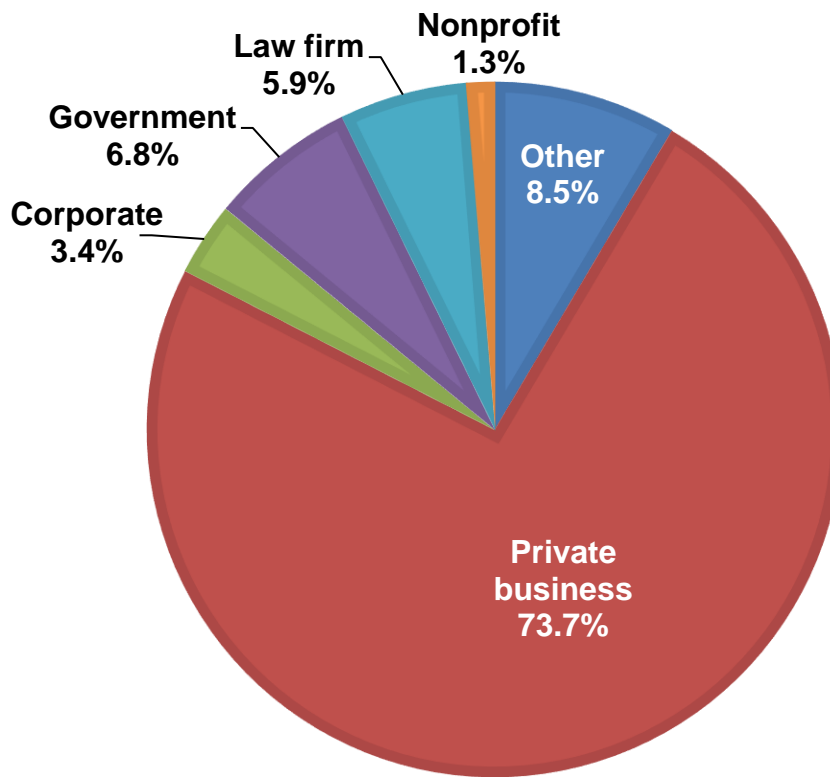


TABLE 7 – MAJORITY OF RESPONSIBILITIES AS A PI

SERVICES	NUMBER (N)	PERCENT
Other (please specify)	6	2.5
Owner/manager	181	76.7
Supervisor	5	2.1
Employee	15	6.4
Subcontractor	28	11.9
Total	235	100*

*NOTE: Percentages do not add to 100 due to rounding.

FIGURE 7 – MAJORITY OF RESPONSIBILITIES AS A PI

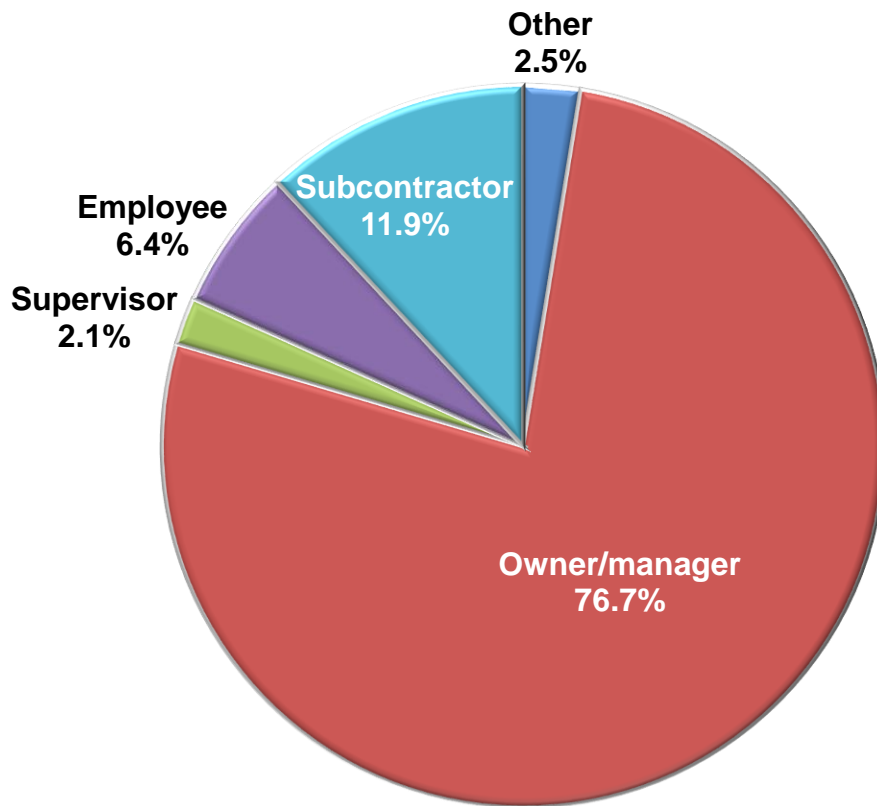


TABLE 8 – NON-INVESTIGATIVE EMPLOYEES IN PI ORGANIZATION

EMPLOYEES	NUMBER (N)	PERCENT
None	200	84.7
1–5 employees	30	12.7
26–100 employees	2	0.8
Over 100 employees	4	1.7
Total	236	100*

*NOTE: Percentages do not add to 100% due to rounding.

FIGURE 8 – NON-INVESTIGATIVE EMPLOYEES IN PI ORGANIZATION

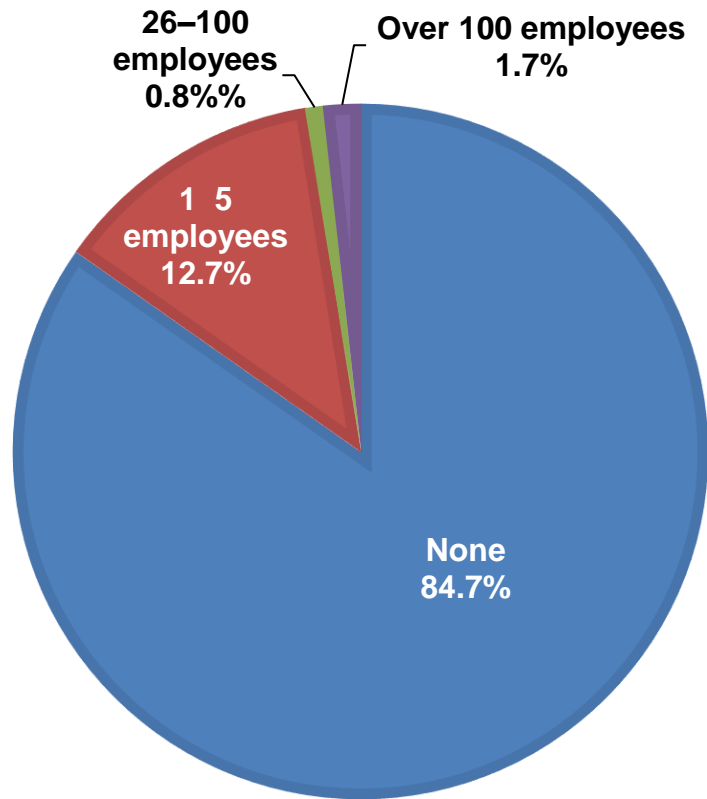


TABLE 9 – INVESTIGATIVE EMPLOYEES IN PI ORGANIZATION

EMPLOYEES	NUMBER (N)	PERCENT
None	187	79.2
1–5 employees	42	17.8
6–10 employees	3	1.3
11–25 employees	1	0.4
26–100 employees	1	0.4
Over 100 employees	1	0.4
Total	235	100*

*NOTE: Percentages do not add to 100% due to rounding.

FIGURE 9 – INVESTIGATIVE EMPLOYEES IN PI ORGANIZATION

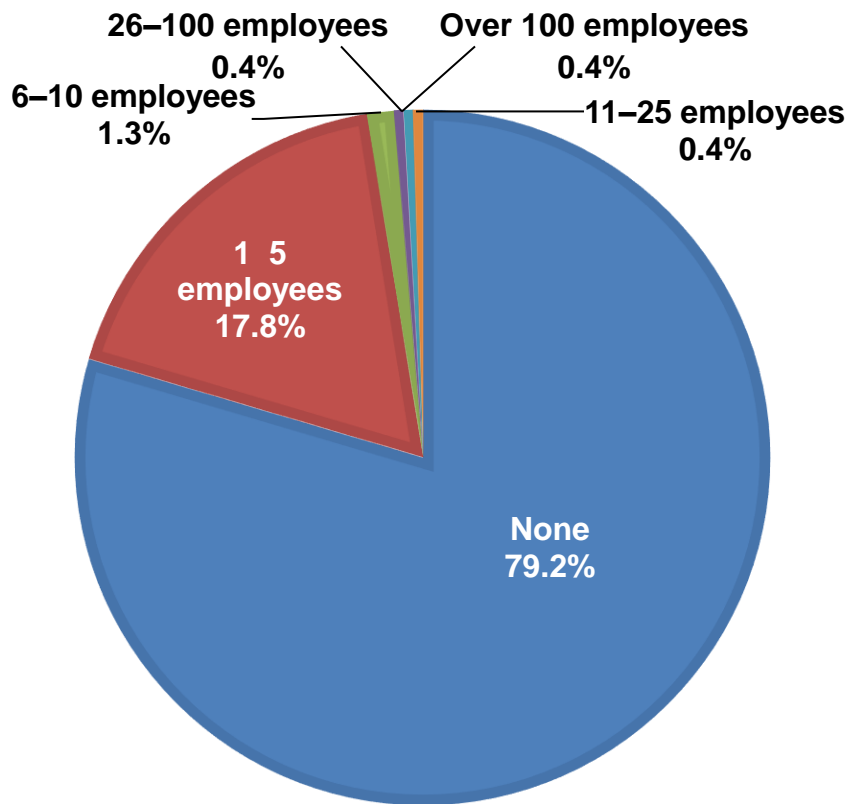


TABLE 10 – PI SPECIALTY SERVICES PROVIDED*

TRAINING TYPE	NUMBER (N)	PERCENT**
Accident/reconstruction	38	16.1
Arson/fire	18	7.6
Asset search/recovery	64	27.1
Background check	166	70.3
Civil litigation	108	45.8
Computer forensics	18	7.6
Criminal defense	83	35.2
Domestic/family law	60	25.4
Due diligence	78	33.1
Executive protection	39	16.5
Expert witness	68	28.8
Financial/fraud	49	20.8
Forensic examiner/analyst	12	5.1
Insurance	55	23.3
Person locate	102	43.2
Process service	88	37.3
Protective intelligence	32	13.6
Surveillance	120	50.8
Threat Assessment	55	23.3
Trial preparation	65	27.5
Unmanned Aerial Vehicles Pilots	8	3.4
Wrongful death/injury	39	16.5
Other (please specify)	36	15.3
Accident/reconstruction	38	16.1
Arson/fire	18	7.6
Asset search/recovery	64	27.1

*NOTE: Respondents were asked to select all that apply.

**NOTE: Percentages indicate the proportion in the sample of respondents.

TABLE 11 – LOCATION OF PRIMARY WORK SETTING

LOCATION	NUMBER (N)	PERCENT
Urban (more than 50,000 people)	203	86.0
Rural (fewer than 50,000 people)	31	13.1
Total	234	100*

*NOTE: Percentages do not add to 100 due to rounding.

TABLE 12 – RESPONDENTS BY REGION

REGION NAME	NUMBER (N)	PERCENT
Los Angeles County and Vicinity	86	36.4
San Francisco Bay Area	43	18.2
San Joaquin Valley	17	7.2
Sacramento Valley	22	9.3
San Diego County and Vicinity	16	6.8
Shasta-Cascade	2	0.8
Riverside and Vicinity	22	9.3
Sierra Mountain Valley	7	3.0
North Coast	6	2.5
South Coast and Central Coast	14	5.9
Missing data	1	0.4
Total	236	100*

*NOTE: Percentages do not add to 100% due to rounding.

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CHAPTER 4 | DATA ANALYSIS AND RESULTS

RELIABILITY OF RATINGS

OPES evaluated the task and knowledge ratings obtained from the questionnaire respondents with a standard index of reliability, coefficient alpha (α), which ranges from 0 to 1. Coefficient alpha is an estimate of the internal consistency of the respondents' ratings of the tasks and knowledge statements. A higher coefficient value indicates more consistency between respondent ratings. Coefficients were calculated for all respondent ratings.

Table 13 displays the reliability coefficients for the task statement rating scale in each content area. The overall ratings of task frequency and task importance across content areas were highly reliable (frequency $\alpha = .913$; importance $\alpha = .907$). Table 14 displays the reliability coefficients for the knowledge statement rating scale in each content area. The overall ratings of knowledge importance across content areas were highly reliable ($\alpha = .989$). These results indicate that the responding PI-QMs rated the tasks and knowledge statements consistently throughout the questionnaire.

TABLE 13 – TASK SCALE RELIABILITY*

CONTENT AREA	NUMBER OF TASKS	α FREQUENCY	α IMPORTANCE
1. Managing Private Investigation Business Operations	6	0.71	0.67
2. Managing Private Investigations	17	0.88	0.87
3. Managing Trial Preparation and Court Proceedings	7	0.88	0.90
4. Managing Professional and Ethical Responsibilities	9	0.77	0.58
Overall	39	.913	.907

*Note: Reliability was calculated using all tasks in the questionnaire.

TABLE 14 – KNOWLEDGE SCALE RELIABILITY*

CONTENT AREA	NO. OF KNOWLEDGE STATEMENTS	α IMPORTANCE
1. Managing Private Investigation Business Operations	16	0.92
2. Managing Private Investigations	70	0.98
3. Managing Trial Preparation and Court Proceedings	20	0.98
4. Managing Professional and Ethical Responsibilities	15	0.94
Overall	121	.989

*Note: Reliability was calculated using all knowledge statements in the questionnaire.

TASK CRITICALITY INDICES

To calculate the criticality indices of the task statements, OPES test specialists used the following formula. For each respondent, OPES first multiplied the frequency rating (Fi) and the importance rating (Ii) for each task. Next, OPES averaged the multiplication products across respondents as shown below:

$$\text{Task criticality index} = \text{mean} [(F_i) \times (I_i)]$$

The task statements were sorted by descending order of their criticality index and by content area. The task statements included in the survey are presented in Appendix B, along with their mean frequency and importance ratings and their associated criticality indices.

OPES test specialists convened a workshop of seven SMEs in April 2022. The purpose of this workshop was to identify the essential tasks and knowledge required for safe and competent PI-QM practice at the time of licensure. The SMEs reviewed the mean frequency and importance ratings for each task and its criticality index to determine whether to establish a cutoff value below which task statements should be eliminated. Based on their review of the relative importance of tasks to PI-QM practice, the SMEs determined that no cutoff value should be set and that all the task statements should be retained.

KNOWLEDGE IMPORTANCE RATINGS

To determine the importance of each knowledge statement, the mean importance (K Imp) rating for each knowledge statement was calculated. The knowledge statements included in the survey are presented in Appendix C, along with their mean importance ratings, sorted in descending order by content area.

The SMEs participating in the April 2022 workshop also reviewed the knowledge statement mean importance ratings. After reviewing the mean importance ratings and considering their relative importance to PI-QM practice, the SMEs determined that no cutoff value should be set. However, the SMEs determined that knowledge statement 115 should be changed to omit “subject matter” in reference to other expert professionals with whom PIs interact. This statement, with its original wording and the change, is highlighted in Appendix C.

TASK-KNOWLEDGE LINKAGE

The SMEs who participated in the April 2022 workshop reviewed the preliminary assignments of the tasks and knowledge statements to content areas from the January 2022 workshop. They then confirmed the final linkage between tasks and knowledge statements.

Table 16 contains the final tasks and knowledge statements that comprise the California Private Investigator Licensing Examination outline.

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CHAPTER 5 | EXAMINATION OUTLINE

CONTENT AREAS AND WEIGHTS

The SMEs in the April 2022 workshop were also asked to finalize the weights of the content areas that would form the California Private Investigator Licensing Examination outline. OPES test specialists presented the SMEs with preliminary weights of the content areas, which were calculated by dividing the sum of the criticality indices for the tasks in each content area by the overall sum of the criticality indices for all tasks, as shown below.

$$\frac{\text{Sum of Criticality Indices for Tasks in Content Area}}{\text{Sum of Criticality Indices for All Tasks}} = \text{Percent Weight of Content Area}$$

The SMEs evaluated the preliminary content area weights in terms of how well they reflected the relative importance of each content area to entry level PI-QM practice in California. Through discussion, the SMEs determined that adjustments to the preliminary weights were necessary to more accurately reflect the relative importance of each area to PI-QM practice. The weights for content areas “Managing Private Investigation Business Operations,” “Managing Private Investigations,” and “Managing Trial Preparation and Court Proceedings” were increased, while the weight for the content area “Managing Professional and Ethical Responsibilities” was decreased. A summary of the preliminary and final content area weights is presented in Table 15.

TABLE 15 – CONTENT AREA WEIGHTS

CONTENT AREA	PRELIMINARY WEIGHTS	FINAL WEIGHTS
1. Managing Private Investigation Business Operations	13.7%	15%
2. Managing Private Investigations	47.4%	55%
3. Managing Trial Preparation and Court Proceedings	9.6%	10%
4. Managing Professional and Ethical Responsibilities	29.3%	20%
Total	100%	100%

The SMEs reviewed the content areas and wrote descriptions for each content area. They organized the tasks and knowledge statements into subareas within each content area and distributed the content area weight across the subareas. The content areas, subareas, and associated weights were then finalized and provide the basis of the California Private Investigator Licensing Examination outline. The final examination outline is presented in Table 16.

TABLE 16 – EXAMINATION OUTLINE FOR THE CALIFORNIA PRIVATE INVESTIGATOR LICENSING EXAMINATION

Content Area 1. MANAGING PRIVATE INVESTIGATION BUSINESS OPERATIONS (15%)

This area assesses a candidate’s knowledge of PI business structures and operations.

Task Statements		Knowledge Statements	
T1.	Manage business practices to comply with legal requirements regarding private investigative operations.	K1.	Knowledge of laws regarding private investigator qualified manager obligations.
		K2.	Knowledge of laws regarding private investigator business entities and structures.
		K3.	Knowledge of laws regarding fictitious business name requirements.
		K4.	Knowledge of laws regarding out-of-state private investigation organizations operating in California.
T2.	Obtain insurance to comply with private investigation liability requirements.	K5.	Knowledge of laws regarding liability coverage for acts of errors or omissions.
		K6.	Knowledge of laws regarding liability coverage for bodily injury, death, or property damage when firearms are carried on duty.
		K7.	Knowledge of laws regarding insurance documentation and submission requirements.
T3.	Develop marketing strategies that comply with advertising and solicitation requirements to promote business.	K8.	Knowledge of laws regarding advertising private investigation services.
		K9.	Knowledge of laws regarding solicitation of clients for private investigation services.
T4.	Maintain records of billable time and expenses to invoice clients for services related to investigations.	K10.	Knowledge of methods for managing billable time records.
		K11.	Knowledge of laws pertaining to fraudulent billing practices.
T5.	Provide employees with wages and other compensation to comply with employer obligations.	K12.	Knowledge of laws regarding employee wages, breaks, and other forms of compensation.
		K13.	Knowledge of laws regarding paid time off and unpaid leave requirements.
		K14.	Knowledge of laws regarding workers’ compensation insurance requirements.
T6.	Maintain personnel records to comply with employment and termination documentation requirements.	K15.	Knowledge of laws regarding recordkeeping and retention of employee personnel records.
		K16.	Knowledge of laws regarding confidentiality of employee personnel files.

Content Area 2. MANAGING PRIVATE INVESTIGATIONS (55%)

This area assesses a candidate's knowledge of investigation planning, practices, and documentation standards.

2A. Scope of Engagement and Investigation Planning (10%)

Task Statements	Knowledge Statements
T7. Evaluate client's private investigative objectives to determine scope of services.	K17. Knowledge of laws related to providing private investigation services.
	K18. Knowledge of methods for evaluating investigative needs of potential clients.
	K19. Knowledge of methods for managing client investigative requests that are illegal or unethical.
T8. Evaluate conditions associated with the investigation to identify potential hazards, safety issues, or problems.	K20. Knowledge of types of risks associated with conducting private investigations.
	K21. Knowledge of methods for identifying unexpected issues or events during investigations.
T9. Evaluate parameters of investigation to determine whether subcontracts or other experts are required.	K22. Knowledge of conditions that require involving subcontractors or other experts in investigations.
	K23. Knowledge of laws related to use of subcontractors in investigative services.
T10. Develop an investigation plan to define processes for guiding the investigation to completion.	K24. Knowledge of elements of investigation plans.
	K25. Knowledge of methods for developing investigation plans based on scope of engagement.
	K26. Knowledge of methods for developing time lines for investigation completion.
	K27. Knowledge of methods for approving changes to investigation plans.
T11. Develop contracts with clients to specify details of investigative services.	K28. Knowledge of laws related to contracting with clients for private investigative services.
	K29. Knowledge of methods for developing scope of work and costs contract provisions.
	K30. Knowledge of laws regarding the collection of retainer fees.

Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued (55%)

This area assesses a candidate's knowledge of investigation planning, practices, and documentation standards.

2B. Information Gathering and Investigation Processes (35%)

Task Statements	Knowledge Statements
T12. Research data sources to obtain general information related to subject of investigation.	K40. Knowledge of law regarding privacy rights as they relate to private investigations. K31. Knowledge of types of information sources used in investigations. K32. Knowledge of methods for researching databases, social networking sites, and other resources. K33. Knowledge of methods for verifying information related to subject of investigation.
T13. Conduct interviews to gather facts or secure statements related to investigation.	K34. Knowledge of laws regarding recording of investigation interviews. K35. Knowledge of laws regarding the use of coercion and duress in interviews. K36. Knowledge of laws regarding the use of polygraphs and voice stress analysis in investigative interviews. K37. Knowledge of methods for legally conducting investigative interviews. K38. Knowledge of methods for obtaining electronically recorded and typed statements. K39. Knowledge of techniques for managing defensive or hostile interviewees.
T14. Perform background check or investigation to gather information pertaining to persons or businesses.	K41. Knowledge of laws regarding accessing of arrests, convictions, and criminal background information. K42. Knowledge of laws regarding accessing credit and consumer spending information. K43. Knowledge of laws regarding accessing driver records and information. K44. Knowledge of laws regarding accessing education and employment information. K45. Knowledge of laws regarding accessing personal health information. K46. Knowledge of laws regarding accessing electronic data, social media, and phone accounts. K47. Knowledge of laws regarding performance of pre-employment screenings. K48. Knowledge of laws regarding negligent hiring, retention, and supervision. K49. Knowledge of laws regarding discrimination and harassment. K50. Knowledge of methods for performing legal background checks or investigations.

Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued (55%)

This area assesses a candidate's knowledge of investigation planning, practices, and documentation standards.

2B. Information Gathering and Investigation Processes, continued (35%)

Task Statements	Knowledge Statements
T15. Conduct assets searches to locate or recover real or personal property and financial interests.	K51. Knowledge of methods for locating tangible, intangible, and hidden assets.
	K52. Knowledge of laws regarding accessing investment, trust, and account information.
	K53. Knowledge of methods for performing probate and estate discovery.
	K54. Knowledge of laws regarding repossession or recovery of assets and judgments.
	K55. Knowledge of methods for performing legal asset searches and recovery.
T16. Perform due diligence analyses to verify credibility of information or claims related to transactions or agreements.	K56. Knowledge of signs of fraud, economic crimes, or other illegal activity in transactions.
	K57. Knowledge of methods for verifying credibility of businesses or parties associated with transactions.
	K58. Knowledge of methods for identifying sources of risk or exposure associated with transactions.
	K59. Knowledge of methods for conducting legal, financial, and commercial due diligence analyses.
T17. Conduct surveillances to gather information about activities or whereabouts of subject of investigation.	K60. Knowledge of types of equipment for performing surveillance.
	K61. Knowledge of laws regarding privacy rights, harassment, and stalking.
	K62. Knowledge of laws regarding the use of GPS and tracking devices in surveillance.
	K63. Knowledge of laws regarding eavesdropping and use of listening devices in surveillance.
	K64. Knowledge of laws regarding trespassing or physical intrusion during investigations.
	K65. Knowledge of laws regarding photographs, video recordings, and media manipulation or alteration.
	K66. Knowledge of laws regarding pretexting, misrepresentation, and impersonation in gaining information or evidence.
	K67. Knowledge of techniques for legally conducting covert and overt surveillance.
	K68. Knowledge of methods for managing unexpected events during surveillance.
	K69. Knowledge of methods for maintaining surveillance logs.

Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued (55%)

This area assesses a candidate's knowledge of investigation planning, practices, and documentation standards.

2B. Information Gathering and Investigation Processes, continued (35%)

Task Statements	Knowledge Statements
T18. Track individuals to locate missing or hard-to-find persons.	K70. Knowledge of types of resources for finding missing or hard-to-find individuals. K71. Knowledge of methods for performing skip-tracing or locate analyses.
T19. Evaluate incident scenes to gather factual evidence related to damage, loss, or injury.	K72. Knowledge of methods for gathering physical or material evidence related to investigations. K73. Knowledge of methods for documenting incidents associated with damage, loss, or injury. K74. Knowledge of requirements related to interacting with law enforcement, insurance agencies, and other parties involved in investigations.

Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued (55%)

This area assesses a candidate's knowledge of investigation planning, practices, and documentation standards.

2C. Investigation Analyses, Documentation, and Report of Conclusions (10%)

Task Statements	Knowledge Statements
T20. Analyze critical facts to develop conclusions that support or refute investigative claims or objective.	K75. Knowledge of methods for determining disposition of private investigations.
	K76. Knowledge of methods for applying deductive and inductive reasoning in analyzing facts of investigation.
T21. Document evidence to preserve context and details of investigations.	K77. Knowledge of requirements regarding documentation of investigative field notes and evidence.
	K78. Knowledge of requirements for securing and preserving information obtained during searches, interviews, and surveillances.
T22. Write report to describe processes and final results of the investigation.	K79. Knowledge of the elements of an investigative report.
	K80. Knowledge of laws regarding disclosure of public and non-public information.
	K81. Knowledge of laws regarding defamation, slander, and libel.
	K82. Knowledge of techniques for objective report writing.
T23. Review investigation findings with clients to clarify processes or conclusions.	K83. Knowledge of methods for securely distributing reports.
	K84. Knowledge of methods for conveying information regarding investigations.
	K85. Knowledge of methods for explaining technical terms and abbreviations.
	K86. Knowledge of methods for addressing client responses to investigation outcomes.

Content Area 3. MANAGING TRIAL PREPARATION AND COURT PROCEEDINGS (10%)

This area assesses a candidate's knowledge of PI activities in trial preparation and other civil and criminal court proceedings.

3A. Litigation Support (5%)

Task Statements	Knowledge Statements
T24. Provide litigation support to assist in preparing for trial or court proceedings.	K87. Knowledge of procedures associated with criminal and civil proceedings. K88. Knowledge of requirements for establishing facts of private investigations in trial or court proceedings. K89. Knowledge of requirements regarding admissibility of evidence in criminal and civil cases. K90. Knowledge of methods for providing support in trial or court proceedings.
T25. Prepare materials to introduce evidence or investigative findings in trial or court proceedings.	K91. Knowledge of laws regarding destruction of or tampering with evidence. K92. Knowledge of methods for preparing materials for use in trial or court proceedings.
T26. Evaluate witnesses for potential legal testimony to identify strengths and weaknesses related to the case.	K93. Knowledge of laws regarding obstruction of justice. K94. Knowledge of laws regarding witness intimidation or tampering. K95. Knowledge of methods for preparing witnesses for legal testimony.
T27. Serve legal documents to notify individuals of legal actions.	K96. Knowledge of types of legal documents involved in process serving. K97. Knowledge of laws regarding formal notification of legal actions. K98. Knowledge of methods for processing and serving legal documents.

Content Area 3. MANAGING TRIAL PREPARATION AND COURT PROCEEDINGS, continued (10%)

This area assesses a candidate's knowledge of PI activities in trial preparation and other civil and criminal court proceedings.

3B. Participation in Court Proceedings (5%)

Task Statements	Knowledge Statements
T28. Respond to subpoenas and court orders to comply with requirements for providing information or appearing in court.	K99. Knowledge of provisions of the work product rule and its limitations. K100. Knowledge of laws regarding responding to subpoenas and court orders.
T29. Provide testimony to present evidence or findings of investigations during trials or court proceedings.	K101. Knowledge of types of testimony and their legal requirements. K102. Knowledge of provisions of the hearsay rule. K103. Knowledge of provisions of privilege in private investigations and their limitations. K104. Knowledge of methods for providing legal testimony in criminal and civil cases.
T30. Preserve evidence to retain in the event of future litigation or case challenge.	K105. Knowledge of requirements regarding preservation of investigative evidence. K106. Knowledge of methods for maintaining integrity of evidence chain of custody.

Content Area 4. MANAGING PROFESSIONAL AND ETHICAL RESPONSIBILITIES (20%)

This area assesses a candidate's knowledge of PI professional and ethical responsibilities in investigations.

4A. Professional Responsibilities (8%)

Task Statements	Knowledge Statements
T31. Obtain firearms permit to carry concealed weapon while on private investigation assignments.	K107. Knowledge of laws regarding possession and carrying of firearms during private investigations. K108. Knowledge of standards regarding criminal and civil liability associated with use of force.
T32. Comply with scope of practice parameters to carry out professional activities safely and effectively.	K109. Knowledge of laws regarding private investigator scope of practice.
T33. Adhere to standards regarding professional conduct to avoid violations related to professional qualifications, functions, and duties.	K110. Knowledge of laws regarding professional conduct for private investigators.
T34. Report unlicensed or unregistered private investigation activity to notify BSIS of violations.	K111. Knowledge of types of unlicensed or unregistered activity in private investigations industry. K112. Knowledge of requirements for submitting unlicensed and unregistered activity lead forms.

Content Area 4. MANAGING PROFESSIONAL AND ETHICAL RESPONSIBILITIES, continued (20%)

This area assesses a candidate's knowledge of PI professional and ethical responsibilities in investigations.

4B. Ethical Responsibilities (12%)

Task Statements	Knowledge Statements
T35. Conduct investigations with honesty and integrity to uphold standards of the profession.	K121. Knowledge of standards for protecting confidentiality of investigation documents and information. K113. Knowledge of ethical principles for conducting private investigations. K114. Knowledge of methods for managing legal and ethical dilemmas that arise in private investigations.
T36. Practice within scope of competence to provide services congruent with education, training, and experience.	K115. Knowledge of situations that require consultation with law enforcement or experts. K116. Knowledge of ethical standards regarding practicing within scope of competence.
T37. Manage personal biases to maintain objectivity during investigations.	K117. Knowledge of ethical principles regarding neutrality and professional objectivity in private investigations.
T38. Recognize conflict of interest to prevent conditions that may impair judgment or impact investigation.	K118. Knowledge of types of personal and economic interests that present a conflict in private investigations. K119. Knowledge of ethical principles regarding acting in the best interest of clients and society.
T39. Maintain confidences within the limits of the law to protect sensitive information involved in investigations.	K120. Knowledge of methods for managing conflicts of interest in private investigations.

CHAPTER 6 | CONCLUSION

The OA of the PI-QM profession described in this report provides a comprehensive description of current PI-QM practice in California. The procedures employed to perform the OA were based on a content validation strategy to ensure that the results accurately represent PI-QM practice. Results of this OA provide information regarding current practice that can be used to develop a valid and legally defensible California Private Investigator Licensing Examination.

Use of the California Private Investigator Licensing Examination outline contained in this report ensures that the Bureau is compliant with Business and Professions Code § 139.

This report provides all documentation necessary to verify that the analysis has been completed in accordance with legal, professional, and technical standards.

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APPENDIX A | RESPONDENTS BY REGION

LOS ANGELES COUNTY AND VICINITY

County of Practice	Frequency
Los Angeles	55
Orange	31
TOTAL	86

NORTH COAST

County of Practice	Frequency
Sonoma	6
TOTAL	6

RIVERSIDE AND VICINITY

County of Practice	Frequency
Riverside	13
San Bernardino	9
TOTAL	22

SACRAMENTO VALLEY

County of Practice	Frequency
Butte	2
Glenn	0
Lake	1
Sacramento	17
Sutter	0
Yolo	1
Yuba	1
TOTAL	22

SAN DIEGO COUNTY AND VICINITY

County of Practice	Frequency
Imperial	1
San Diego	15
TOTAL	16

SAN FRANCISCO BAY AREA

County of Practice	Frequency
Alameda	7
Contra Costa	9
Marin	4
Napa	2
San Francisco	7
San Mateo	4
Santa Clara	6
Santa Cruz	1
Solano	3
TOTAL	43

SAN JOAQUIN VALLEY

County of Practice	Frequency
Fresno	2
Kern	4
Kings	1
Madera	0
Merced	3
San Joaquin	2
Stanislaus	2
Tulare	3
TOTAL	17

SHASTA-CASCADE

County of Practice	Frequency
Plumas	0
Shasta	1
Siskiyou	1
Tehama	0
TOTAL	2

SIERRA MOUNTAIN VALLEY

County of Practice	Frequency
Amador	1
Calaveras	1
El Dorado	0
Nevada	2
Placer	2
Tuolumne	1
TOTAL	7

SOUTH COAST AND CENTRAL COAST

County of Practice	Frequency
Monterey	3
San Benito	0
San Luis Obispo	3
Santa Barbara	2
Ventura	6
TOTAL	14

**APPENDIX B | CRITICALITY INDICES FOR ALL TASKS BY CONTENT
AREA**

Content Area 1. MANAGING PRIVATE INVESTIGATION BUSINESS OPERATIONS

Task Statement	Frequency	Importance	Criticality
4. Maintain records of billable time and expenses to invoice clients for services related to investigations.	3.91	4.33	17.87
1. Manage business practices to comply with legal requirements regarding private investigative operations.	3.28	4.10	14.26
2. Obtain insurance to comply with private investigation liability requirements.	3.14	3.99	13.75
3. Develop marketing strategies that comply with advertising and solicitation requirements to promote business.	1.65	1.99	5.04
6. Maintain personnel records to comply with employment and termination documentation requirements.	0.94	1.58	3.86
5. Provide employees with wages and other compensation to comply with employer obligations.	0.72	1.33	3.10

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Content Area 2. MANAGING PRIVATE INVESTIGATIONS

2A. Scope of Engagement and Investigation Planning

Task Statement	Frequency	Importance	Criticality
7. Evaluate client's private investigative objectives to determine scope of services.	3.76	4.10	16.26
8. Evaluate conditions associated with the investigation to identify potential hazards, safety issues, or problems.	3.55	4.01	15.26
10. Develop an investigation plan to define processes for guiding the investigation to completion.	3.64	3.89	15.14
11. Develop contracts with clients to specify details of investigative services.	3.43	3.80	14.41
9. Evaluate parameters of investigation to determine whether subcontracts or other experts are required.	2.87	3.17	10.64

Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued

2B. Information Gathering and Investigation Processes

Task Statement	Frequency	Importance	Criticality
13. Conduct interviews to gather facts or secure statements related to investigation.	3.85	4.23	17.04
12. Research data sources to obtain general information related to subject of investigation.	3.70	3.99	15.52
14. Perform background check or investigation to gather information pertaining to persons or businesses.	3.50	3.90	14.99
16. Perform due diligence analyses to verify credibility of information or claims related to transactions or agreements.	2.53	3.01	9.55
17. Conduct surveillances to gather information about activities or whereabouts of subject of investigation.	2.22	2.80	8.44
18. Track individuals to locate missing or hard-to-find persons.	2.06	2.62	7.42
19. Evaluate incident scenes to gather factual evidence related to damage, loss, or injury.	1.94	2.71	7.32
15. Conduct assets searches to locate or recover real or personal property and financial interests.	1.71	2.18	5.54

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Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued

2C. Investigation Analyses, Documentation, and Report of Conclusions

Task Statement	Frequency	Importance	Criticality
22. Write report to describe processes and final results of the investigation.	4.18	4.47	19.39
23. Review investigation findings with clients to clarify processes or conclusions.	3.89	4.18	17.08
20. Analyze critical facts to develop conclusions that support or refute investigative claims or objective.	3.69	4.13	16.35
21. Document evidence to preserve context and details of investigations.	3.44	4.01	15.32

Content Area 3. MANAGING TRIAL PREPARATION AND COURT PROCEEDINGS

3A. Litigation Support

Task Statement	Frequency	Importance	Criticality
26. Evaluate witnesses for potential legal testimony to identify strengths and weaknesses related to the case.	2.00	3.00	7.90
24. Provide litigation support to assist in preparing for trial or court proceedings.	1.93	2.92	7.43
25. Prepare materials to introduce evidence or investigative findings in trial or court proceedings.	1.84	2.99	6.89
27. Serve legal documents to notify individuals of legal actions.	1.74	2.46	6.75

Content Area 3. MANAGING TRIAL PREPARATION AND COURT PROCEEDINGS, continued

3B. Participation in Court Proceedings

Task Statement	Frequency	Importance	Criticality
30. Preserve evidence to retain in the event of future litigation or case challenge.	2.02	3.27	8.58
29. Provide testimony to present evidence or findings of investigations during trials or court proceedings.	1.45	3.00	5.72
28. Respond to subpoenas and court orders to comply with requirements for providing information or appearing in court.	1.41	2.87	5.55

Content Area 4. MANAGING PROFESSIONAL AND ETHICAL RESPONSIBILITIES

4A. Professional Responsibilities

Task Statement	Frequency	Importance	Criticality
33. Adhere to standards regarding professional conduct to avoid violations related to professional qualifications, functions, and duties.	4.36	4.66	20.64
32. Comply with scope of practice parameters to carry out professional activities safely and effectively.	3.87	4.31	17.56
31. Obtain firearms permit to carry concealed weapon while on private investigation assignments.	1.60	2.39	7.04
34. Report unlicensed or unregistered private investigation activity to notify BSIS of violations.	1.10	3.51	4.76

Content Area 4. MANAGING PROFESSIONAL AND ETHICAL RESPONSIBILITIES, continued

4B. Ethical Responsibilities

Task Statement	Frequency	Importance	Criticality
35. Conduct investigations with honesty and integrity to uphold standards of the profession.	4.72	4.90	23.31
36. Practice within scope of competence to provide services congruent with education, training, and experience.	4.50	4.71	21.56
39. Maintain confidences within the limits of the law to protect sensitive information involved in investigations.	4.41	4.80	21.54
37. Manage personal biases to maintain objectivity during investigations.	4.29	4.66	20.49
38. Recognize conflict of interest to prevent conditions that may impair judgment or impact investigation.	3.71	4.50	17.04

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APPENDIX C | KNOWLEDGE IMPORTANCE RATINGS BY CONTENT AREA

Content Area 1. MANAGING PRIVATE INVESTIGATION BUSINESS OPERATIONS

Knowledge Statement		Importance
K1.	Knowledge of laws regarding private investigator qualified manager obligations.	3.61
K2.	Knowledge of laws regarding private investigator business entities and structures.	3.14
K5.	Knowledge of laws regarding liability coverage for acts of errors or omissions.	3.03
K10.	Knowledge of methods for managing billable time records.	2.89
K11.	Knowledge of laws pertaining to fraudulent billing practices.	2.88
K6.	Knowledge of laws regarding liability coverage for bodily injury, death, or property damage when firearms are carried on duty.	2.73
K7.	Knowledge of laws regarding insurance documentation and submission requirements.	2.67
K3.	Knowledge of laws regarding fictitious business name requirements.	2.37
K9.	Knowledge of laws regarding solicitation of clients for private investigation services.	2.34
K4.	Knowledge of laws regarding out-of-state private investigation organizations operating in California.	2.08
K8.	Knowledge of laws regarding advertising private investigation services.	2.07
K16.	Knowledge of laws regarding confidentiality of employee personnel files.	1.86
K15.	Knowledge of laws regarding recordkeeping and retention of employee personnel records.	1.67
K14.	Knowledge of laws regarding workers' compensation insurance requirements.	1.58
K12.	Knowledge of laws regarding employee wages, breaks, and other forms of compensation.	1.55
K13.	Knowledge of laws regarding paid time off and unpaid leave requirements.	1.40

Content Area 2. MANAGING PRIVATE INVESTIGATIONS

2A. Scope of Engagement and Investigation Planning

Knowledge Statement		Importance
K19.	Knowledge of methods for managing client investigative requests that are illegal or unethical.	3.39
K17.	Knowledge of laws related to providing private investigation services.	3.38
K20.	Knowledge of types of risks associated with conducting private investigations.	3.32
K18.	Knowledge of methods for evaluating investigative needs of potential clients.	3.07
K21.	Knowledge of methods for identifying unexpected issues or events during investigations.	3.00
K28.	Knowledge of laws related to contracting with clients for private investigative services.	2.91
K24.	Knowledge of elements of investigation plans.	2.85
K25.	Knowledge of methods for developing investigation plans based on scope of engagement.	2.82
K26.	Knowledge of methods for developing time lines for investigation completion.	2.71
K29.	Knowledge of methods for developing scope of work and costs contract provisions.	2.71
K30.	Knowledge of laws regarding the collection of retainer fees.	2.69
K27.	Knowledge of methods for approving changes to investigation plans.	2.59
K23.	Knowledge of laws related to use of subcontractors in investigative services.	2.51
K22.	Knowledge of conditions that require involving subcontractors or other experts in investigations.	2.48

Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued

2B. Information Gathering and Investigation Processes

	Knowledge Statement	Importance
K40.	Knowledge of law regarding privacy rights as they relate to private investigations.	3.33
K33.	Knowledge of methods for verifying information related to subject of investigation.	3.26
K34.	Knowledge of laws regarding recording of investigation interviews.	3.22
K50.	Knowledge of methods for performing legal background checks or investigations.	3.22
K35.	Knowledge of laws regarding the use of coercion and duress in interviews.	3.20
K37.	Knowledge of methods for legally conducting investigative interviews.	3.19
K31.	Knowledge of types of information sources used in investigations.	3.19
K32.	Knowledge of methods for researching databases, social networking sites, and other resources.	3.16
K41.	Knowledge of laws regarding accessing of arrests, convictions, and criminal background information.	3.11
K46.	Knowledge of laws regarding accessing electronic data, social media, and phone accounts.	3.05
K74.	Knowledge of requirements related to interacting with law enforcement, insurance agencies, and other parties involved in investigations.	3.04
K61.	Knowledge of laws regarding privacy rights, harassment, and stalking.	3.04
K64.	Knowledge of laws regarding trespassing or physical intrusion during investigations.	3.01
K38.	Knowledge of methods for obtaining electronically recorded and typed statements.	2.98
K66.	Knowledge of laws regarding pretexting, misrepresentation, and impersonation in gaining information or evidence.	2.96
K65.	Knowledge of laws regarding photographs, video recordings, and media manipulation or alteration.	2.94
K43.	Knowledge of laws regarding accessing driver records and information.	2.94
K44.	Knowledge of laws regarding accessing education and employment information.	2.86
K45.	Knowledge of laws regarding accessing personal health information.	2.85
K42.	Knowledge of laws regarding accessing credit and consumer spending information.	2.79
K62.	Knowledge of laws regarding the use of GPS and tracking devices in surveillance.	2.76
K72.	Knowledge of methods for gathering physical or material evidence related to investigations.	2.75
K49.	Knowledge of laws regarding discrimination and harassment.	2.75
K39.	Knowledge of techniques for managing defensive or hostile interviewees.	2.72
K47.	Knowledge of laws regarding performance of pre-employment screenings.	2.68
K67.	Knowledge of techniques for legally conducting covert and overt surveillance.	2.68
K63.	Knowledge of laws regarding eavesdropping and use of listening devices in surveillance.	2.68
K68.	Knowledge of methods for managing unexpected events during surveillance.	2.57

Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued

2B. Information Gathering and Investigation Processes, continued

Knowledge Statement		Importance
K70.	Knowledge of types of resources for finding missing or hard-to-find individuals.	2.50
K56.	Knowledge of signs of fraud, economic crimes, or other illegal activity in transactions.	2.41
K60.	Knowledge of types of equipment for performing surveillance.	2.40
K69.	Knowledge of methods for maintaining surveillance logs.	2.38
K73.	Knowledge of methods for documenting incidents associated with damage, loss, or injury.	2.34
K71.	Knowledge of methods for performing skip-tracing or locate analyses.	2.25
K48.	Knowledge of laws regarding negligent hiring, retention, and supervision.	2.22
K57.	Knowledge of methods for verifying credibility of businesses or parties associated with transactions.	2.18
K51.	Knowledge of methods for locating tangible, intangible, and hidden assets.	2.15
K36.	Knowledge of laws regarding the use of polygraphs and voice stress analysis in investigative interviews.	2.06
K59.	Knowledge of methods for conducting legal, financial, and commercial due diligence analyses.	2.01
K52.	Knowledge of laws regarding accessing investment, trust, and account information.	2.01
K58.	Knowledge of methods for identifying sources of risk or exposure associated with transactions.	1.95
K55.	Knowledge of methods for performing legal asset searches and recovery.	1.94
K53.	Knowledge of methods for performing probate and estate discovery.	1.75
K54.	Knowledge of laws regarding repossession or recovery of assets and judgments.	1.69

Content Area 2. MANAGING PRIVATE INVESTIGATIONS, continued

2C. Investigation Analyses, Documentation, and Report of Conclusions

Knowledge Statement		Importance
K79.	Knowledge of the elements of an investigative report.	3.23
K80.	Knowledge of laws regarding disclosure of public and non-public information.	3.18
K82.	Knowledge of techniques for objective report writing.	3.18
K77.	Knowledge of requirements regarding documentation of investigative field notes and evidence.	3.11
K78.	Knowledge of requirements for securing and preserving information obtained during searches, interviews, and surveillances.	3.09
K76.	Knowledge of methods for applying deductive and inductive reasoning in analyzing facts of investigation.	3.01
K84.	Knowledge of methods for conveying information regarding investigations.	3.01
K83.	Knowledge of methods for securely distributing reports.	2.98
K81.	Knowledge of laws regarding defamation, slander, and libel.	2.93
K75.	Knowledge of methods for determining disposition of private investigations.	2.72
K86.	Knowledge of methods for addressing client responses to investigation outcomes.	2.64
K85.	Knowledge of methods for explaining technical terms and abbreviations.	2.35

Content Area 3. MANAGING TRIAL PREPARATION AND COURT PROCEEDINGS

3A. Litigation Support

Knowledge Statement		Importance
K91.	Knowledge of laws regarding destruction of or tampering with evidence.	3.78
K93.	Knowledge of laws regarding obstruction of justice.	3.75
K94.	Knowledge of laws regarding witness intimidation or tampering.	3.71
K87.	Knowledge of procedures associated with criminal and civil proceedings.	3.66
K89.	Knowledge of requirements regarding admissibility of evidence in criminal and civil cases.	3.59
K88.	Knowledge of requirements for establishing facts of private investigations in trial or court proceedings.	3.58
K90.	Knowledge of methods for providing support in trial or court proceedings.	3.37
K92.	Knowledge of methods for preparing materials for use in trial or court proceedings.	3.34
K98.	Knowledge of methods for processing and serving legal documents.	3.11
K96.	Knowledge of types of legal documents involved in process serving.	3.10
K95.	Knowledge of methods for preparing witnesses for legal testimony.	3.09
K97.	Knowledge of laws regarding formal notification of legal actions.	3.01

Content Area 3. MANAGING TRIAL PREPARATION AND COURT PROCEEDINGS, continued

3B. Participation in Court Proceedings

Knowledge Statement	Importance
K106. Knowledge of methods for maintaining integrity of evidence chain of custody.	3.82
K105. Knowledge of requirements regarding preservation of investigative evidence.	3.68
K103. Knowledge of provisions of privilege in private investigations and their limitations.	3.65
K99. Knowledge of provisions of the work product rule and its limitations.	3.37
K100. Knowledge of laws regarding responding to subpoenas and court orders.	3.34
K104. Knowledge of methods for providing legal testimony in criminal and civil cases.	3.31
K102. Knowledge of provisions of the hearsay rule.	3.26
K101. Knowledge of types of testimony and their legal requirements.	3.24

Content Area 4. MANAGING PROFESSIONAL AND ETHICAL RESPONSIBILITIES

4A. Professional Responsibilities

Knowledge Statement	Importance
K110. Knowledge of laws regarding professional conduct for private investigators.	4.34
K109. Knowledge of laws regarding private investigator scope of practice.	4.18
K108. Knowledge of standards regarding criminal and civil liability associated with use of force.	3.88
K111. Knowledge of types of unlicensed or unregistered activity in private investigations industry.	3.70
K107. Knowledge of laws regarding possession and carrying of firearms during private investigations.	3.68
K112. Knowledge of requirements for submitting unlicensed and unregistered activity lead forms.	3.14

**Content Area 4. MANAGING PROFESSIONAL AND ETHICAL RESPONSIBILITIES,
continued**

4B. Ethical Responsibilities

	Knowledge Statement	Importance
K121.	Knowledge of standards for protecting confidentiality of investigation documents and information.	4.37
K113.	Knowledge of ethical principles for conducting private investigations.	4.33
K114.	Knowledge of methods for managing legal and ethical dilemmas that arise in private investigations.	4.19
K117.	Knowledge of ethical principles regarding neutrality and professional objectivity in private investigations.	4.16
K119.	Knowledge of ethical principles regarding acting in the best interest of clients and society.	4.14
K116.	Knowledge of ethical standards regarding practicing within scope of competence.	4.13
K120.	Knowledge of methods for managing conflicts of interest in private investigations.	3.98
K118.	Knowledge of types of personal and economic interests that present a conflict in private investigations.	3.94
K115.	Knowledge of situations that require consultation with law enforcement or subject matter experts.	3.94

*Highlighted section was removed based on April 2022 workshop.

APPENDIX D | QUESTIONNAIRE EMAIL INVITATION



Private Investigator Qualified Manager Occupational Analysis

Hello licensed private investigators.

The Bureau of Security and Investigative Services (Bureau) is conducting an occupational analysis (OA) of the private investigator profession in California! The most important part of the OA is a survey of licensed private investigators. The Bureau invites you to complete the survey.

An OA is a comprehensive study of the private investigator profession. With your help, we will gather accurate information about the important tasks currently performed by private investigators in California and the knowledge they need to perform those tasks safely and competently. We will use this information to ensure that candidates for licensure in California are tested fairly on current practice.

We worked with a group of licensed private investigators and the Office of Professional Examination Services (OPES) to develop this survey.

To complete the survey, click on the "Begin Survey" button below. Please complete it by the deadline of **March 7, 2022**.

If you need assistance, please contact Brian Knox at Brian.Knox@dca.ca.gov.

We value your contribution and appreciate your time!

Thank you,

Gloriela Garcia

Gloriela Garcia
Deputy Licensing Chief

APPENDIX E | QUESTIONNAIRE



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part I - Personal Data

Complete this survey only if you are currently a private investigator qualified manager and are working in California.

BSIS recognizes that every private investigator may not perform all of the tasks and use all of the knowledge contained in this survey. However, your participation is essential to the success of this study, and your contributions will help establish standards for safe and effective private investigator practice in the State of California.

The information you provide here is voluntary and confidential. It will be treated as personal information subject to the Information Practices Act (Civil Code section 1798 et seq.) and will be used only for the purpose of analyzing the data from this survey to generate a demographic profile of qualified managers practicing in California.

*** 1. Are you currently working as a licensed private investigator (PI) in California?**

Yes

No



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part I - Personal Data

2. How long have you been a PI?

- Less than a year
- 1-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- More than 20 years

3. What is the highest level of education you have achieved?

- High school diploma / GED
- Associate degree
- Bachelor's degree
- Master's degree
- Doctorate
- Other (please specify)

4. What type of investigative work did you perform to qualify for licensure as a private investigator? (select all that apply)

- Attorney
- Corporate Investigations
- Corporate loss prevention
- Employee of a licensed private investigator
- Insurance/worker's compensation
- Investigative employee for practicing attorney
- Investigative Journalist
- Law enforcement
- Legal services/public defender
- Military police or investigations
- Private or proprietary security
- Risk management related investigations
- Other (please specify)

5. What other California state-issued licenses or permits do you currently hold? (Check all that apply.)

- None
- Alarm company operator
- Bail Agent
- Firearm permit/concealed carry permit
- Private patrol operator
- Process server
- Repossessor
- Security guard registration
- Remote pilot license
- Other (please specify)



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part I - Personal Data

6. How many hours per week do you work as a PI?

- 10 hours or fewer
- 11-20 hours
- 21-30 hours
- 31-40 hours
- More than 40 hours

7. How would you describe the location of your primary work setting?

- Private business
- Corporate
- Government
- Law firm
- Nonprofit
- Other (please specify)

8. How would you classify the majority of your responsibilities as a private investigator?

- Owner/manager
- Supervisor
- Employee
- Subcontractor
- Other (please specify)

9. How many non-investigative employees do you have?

- None
- 1-5 employees
- 6-10 employees
- 11-25 employees
- 26-100 employees
- Over 100 employees

10. How many investigative employees do you have that assist in private investigations?

- None
- 1-5 employees
- 6-10 employees
- 11-25 employees
- 26-100 employees
- Over 100 employees

11. Which of the following specialty services do you provide in your practice as a private investigator?

- Accident/reconstruction
- Arson/fire
- Asset search/recovery
- Background check
- Civil litigation
- Computer forensics/cyber crime
- Criminal defense
- Domestic/family law
- Due diligence
- Executive protection
- Expert witness
- Financial/fraud
- Forensic examiner/analyst
- Insurance
- Person locate/missing person/skip trace
- Process service
- Protective intelligence
- Surveillance
- Threat Assessment and Management
- Trial preparation
- Unmanned Aerial Vehicles (UAV) Pilots
- Wrongful death/injury
- Other (please specify)

12. What is the physical location of your primary work setting?

- Urban (more than 50,000 people)
- Rural (fewer than 50,000 people)



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part I - Personal Data

13. In what California county do you perform the majority of your work?

- | | | |
|------------------------------------|---------------------------------------|-------------------------------------|
| <input type="radio"/> Alameda | <input type="radio"/> Marin | <input type="radio"/> San Mateo |
| <input type="radio"/> Alameda | <input type="radio"/> Mariposa | <input type="radio"/> Santa Barbara |
| <input type="radio"/> Amador | <input type="radio"/> Mendocino | <input type="radio"/> Santa Clara |
| <input type="radio"/> Butte | <input type="radio"/> Merced | <input type="radio"/> Santa Cruz |
| <input type="radio"/> Calaveras | <input type="radio"/> Modoc | <input type="radio"/> Shasta |
| <input type="radio"/> Colusa | <input type="radio"/> Mono | <input type="radio"/> Sierra |
| <input type="radio"/> Contra Costa | <input type="radio"/> Monterey | <input type="radio"/> Siskiyou |
| <input type="radio"/> Del Norte | <input type="radio"/> Napa | <input type="radio"/> Solano |
| <input type="radio"/> El Dorado | <input type="radio"/> Nevada | <input type="radio"/> Sonoma |
| <input type="radio"/> Fresno | <input type="radio"/> Orange | <input type="radio"/> Stanislaus |
| <input type="radio"/> Glenn | <input type="radio"/> Placer | <input type="radio"/> Sutter |
| <input type="radio"/> Humboldt | <input type="radio"/> Plumas | <input type="radio"/> Tehama |
| <input type="radio"/> Imperial | <input type="radio"/> Riverside | <input type="radio"/> Trinity |
| <input type="radio"/> Inyo | <input type="radio"/> Sacramento | <input type="radio"/> Tulare |
| <input type="radio"/> Kern | <input type="radio"/> San Benito | <input type="radio"/> Tuolumne |
| <input type="radio"/> Kings | <input type="radio"/> San Bernardino | <input type="radio"/> Ventura |
| <input type="radio"/> Lake | <input type="radio"/> San Diego | <input type="radio"/> Yolo |
| <input type="radio"/> Lassen | <input type="radio"/> San Francisco | <input type="radio"/> Yuba |
| <input type="radio"/> Los Angeles | <input type="radio"/> San Joaquin | |
| <input type="radio"/> Madera | <input type="radio"/> San Luis Obispo | |



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

INSTRUCTIONS FOR RATING TASK STATEMENTS

In this part of the questionnaire, you will be presented with 39 task statements. Please rate each task as it relates to your current practice as a private investigator qualified manager using the **Frequency** and **Importance** scales displayed below. Your frequency and importance ratings should be separate and independent ratings. Therefore, the ratings you assign using one rating scale should not influence the ratings that you assign using the other rating scale.

If the task is NOT a part of your current practice, rate the task as "0" (zero) frequency and "0" (zero) importance.

The boxes for rating the frequency and importance of each task have drop-down lists. Click on the "down" arrow for each list to see the rating, and then select the value based on your current practice.

FREQUENCY RATING SCALE

HOW OFTEN are these tasks performed in your current practice? Use the following scale to make your ratings.

0 - DOES NOT APPLY. I do not perform this task in my current practice.

1 - RARELY. This task is one of the tasks I perform least often in my current practice relative to other tasks I perform.

2 - SELDOM. This task is performed less often than most other tasks I perform in my current practice.

3 - REGULARLY. This task is performed as often as other tasks I perform in my current practice.

4 - OFTEN. This task is performed more often than most other tasks I perform in my current practice.

5 - VERY OFTEN. This task is one of the tasks I perform most often in my current practice relative to other tasks I perform.

IMPORTANCE RATING SCALE

HOW IMPORTANT are these tasks in performance of your current practice? Use the following scale to make your ratings.

0 - NOT IMPORTANT, DOES NOT APPLY TO MY PRACTICE. This task is not important to my current practice; I do not perform this task in my practice.

1 - OF MINOR IMPORTANCE. This task is of minor importance relative to other tasks; it has the lowest priority of all the tasks I perform in my current practice.

2 - FAIRLY IMPORTANT. This task is fairly important relative to other tasks; however, it does not have the priority of most other tasks I perform in my current practice.

3 - MODERATELY IMPORTANT. This task is moderately important for effective performance relative to other tasks; it has average priority of all the tasks I perform in my current practice.

4 - VERY IMPORTANT. This task is very important relative to other tasks; it has a higher degree of priority than most other tasks I perform in my current practice.

5 - CRITICALLY IMPORTANT. This task is one of the most critical tasks I perform relative to other tasks; it has the highest degree of priority of all the tasks I perform in my current practice.



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

14. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Content Area 1: Managing Private Investigation Business Operations

	Frequency	Importance
T1. Manage business practices to comply with legal requirements regarding private investigative operations.	<input type="text"/>	<input type="text"/>
T2. Obtain insurance to comply with private investigation liability requirements.	<input type="text"/>	<input type="text"/>
T3. Develop marketing strategies that comply with advertising and solicitation requirements to promote business.	<input type="text"/>	<input type="text"/>
T4. Maintain records of billable time and expenses to invoice clients for services related to investigations.	<input type="text"/>	<input type="text"/>
T5. Provide employees with wages and other compensation to comply with employer obligations.	<input type="text"/>	<input type="text"/>
T6. Maintain personnel records to comply with employment and termination documentation requirements.	<input type="text"/>	<input type="text"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

15. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Content Area 2: Managing Private Investigations
Scope of Engagement and Investigation Planning

	Frequency	Importance
T7. Evaluate client's private investigative objectives to determine scope of services.	<input type="text"/>	<input type="text"/>
T8. Evaluate conditions associated with the investigation to identify potential hazards, safety issues, or problems.	<input type="text"/>	<input type="text"/>
T9. Evaluate parameters of investigation to determine whether subcontracts or other experts are required.	<input type="text"/>	<input type="text"/>
T10. Develop an investigation plan to define processes for guiding the investigation to completion.	<input type="text"/>	<input type="text"/>
T11. Develop contracts with clients to specify details of investigative services.	<input type="text"/>	<input type="text"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

16. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Content Area 2: Managing Private Investigations
Information Gathering and Investigation Processes

	Frequency	Importance
T12. Research data sources to obtain general information related to subject of investigation.	<input type="text"/>	<input type="text"/>
T13. Conduct interviews to gather facts or secure statements related to investigation.	<input type="text"/>	<input type="text"/>
T14. Perform background check or investigation to gather information pertaining to persons or businesses.	<input type="text"/>	<input type="text"/>
T15. Conduct assets searches to locate or recover real or personal property and financial interests.	<input type="text"/>	<input type="text"/>
T16. Perform due diligence analyses to verify credibility of information or claims related to transactions or agreements.	<input type="text"/>	<input type="text"/>
T17. Conduct surveillances to gather information about activities or whereabouts of subject of investigation.	<input type="text"/>	<input type="text"/>
T18. Track individuals to locate missing or hard-to-find persons.	<input type="text"/>	<input type="text"/>
T19. Evaluate incident scenes to gather factual evidence related to damage, loss, or injury.	<input type="text"/>	<input type="text"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

17. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Content Area 2: Managing Private Investigations

Investigation Analyses, Documentation, and Report of Conclusions

	Frequency	Importance
T20. Analyze critical facts to develop conclusions that support or refute investigative claims or objective.	<input type="text"/>	<input type="text"/>
T21. Document evidence to preserve context and details of investigations.	<input type="text"/>	<input type="text"/>
T22. Write report to describe processes and final results of the investigation.	<input type="text"/>	<input type="text"/>
T23. Review investigation findings with clients to clarify processes or conclusions.	<input type="text"/>	<input type="text"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

18. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Content Area 3: Managing Trial Preparation and Court Proceedings

Litigation Support

	Frequency	Importance
T24. Provide litigation support to assist in preparing for trial or court proceedings.	<input type="text"/>	<input type="text"/>
T25. Prepare materials to introduce evidence or investigative findings in trial or court proceedings.	<input type="text"/>	<input type="text"/>
T26. Evaluate witnesses for potential legal testimony to identify strengths and weaknesses related to the case.	<input type="text"/>	<input type="text"/>
T27. Serve legal documents to notify individuals of legal actions.	<input type="text"/>	<input type="text"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

19. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Content Area 3: Managing Trial Preparation and Court Proceedings

Participation in Court Proceedings

	Frequency	Importance
T28. Respond to subpoenas and court orders to comply with requirements for providing information or appearing in court.	<input type="text"/>	<input type="text"/>
T29. Provide testimony to present evidence or findings of investigations during trials or court proceedings.	<input type="text"/>	<input type="text"/>
T30. Preserve evidence to retain in the event of future litigation or case challenge.	<input type="text"/>	<input type="text"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

20. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Content Area 4: Managing Professional and Ethical Responsibilities
Professional Responsibilities

	Frequency	Importance
T31. Obtain firearms permit to carry concealed weapon while on private investigation assignments.	<input type="text"/>	<input type="text"/>
T32. Comply with scope of practice parameters to carry out professional activities safely and effectively.	<input type="text"/>	<input type="text"/>
T33. Adhere to standards regarding professional conduct to avoid violations related to professional qualifications, functions, and duties.	<input type="text"/>	<input type="text"/>
T34. Report unlicensed or unregistered private investigation activity to notify BSIS of violations.	<input type="text"/>	<input type="text"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part II - Task Ratings

21. Please rate the following tasks based on how often you perform the task (Frequency) and how important the task is for effective performance of your current practice (Importance).

Content Area 4: Managing Professional and Ethical Responsibilities

Ethical Responsibilities

	Frequency	Importance
T35. Conduct investigations with honesty and integrity to uphold standards of the profession.	<input type="text"/>	<input type="text"/>
T36. Practice within scope of competence to provide services congruent with education, training, and experience.	<input type="text"/>	<input type="text"/>
T37. Manage personal biases to maintain objectivity during investigations.	<input type="text"/>	<input type="text"/>
T38. Recognize conflict of interest to prevent conditions that may impair judgment or impact investigation.	<input type="text"/>	<input type="text"/>
T39. Maintain confidences within the limits of the law to protect sensitive information involved in investigations.	<input type="text"/>	<input type="text"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part III - Knowledge Ratings

INSTRUCTIONS FOR RATING KNOWLEDGE STATEMENTS

In this part of the questionnaire, you will be presented 121 knowledge statements. Please rate each knowledge statement based on how important you believe that knowledge is to the effective performance of tasks in your current practice as a private investigator qualified manager.

If the knowledge does **NOT** apply to your practice, rate the statement as "0" (zero) importance and go on to the next statement.

Please use the following importance scale to rate the knowledge statements:

IMPORTANCE SCALE

HOW IMPORTANT is this knowledge for effective performance of tasks in your current practice?

0 - NOT IMPORTANT; NOT REQUIRED. This knowledge does not apply to my current practice; it is not required for effective performance.

1 - OF MINOR IMPORTANCE. This knowledge is of minor importance for effective performance; it is useful for some relatively minor parts of my current practice.

2 - FAIRLY IMPORTANT. This knowledge is fairly important for effective performance in some relatively major parts of my current practice.

3 - MODERATELY IMPORTANT. This knowledge is moderately important for effective performance in some relatively major parts of my current practice.

4 - VERY IMPORTANT. This knowledge is very important for effective performance of tasks in my current practice.

5 - CRITICALLY IMPORTANT. This knowledge is critically important for effective performance of tasks in my current practice.



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part III - Knowledge Ratings

22. How important is this knowledge for effective performance of tasks in your current practice?

Content Area 1: Managing Private Investigation Business Operations

	Not important; not required	Of minor importance	Fairly important	Moderately important	Very important	Critically important
K1. Knowledge of laws regarding private investigator qualified manager obligations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K2. Knowledge of laws regarding private investigator business entities and structures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K3. Knowledge of laws regarding fictitious business name requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K4. Knowledge of laws regarding out-of-state private investigation organizations operating in California.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K5. Knowledge of laws regarding liability coverage for acts of errors or omissions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K6. Knowledge of laws regarding liability coverage for bodily injury, death, or property damage when firearms are carried on duty.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K7. Knowledge of laws regarding insurance documentation and submission requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K8. Knowledge of laws regarding advertising private investigation services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

K9. Knowledge or laws regarding solicitation of clients for private investigation services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K10. Knowledge of methods for managing billable time records.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K11. Knowledge of laws pertaining to fraudulent billing practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K12. Knowledge of laws regarding employee wages, breaks, and other forms of compensation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K13. Knowledge of laws regarding paid time off and unpaid leave requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K14. Knowledge of laws regarding workers' compensation insurance requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K15. Knowledge of laws regarding recordkeeping and retention of employee personnel records.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K16. Knowledge of laws regarding confidentiality of employee personnel files.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part III - Knowledge Ratings

23. How important is this knowledge for effective performance of tasks in your current practice?

Content Area 2: Managing Private Investigations

Scope of Engagement and Investigation Planning

	Not important; not required	Of minor importance	Fairly important	Moderately important	Very important	Critically important
K17. Knowledge of laws related to providing private investigation services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K18. Knowledge of methods for evaluating investigative needs of potential clients.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K19. Knowledge of methods for managing client investigative requests that are illegal or unethical.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K20. Knowledge of types of risks associated with conducting private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K21. Knowledge of methods for identifying unexpected issues or events during investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K22. Knowledge of conditions that require involving subcontractors or other experts in investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K23. Knowledge of laws related to use of subcontractors in investigative services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K24. Knowledge of elements of investigation plans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K25. Knowledge of methods for	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

developing investigation plans based on scope of engagement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K26. Knowledge of methods for developing time lines for investigation completion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K27. Knowledge of methods for approving changes to investigation plans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K28. Knowledge of laws related to contracting with clients for private investigative services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K29. Knowledge of methods for developing scope of work and costs contract provisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K30. Knowledge of laws regarding the collection of retainer fees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part III - Knowledge Ratings

24. How important is this knowledge for effective performance of tasks in your current practice?

**Content Area 2: Managing Private Investigations
Information Gathering and Investigation Processes**

	Not important; not required	Of minor importance	Fairly important	Moderately important	Very important	Critically important
K31. Knowledge of types of information sources used in investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K32. Knowledge of methods for researching databases, social networking sites, and other resources.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K33. Knowledge of methods for verifying information related to subject of investigation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K34. Knowledge of laws regarding recording of investigation interviews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K35. Knowledge of laws regarding the use of coercion and duress in interviews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K36. Knowledge of laws regarding the use of polygraphs and voice stress analysis in investigative interviews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K37. Knowledge of methods for legally conducting investigative interviews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K38. Knowledge of methods for obtaining electronically recorded and typed statements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K39. Knowledge of techniques for	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

managing defensive or hostile interviewees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K40. Knowledge of law regarding privacy rights as they relate to private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K41. Knowledge of laws regarding accessing of arrests, convictions, and criminal background information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K42. Knowledge of laws regarding accessing credit and consumer spending information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K43. Knowledge of laws regarding accessing driver records and information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K44. Knowledge of laws regarding accessing education and employment information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K45. Knowledge of laws regarding accessing personal health information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K46. Knowledge of laws regarding accessing electronic data, social media, and phone accounts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K47. Knowledge of laws regarding performance of pre-employment screenings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K48. Knowledge of laws regarding negligent hiring, retention, and supervision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K49. Knowledge of laws regarding discrimination and harassment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K50. Knowledge of methods for performing legal background checks or investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K51. Knowledge of methods for locating tangible, intangible, and hidden assets.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K52. Knowledge of laws regarding accessing investment, trust, and account information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K53. Knowledge of methods for performing probate and estate discovery.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K54. Knowledge of laws regarding repossession or recovery of assets and judgments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K55. Knowledge of methods for performing legal asset searches and recovery.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

K56. Knowledge of signs of fraud, economic crimes, or other illegal activity in transactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K57. Knowledge of methods for verifying credibility of businesses or parties associated with transactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K58. Knowledge of methods for identifying sources of risk or exposure associated with transactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K59. Knowledge of methods for conducting legal, financial, and commercial due diligence analyses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K60. Knowledge of types of equipment for performing surveillance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K61. Knowledge of laws regarding privacy rights, harassment, and stalking.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K62. Knowledge of laws regarding the use of GPS and tracking devices in surveillance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K63. Knowledge of laws regarding eavesdropping and use of listening devices in surveillance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K64. Knowledge of laws regarding trespassing or physical intrusion during investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K65. Knowledge of laws regarding photographs, video recordings, and media manipulation or alteration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K66. Knowledge of laws regarding pretexting, misrepresentation, and impersonation in gaining information or evidence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K67. Knowledge of techniques for legally conducting covert and overt surveillance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K68. Knowledge of methods for managing unexpected events during surveillance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K69. Knowledge of methods for maintaining surveillance logs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K70. Knowledge of types of resources for finding missing or hard-to-find individuals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K71. Knowledge of methods for performing skip-tracing or locate analyses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K72. Knowledge of methods for gathering physical or material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

evidence related to investigations.

K73. Knowledge of methods for documenting incidents associated with damage, loss, or injury.

K74. Knowledge of requirements related to interacting with law enforcement, insurance agencies, and other parties involved in investigations.

25. How important is this knowledge for effective performance of tasks in your current practice?

Content Area 2: Managing Private Investigations

Investigation Analyses, Documentation, and Report of conclusions

	Not important; not required	Of minor importance	Fairly important	Moderately important	Very important	Critically important
K75. Knowledge of methods for determining disposition of private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K76. Knowledge of methods for applying deductive and inductive reasoning in analyzing facts of investigation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K77. Knowledge of requirements regarding documentation of investigative field notes and evidence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K78. Knowledge of requirements for securing and preserving information obtained during searches, interviews, and surveillances.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K79. Knowledge of the elements of an investigative report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K80. Knowledge of laws regarding disclosure of public and non-public information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K81. Knowledge of laws regarding defamation, slander, and libel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K82. Knowledge of techniques for objective report writing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K83. Knowledge of methods for securely distributing reports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K84. Knowledge of methods for conveying information regarding investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K85. Knowledge of methods for explaining technical terms and abbreviations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K86. Knowledge of methods for addressing client responses to investigation outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

26. How important is this knowledge for effective performance of tasks in your current practice?

Content Area 3: Managing Trial Preparation and Court Proceedings

Litigation Support

	Not important; not required	Of minor importance	Fairly important	Moderately important	Very important	Critically important
K87. Knowledge of procedures associated with criminal and civil proceedings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K88. Knowledge of requirements for establishing facts of private investigations in trial or court proceedings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K89. Knowledge of requirements regarding admissibility of evidence in criminal and civil cases.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K90. Knowledge of methods for providing support in trial or court proceedings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K91. Knowledge of laws regarding destruction of or tampering with evidence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K92. Knowledge of methods for preparing materials for use in trial or court proceedings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K93. Knowledge of laws regarding obstruction of justice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K94. Knowledge of laws regarding witness intimidation or tampering.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K95. Knowledge of methods for preparing witnesses for legal testimony.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K96. Knowledge of types of legal documents involved in process serving.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K97. Knowledge of laws regarding formal notification of legal actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K98. Knowledge of methods for processing and serving legal documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part III - Knowledge Ratings

27. How important is this knowledge for effective performance of tasks in your current practice?

Content Area 3: Managing Trial Preparation and Court Proceedings
Participation in Court Proceedings

	Not important; not required	Of minor importance	Fairly important	Moderately important	Very important	Critically important
K99. Knowledge of provisions of the work product rule and its limitations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K100. Knowledge of laws regarding responding to subpoenas and court orders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K101. Knowledge of types of testimony and their legal requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K102. Knowledge of provisions of the hearsay rule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K103. Knowledge of provisions of privilege in private investigations and their limitations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K104. Knowledge of methods for providing legal testimony in criminal and civil cases.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K105. Knowledge of requirements regarding preservation of investigative evidence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K106. Knowledge of methods for maintaining integrity of evidence chain of custody.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Part III - Knowledge Ratings

28. How important is this knowledge for effective performance of tasks in your current practice?

Content Area 4: Managing Professional and Ethical Responsibilities
Professional Responsibilities

	Not important; not required	Of minor importance	Fairly important	Moderately important	Very important	Critically important
K107. Knowledge of laws regarding possession and carrying of firearms during private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K108. Knowledge of standards regarding criminal and civil liability associated with use of force.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K109. Knowledge of laws regarding private investigator scope of practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K110. Knowledge of laws regarding professional conduct for private investigators.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K111. Knowledge of types of unlicensed or unregistered activity in private investigations industry.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K112. Knowledge of requirements for submitting unlicensed and unregistered activity lead forms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29. How important is this knowledge for effective performance of tasks in your current practice?

Content Area 4: Managing Professional and Ethical Responsibilities

Ethical Responsibilities

	Not important; not required	Of minor importance	Fairly important	Moderately important	Very important	Critically important
K113. Knowledge of ethical principles for conducting private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K114. Knowledge of methods for managing legal and ethical dilemmas that arise in private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K115. Knowledge of situations that require consultation with law enforcement or subject matter experts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K116. Knowledge of ethical standards regarding practicing within scope of competence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K117. Knowledge of ethical principles regarding neutrality and professional objectivity in private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K118. Knowledge of types of personal and economic interests that present a conflict in private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K119. Knowledge of ethical principles regarding acting in the best interest of clients and society.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K120. Knowledge of methods for managing conflicts of interest in private investigations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
K121. Knowledge of standards for protecting confidentiality of investigation documents and information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



PRIVATE INVESTIGATOR OCCUPATIONAL ANALYSIS SURVEY

Thank you!

Thank you for taking the time to complete this survey. The Bureau of Security and Investigative Services (BSIS) values your contribution to this study.