

**Private Security Training Phase 3: Private Investigator
PROFILE OF TRAINING MASTERY**

Instructor _____

Date _____

Program _____	
Grade _____	School _____
Name _____	Soc. Sec. No. _____
Address _____	Phone _____
In Case of Emergency, Contact _____	
Address _____	Phone _____
Allergies/Disabilities that might require special accommodation for training (please specify) _____	
The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.	

Date of Enrollment ____ - ____ - ____ Total Class Hours _____ Total Hours Absent _____

Date of Withdrawal ____ - ____ - ____ Total On-the-Job Training Hours _____ Total Hours Tardy _____

Date of Completion ____ - ____ - ____ Total Lab Hours _____

ON-THE-JOB TRAINING/WORK EXPERIENCE

Duration of Employment _____	Job Title _____	Supervisor's Name _____
Address of Employer _____		Phone _____
Duration of Employment _____	Job Title _____	Supervisor's Name _____
Address of Employer _____		Phone _____

Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



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1500 West Seventh Avenue, Stillwater, Oklahoma 74074-4364 1-800-654-4502 Fax 405-743-5154

SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials

UNIT 1 — UNDERSTANDING RESPONSIBILITIES TO CLIENTS

- _____ 1. Explain the role of client and investigator.
- _____ 2. List topics requiring confidentiality.
- _____ 3. State possible consequences of failing to maintain confidentiality.
- _____ 4. Select from a list basic guidelines for maintaining the confidence of clients and others.
- _____ 5. Explain the importance of reporting to clients.
- _____ 6. Identify characteristics of good reports.
- _____ 7. Match common types of reports with their descriptions.
- _____ 8. State a rule for submitting reports to clients.
- _____ 9. List the purpose of a written agreement between the private investigator and the client.
- _____ 10. Select from a list basic responsibilities to clients.

UNIT 2 — INTERPRETING LAWS OF PRIVATE INVESTIGATIONS

- _____ 1. Match terms associated with laws of private investigations with their correct definitions.
- _____ 2. Select from a list characteristics of contracts.
- _____ 3. Identify the basic provisions of the Privacy Act of 1974.
- _____ 4. State the punishment for misdemeanors and felonies under criminal law.
- _____ 5. Select from a list statements describing the arrest authority of a private investigator.
- _____ 6. State circumstances for legally using recording devices.
- _____ 7. State the penalties for violating the provisions of Title 18, Chapter 119 of the United States Code (federal wiretapping law).

UNIT 3 — COMPLYING WITH THE FAIR CREDIT REPORTING ACT

- _____ 1. Match terms associated with the Fair Credit Reporting Act with their correct definitions.
- _____ 2. Explain the requirement for reporting public record information for employment purposes (from Section 613).
- _____ 3. Explain the restriction on investigative consumer reports (from Section 614).
- _____ 4. Explain the requirement for users of consumer reports (from Section 615a).
- _____ 5. Distinguish among the costs for willful noncompliance and negligent noncompliance.
- _____ 6. Select from a list the penalties for obtaining information under false pretenses (from Section 619).
- _____ 7. Select from a list the penalties for unauthorized disclosures (from Section 620).
- _____ 8. State basic guidelines for complying with the Fair Credit Reporting Act.
- _____ 9. Name the five permissible purposes for consumer reports.
- _____ 10. Comply with the Fair Credit Reporting Act during a pre-employment investigation. (Assignment Sheet 1)

UNIT 4 — CONDUCTING INVESTIGATIONS AND SURVEILLANCE

- _____ 1. Match common terms associated with investigation and surveillance with their correct definitions.
- _____ 2. List common types of civil and criminal investigations.
- _____ 3. Distinguish among types of evidence.
- _____ 4. Match criteria for the admissibility of evidence to their correct descriptions.
- _____ 5. Explain the importance of the chain of evidence in private investigations.
- _____ 6. State basic questions useful for interpreting the chain of evidence.
- _____ 7. State basic questions useful for assessing the scene (after the fact).
- _____ 8. Identify possible uses for sketches in private investigations.
- _____ 9. Distinguish among methods of sketching.
- _____ 10. List information useful for identifying sketches.
- _____ 11. Identify possible uses for photographs in private investigations.

Date/Initials

- _____ 12. State the factors that work together for a properly-exposed photograph.
- _____ 13. State basic guidelines useful for reconstructing a scene.
- _____ 14. Select from a list basic guidelines for conducting a surveillance.
- _____ 15. Select from a list basic guidelines for using recording devices.
- _____ 16. Select from a list basic guidelines for videotaping.
- _____ 17. State categories of information useful for documenting film and videotape.
- _____ 18. Select from a list basic guidelines for writing surveillance reports.
- _____ 19. Identify possible uses for in-house investigations.
- _____ 20. Select from a list basic guidelines for conducting in-house investigations.
- _____ 21. Explain the importance of fingerprints.
- _____ 22. State basic guidelines for preserving fingerprints.
- _____ 23. Distinguish among benefits of blood analysis, hair analysis, and fiber analysis.
- _____ 24. Distinguish among limitations of blood analysis, hair analysis, and fiber analysis.
- _____ 25. List benefits of glass fracture analysis.
- _____ 26. State basic guidelines for handling broken glass.
- _____ 27. Prepare a written report about surveillance activities. (Assignment Sheet 1)

UNIT 5 — LOCATING AND COMMUNICATING INFORMATION

- _____ 1. Select from a list the exceptions to the rule for copying records under the Oklahoma Open Records Act.
- _____ 2. Select from a list examples of law enforcement records available for public inspection under the Oklahoma Open Records Act.
- _____ 3. Select from a list duties of public bodies in providing access to records under the Oklahoma Open Records Act.
- _____ 4. List frequently-used sources of public record information.
- _____ 5. List the types of government offices where public records are available.
- _____ 6. State possible limitations on access to public records.
- _____ 7. Select from a list basic guidelines for communicating with people.
- _____ 8. Select from a list basic guidelines for communicating by telephone.
- _____ 9. Select from a list basic guidelines for conducting a personal interview.
- _____ 10. Select from a list basic guidelines for conducting a telephone interview.
- _____ 11. Select from a list basic guidelines for appearing in court.
- _____ 12. State uses of written reports in private investigations.
- _____ 13. State basic guidelines for locating information.

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.