

All hours shown are Minimum Requirements.  
Course hours do NOT include Exams, Practical Exercises, or Range Qualification.  
Topics in plain text are suggestions only.  
**Bold text is mandated in the Regulations.**

## **PRIVATE INVESTIGATOR (02E)**

### **PERFORMANCE OBJECTIVES**

*Upon completion of this period of instruction, the student will correctly indicate the following on a written examination, or demonstrate during practical exercises in accordance with the instruction provided:*

1. The ethical standards required of private investigators in Virginia;
2. The sections of the Regulations Relating to Private Security Services which relate to Private Security Services Businesses and the duties and responsibilities of a private investigator;
3. The definition of a private investigator as specified in § 9.1-138;
4. The differences among the legal forms of a private security services business, e.g. sole proprietorship, corporation, partnership;
5. The procedure to be utilized to obtain a Private Security Services business license;
6. The provisions of the Freedom of Information Act;
7. The provisions of the Privacy Act of 1974;
8. The provisions of the Federal Wiretapping Law;
9. The provisions of the Fair Credit Reporting Act;
10. The requirements of investigative notes and original notes to be used as evidence;
11. The principles of writing an investigative report;
12. Skill in collecting, gathering, and reporting of information, data, and record searches during the investigative process;
13. The ability to articulate fundamental skills in oral and written communications;
14. Components of basic automated record searches and the types of information which may be obtained from each, the administrative requirements for protection, and any restriction placed on these records such as criminal history records, credit reports, motor vehicle records and other records;
15. The use of at least four automated record sources;
16. Virginia regulations and requirements for the dissemination of investigative information;
17. The difference between fact and opinion in the context of investigative reports;
18. The importance of investigative documentation;

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19. A basic working knowledge of each of the investigative techniques covered in this session;
20. Types of surveillance, legal restrictions, surveillance techniques, and use of logs;
21. The differences and uses of surveillance photography, traffic and scene photography, and video photography;
22. Elements of photography to include lens, camera and film selection;
23. The ways in which photography may aid the investigative process;
24. The principles of evidence including the recording, collecting, storing, and chain of custody as related to questioned document, fingerprint, and trace evidence;
25. What constitutes evidence;
26. The collection, custody and reporting of evidence relevant to an investigation;
27. The use of investigative tools, including the polygraph, voice stress analyzer, laser, and sketching tools, and their limitations in the court room;
28. Conduct an in-depth background investigation;
29. The proper techniques to be utilized in conducting a domestic investigation;
30. The proper techniques utilized to conduct a corporate investigation;
31. The public and private sources of information;
32. Proper procedures for the conduct of investigative research;
33. The proper techniques utilized to conduct a custody investigation;
34. The legal aspects, qualifications and requirements for an undercover investigation;
35. The planning and implementation of an undercover operation;
36. The principles and techniques of interviewing;
37. The principles and techniques of interrogation;
38. The differences between interviewing and interrogation;
39. Demonstrate varying interviewing techniques;
40. The conditions under which the recording of conversation is permissible or allowable;
41. The principles and federal and state requirements for the interception of communications and consensual monitoring;

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42. The taking of a signed statement during an interview or confession in compliance with the legal and administrative requirements imposed upon the investigator;
43. The types of law and their history;
44. The difference between the letter of the law and the spirit of the law;
45. The Constitution, the Bill of Rights, and the safeguards associated with the first, second, fourth, fifth, sixth, eighth and fourteenth amendments;
46. The difference between a felony and a misdemeanor crime;
47. The classifications of crimes under Virginia law;
48. Police functions such as search warrants, arrest, probable cause, and evidence in criminal cases;
49. The levels of the Virginia Court System;
50. The jurisdiction of each of the Court levels;
51. "Corpus delicti";
52. The elements of a crime;
53. The rules of evidence and the administrative requirements from the finding of the evidence until the final disposition of the case;
54. The proper procedures for the investigation of specific types of crimes, e.g. embezzlement, uttering, forgery, and a serious crime generally investigated by law enforcement;
55. The differences between civil law and criminal law and the standards of proof required for each;
56. The criminal rules of evidence to include chain of custody, probable cause, and proof beyond a reasonable doubt;
57. The civil rules of evidence to include chain of custody, clear and convincing proof, and preponderance of the evidence;
58. The civil court system on the federal, state and local levels;
59. Definition of civil law and explain the difference between civil law and criminal law;
60. Identify judicial procedure as it relates to civil proceedings from the filing of a lawsuit to its final disposition;
61. The definition of tort and identify the types of torts;
62. The civil rules of evidence;

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63. The procedures for the service of process in Virginia;
64. The procedures for the service of federal process;
65. How service of process relates to the duties of a private investigator;
66. The administrative and legal requirements for valid service of process;
67. The legal requirements for a valid contract and the remedies available for breach of contract;
68. The ability to conduct an in-depth investigation of a domestic case to include the evidence, administrative, and legal requirements associated with divorce, child custody, sexual abuse investigation, and an embezzlement case;
- 69.** Public and private sources of records and the civil & criminal requirements for privacy, discretion, confidentiality, and protection of information.