



### **Course Description**

#### **SCY0051 | Private Investigator Intern Course A | 0.80 Credits**

This course requires twenty-four hours of training as required by Section 493.6203(b) F.S. for Private Investigator Interns. Students will learn topics which include Florida Statutes and Florida Administrative Code, the Intern/Sponsor Relationship, Ethics, Liability, Surveillance, Report Writing, Equipment, Interviewing, Sources of Information, the Computer and Investigations, and Restrictions on Records.

### **Course Competencies:**

**Competency 1:** The student will understand Chapter 493, Florida statute, and chapter 5N-1, Florida Administrative Code by:

1. Understanding Chapter 493, F.S. and 5N-1, F.A.C.
2. Discussing the regulation requirements of the private security industry.
3. Demonstrating knowledge of the definitions listed in Chapter 493.6101, F.S.
4. Identifying those who may perform the duties of a private investigator but to whom Chapter 493, F.S. does not apply.
5. Understanding the process involved in the initial application for licensure as outlined in Section 493.6105, F.S. and 5N-1.120 F.A.C.
6. Understanding the licensure and posting requirements specified in Sections 493.6106 and 493.6203, F.S.
7. Recognizing that the DOACS shall investigate an applicant before issuing a license and that the investigation will include the items listed in Section 493.6108, F.S.
8. Understanding the licensing identification requirements as described in 493.6111.
9. Understanding license contents and duration and the requirement to carry such license while on duty as a private investigator intern as stated in Section 493.6111, F.S.
10. Understand the responsibilities of sponsoring interns as stated in Section 493.6116 (1) F.S.
11. Understanding the penalties for violations of statute per Section 493.6120.
12. Knowing the requirements and procedures of license renewal per Section 493.6113, F.S.
13. Understanding the requirements of Section 493.6114, F.S., for canceling or inactivating a license.
14. Understanding the prohibitions to carrying a weapon or firearm as listed in Section 493.6115, F.S.
15. Discussing the grounds for disciplinary action by the DOACS against a licensee, agency, or applicant as specified in Section 493.6118, F.S.
16. Understanding the penalties for violating the provisions of Chapter 493 F.S. as listed in Section 5N-1.113, F.A.C.
17. Understanding the restrictions against using the state of Florida seal as stated in Section 493.6124, F.S.
18. Knowing the applicable fees, different classes, purposes, and costs of licenses listed in Sections 493.6201-493.6202, F.S. and Section 5N-1.116, F.A.C.
19. Recognizing that complaints, as defined in Chapter 493, F.S. and 5N-1, F.A.C., shall be filed with and investigated by the DOACS if probable cause exists that a violation has occurred.
20. Understanding license issuance, operation, and transferability as described in Section 5N-1.120(1).
21. Understanding prohibited activities and requirements listed in Section 5N-1.124, F.A.C.
22. Knowing the licensure requirements for firearm instructors, schools, and training facilities as stated in Sections 5N-1.134 and 5N-1.138 F.A.C.
23. Understanding the restrictions for divulging investigative information and false reporting as stated in Section 493.6119, F.S.
24. Explaining the need for confidentiality per Section 493.6122, F.S.
25. Explaining unlawful symbols of authority per Sections 843.085 and 493.6118.
26. Understanding the restrictions on carrying ammunition as specified in Section 5N-1.129, F.A.C.
27. Using the licensure requirements for firearms instructors, schools, and training facilities as stated in Section 5N-1.134, F.A.C.

28. Using the school curriculum, examination, and record retention requirements in Section 5N-1.140, F.A.C.

**Learning Outcomes:**

1. Information Literacy
2. Ethical Issues

**Competency 2:** The student will demonstrate under the intern/sponsor relationship as required by Chapter 493, section 6116, F.S. by:

1. Understand the responsibilities of sponsoring interns as stated in Section 493.6116 (1) F.S.
2. Be familiar with the letter of intent to sponsor a private investigator intern as stated in Section 493.6116 (2) F.S.
3. Applying the process of termination/completion of sponsorship as stated in Section 493.6116 (5) F.S.
4. Applying the intern semi-annual progress report requirement in Section 493.6116 (5) F.S.
5. Understanding the Employee Action Report and its relationship among interns, sponsors, and licensed private investigation agencies.
6. Understanding the concept of “direction and control” of interns by their sponsors.
7. Knowing the definition of “subcontractor” by the Internal Revenue Service.
8. Understanding the prohibitions under Chapter 493, Florida Statutes regarding being paid for services rendered.

**Learning Outcomes:**

Information Literacy

**Competency:** The student will learn about professional ethics by:

1. Understanding the client/investigator relationship.
2. Recognizing the importance of the initial client interview
3. Understanding whether a client’s intentions are legal and ethical.
4. Explaining how to establish a clear understanding of the client’s goals and contract.
5. Understanding the need to work the case in a timely and cost-effective manner.
6. Understanding the need to provide regular updates and reports.
7. Explaining the need for confidentiality.
8. Recognizing the need to disseminate information.
9. Identifying potential conflicts of interest.
10. Understanding the need to provide a quality work product.
11. Understanding the need to provide detailed reports and invoices.
12. Understanding the concept of “truth in advertising”.
13. Understanding the procedure for agency-to-agency billing.

**Learning Outcomes:**

1. Ethical Issues

**Competency 4:** The student will learn about legal issues and liability by:

1. Explaining civil and Criminal liabilities/ law enforcement notification requirements.
2. Identifying “Invasion of Privacy”/the correct way of conducting audio/video surveillance.
3. Understanding the legal parameters of trespassing.
4. Explaining the legal ramifications resulting from falsifying information on reports.
5. Explaining the legal ramifications of misrepresentation of authority.
6. Understanding the proper release of information.
7. Demonstrating proper chain of custody procedure and explaining the legal consequences for evidence tampering.

**Learning Outcomes:**

1. Information Literacy

**Competency 5:** The student will learn about surveillance by:

1. Understanding the appropriate use and need for surveillance.
2. Demonstrating the ability to plan surveillance, formal and informal.
3. Understanding the need for precaution when conducting surveillance.
4. Explaining the different techniques for conducting surveillance
5. Explaining the techniques and issues involved in vehicular surveillance,

**Learning Outcomes:**

1. Computer / Technology Usage
2. Information Literacy

**Competency 6:** The student will learn about report writing by:

1. Understanding the need for taking accurate field notes\prerequisite for good reporting.
2. Explaining the five elements of report writing referred to as who, what, when, where, and how.
3. Demonstrating proper procedures in efficient and accurate report writing.
4. Understanding the importance of proofreading and editing.
5. Explaining the importance of proper punctuation, capitalization, and spelling.
6. Explaining sources available for grammar guidance.

**Learning Outcomes:**

1. Information Literacy

**Competency 7:** The student will learn about equipment for private investigation by:

2. Understanding appropriate legal issues as they relate to private investigations.
3. Demonstrating basic knowledge of specialty investigation equipment.
4. Demonstrating basic knowledge of the legal use of audio recorder/audio recording.
5. Demonstrating basic knowledge of the legal use of video recorders/video recording.
6. Demonstrating basic knowledge of the legal use of still cameras\still photography.
7. Understanding when to use photography on surveillance.

**Learning Outcomes:**

1. Information Literacy

**Competency 8:** The student will learn about interviewing and truth verification by:

1. Understanding the importance of interviews as part of an investigation.
2. Understanding the interview as a basic tool of investigation.
3. Explaining the primary purpose of an interview – obtain information.
4. Defining the principal types of interviews: complainant, witness, suspect, subject, and other applicable interviews.
5. Understanding the need for training to be an effective interviewer.
6. Explaining the personal traits, attitude, and conduct of a successful interviewer.
7. Be familiar with the variables that prevent an interviewer from doing an effective job.
8. Identifying the basic qualifications of the interviewer.
9. Identify the types of interviewees.
10. Explaining the variables that discourage talking.
11. Explaining the variables that encourage talking.
12. Identifying the general rules of the interview preparation, the opening, body language, proper questioning, and proper closing.

**Learning Outcomes:**

1. Information Literacy

**Competency 9:** The student will learn about sources of information by:

1. Understanding Florida's "open records state" laws
2. Explaining the difference between public and private records.
3. Identifying categories of public and private records.
4. Demonstrating how to research public records.
5. Identifying public records vendors.
6. Understanding how to avoid information pitfalls and verifying all information.
7. Identifying information resources available on the internet.

**Learning Outcomes:**

1. Information Literacy
2. Communication

**Competency 10:** The student will learn about the computer and investigations by:

1. Explaining terminology common to operating a computer.
2. Demonstrating basic computer knowledge.
3. Identifying different types of computers.
4. Identifying software available to assist in investigations.
5. Identifying the tools available to the investigator

**Learning Outcomes:**

1. Information Literacy
2. Computer / Technology Usage

**Competency 11:** The student will learn about restrictions on records on the internet by:

1. Defining the objectives of the Fair Credit Reporting Act.
2. Defining the objectives of the Gramm-Leach-Bliley Act.
3. Explaining what information NCIC stands for and what restrictions it places on obtaining certain records.

**Learning Outcomes:**

1. Information Literacy
2. Computer / Technology Usage