

## **Chapter One**

# **ORIENTATION, STUDENT SERVICES, POLICIES & COURSE SYLLABUS**

**Georgia Private Investigator Basic Training Program**



## From the Desk of Your Instructor

### *PI Education Welcomes You:*

It is with great pleasure that I welcome you to [PI Education](#) and bring you greetings on behalf of all of our staff. You have found a great source to acquire your training to become eligible for licensure as a private investigator employee in the state of Georgia.

This section of the course has been prepared to help navigate your way through the processes, procedures, and systems we must have in order to provide you with quality service.

The primary focus of this course is providing a **superior** education and learning experience. You will find that we have a professional staff committed to serving you in a competent and friendly fashion. I encourage you to call on them for assistance if you have a question or concern.

Thank you for making a wise choice to receive your private investigator training through [PI Education](#).

We stand ready to serve you.

Sincerely,



Thomas H. Humphreys  
Director of Instruction  
PIeducation.com a division of Storyboard EMP, LLC  
Georgia Instructor License No.: CLTR001024

# **About E-Learning**

## **What is eLearning?**

ELearning is an alternative to traditional on-campus study, allowing educational offerings for students to take courses at off-campus locations, including students' home or worksites.

The flexibility of eLearning makes it a wise choice for students who work or have family obligations that make it extremely difficult for them to attend classes during regularly scheduled hours. The quality of online courses are comparable to traditional courses offered in classrooms, and require at least as much time from students as traditional courses do; yet the online course allows for independent, self-paced learning anytime, anywhere, anyplace!

## **What are the Advantages of eLearning?**

Our eLearning courses earn the same recognition as classroom courses that are offered for the Georgia Basic Training course for private investigators. An eLearning course is not easier, just more convenient. The only difference is the delivery of instruction and the degree of self-discipline needed to complete the course.

When you sign up for our online courses, keep these pointers in mind:

- Treat eLearning courses with the same amount of dedication and effort that you would devote to a course at a traditional campus.
- Pay close attention to the amount of time you must take to complete each section of this course.
- Take note of areas in which you have questions or need help and actively seek out the answers by communicating with your instructor. Remember, the instructor can't see that baffled look on your face.

## **Our Philosophy and Objectives**

The primary purpose of our online program is to prepare students to master the content and methods of private investigation, such that they are fully prepared to enter the workforce and successfully complete their required basic training requirements in the state of Georgia. After completing this intensive program, graduates should be able to register as a private detective employee in the state of Georgia in accordance with 509-3.06, Georgia Statutes.

We understand that there are many other education providers from which to choose. However, you will find that there is no other institution that can compare with the same level of professionalism, enthusiasm, or consistency. Your success is of ultimate importance to us.

### **Our commitment to our students...**

We will continue to be a continuing education provider with impeccable academic reputation providing superior education for students to develop critical, analytical, and imaginative thinking and to make well-founded ethical decisions.

We strive to prepare students to address the complex issues facing them in the private investigation industry.

Our staff and faculty will continue to devise new ways to approach problems and develop new knowledge for the benefit of the private investigation industry.

Our goal is to attract inventive, industrious students and produce employable detectives who are intellectually and technologically literate people who will lead by the force of their ideas.

We will strive to be the center of inquiry, knowledge, and professional expertise in our field.

## Administrative and Professional Staff



Thomas H. Humphreys is the Director of Instruction of PI Education, Executive Editor of Pursuit Magazine and founder/lead investigator of [FIND] Investigations, a PI agency in Nashville, TN. He is a CFE designated member of the Association of Certified Fraud Examiners, a certified general real estate appraiser and a licensed private investigator.

Mr. Humphreys is a professional investigator with over 23 years of experience in research and analysis. He is an expert in deception detection and has completed the METT Advanced Deception Detection course offered by the Paul Ekman Group.

When he's not interviewing witnesses or surveilling the unwitting, he's also a writer, radio producer, hiker, and fly fisherman.

### Connect with Hal:

E-mail: [hal@storyboardemp.com](mailto:hal@storyboardemp.com)

Website: [\[FIND\] Investigations](#)

Twitter: [@FINDPI](#)

As your mentor and instructor, he is readily available to assist and support all on-line students when necessary.



**Stephanie Mitchell** is the Administrative Assistant for PI Education. Stephanie has 13 years of legal experience. She has solid experience as a litigation paralegal, a private investigator and an agency manager. She currently holds her class "C" private investigator license in the state of Florida.

Stephanie will facilitate, counsel, assist and support all on-line students along with Mr. Humphreys. She will strive to meet your needs with efficiency, diplomacy, and esteem.

We can be reached at [support@storyboardemp.com](mailto:support@storyboardemp.com)

### About PI Education

PI Education is the undisputed market leader in state-approved online continuing education for private investigators. All courses have been designed "*by working investigators... for working investigators*" and no other online continuing education provider can honestly make that claim.

## Admissions Summary

**It is imperative that you read and understand the requirements and qualifications of becoming a Private Investigator in Georgia.**

Our admission requirements are as follows:

- You must be at least 18 years of age to complete this course.
- You must be able to meet all the Georgia licensing requirements to become a registered private detective employee to complete this course.
- You must have internet access to complete this course.
- You must have an email account to complete this course.

The Georgia Board of Private Detectives and Security Agencies licenses and regulates the private investigative industry in accordance with:

**TITLE 43. PROFESSIONS AND BUSINESSES CHAPTER 38. OPERATORS OF PRIVATE DETECTIVE BUSINESSES AND PRIVATE SECURITY BUSINESSES**

**GEORGIA BOARD OF PRIVATE DETECTIVE AND SECURITY AGENCIES ADMINISTRATIVE RULES CHAPTER 509**

To read these laws in their entirety go to: [Rules of Georgia Board of Private Detective and Security Agencies](#)

**How do I become licensed as a private investigator in Georgia?**

Licenses in Georgia are issued only to companies. The company must have an individual, either the owner, a partner, or an officer of the corporation or LLC, who is qualified by experience or education to be the holder of the license for the company. If you are interested in opening your own company, please refer to the [Information Sheet for Company Licensure](#) for specific details regarding qualifications and requirements.

**What are the experience and education requirements for qualifying for a private detective company license?**

Briefly, the experience required is two years, either in law enforcement, or as a registered private detective employed by a licensed private detective company. The education required is a four-year degree from an accredited college or university in Criminal Justice, or a related field of study.

**I am not interested in opening my own company; I just want to work as a private investigator for a company. What requirements do I have to meet to be employed as a private investigator?**

If you are interested in becoming employed as an investigator with a licensed company, you may be hired by a company without an experience requirement by the Board. However, you must be at least 18 years of age, and you must meet the minimum requirements established by the Board, as detailed in O.C.G.A. 43-38-7. The company is responsible for your training by a Board-approved instructor; however, you may attend Board-approved training classes on your own prior to being hired by a licensed company. The company is also responsible for submitting an [Application for Employee Registration](#) on your behalf within 30 days of your hiring.

## **Registration**

Registration for our online courses is easy and painless.

## Registration Instructions:

1. Visit our website at [http: PIeducation.com](http://PIeducation.com).
2. Visit the Course Catalog and Register on-line here: [Buy this course now](#)
3. Pay your tuition with a Visa, MasterCard, American Express.
4. Registration & tuition payment receipts will be used for class admission verification and you will receive a receipt via email.
5. You will receive a username and password (make a note of your username and password) via email to log into your course.
6. Log in to your course. You may log in and out of your course anytime by returning to our Home page and clicking on the “Student-Log In” link.
7. Registration is available 24 hours a day.
8. Students have one-hundred-eighty (180) days upon date of registration to complete each course and final examination.

All personal information submitted during the registration process is retained in our records. We record your contact information, date of registration, final examination results. Your school record is always available to the Georgia Board, you and your employer upon request.

For more information or questions on registration you may contact our online support at 615-953-3150 or email our director at [support@storyboardemp.com](mailto:support@storyboardemp.com).



## **Equal Opportunity and Non-discrimination Policy**

We are committed to providing equal opportunity and an educational environment free from any discrimination on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation or age. We adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations.

We are dedicated to ensuring access, fairness and equity for minorities, women, individuals with disabilities, and veterans (as covered by law) in its educational program.

PI Education and Storyboard EMP, LLC is committed to providing equal access educational opportunities for people with disabilities. We recognize that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from the university educational program.

PI Education and Storyboard EMP, LLC will adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal employment opportunity and equal access to programs for qualified people with disabilities. Applicants for admission and students requesting reasonable accommodations for a disability should call 615-953-3150 or email [support@storyboardemp.com](mailto:support@storyboardemp.com).

## **Tuition, Financial Aid and Refund Policy**

Our online course is very reasonably priced to assure our commitment to your education. We do not offer a financial aid program at this time.

We apologize, but we do not offer a refund of any kind on our online course. It is not possible to first acquire the information delivered electronically then say- "you know I'm not happy" after having access. The information or knowledge that the material is intended to convey, which is the product, in effect has already been consumed by you. Before registering for the course the Institute provides many avenues to contact the staff if you have questions or concerns ahead of time.

## **Job Placement**

We do not guarantee our students a job after completing our course. Any PI training provider that does offer “assistance” is only going to direct you to one of a few online job boards anyway. There are too many variables in the private investigation business, and we do not want to make empty promises and upset you if you do not land your “dream job” right away.

What we will do however, is to teach you how to market yourself, network properly in the right places, become attractive to potential employers and where to find PI employment listings so that you will have the edge over others competing for the same job opportunities. These concepts are so important that we’ve dedicated several sections of this course to them specifically.

As a student of our institution we will provide you with free access to our forums where you will have the opportunity to network, share ideas and receive more information with your instructor Thomas H. Humphreys, additional veteran PIs and other individuals just like you.

## **Online Attendance Policy**

We believe students must attend class if they are to be well prepared for the workplace. Student attendance in online courses is defined as active participation in the course. We have mechanisms in place for student participation, which can be documented by any or all of the following methods:

1. Completion of reading material;
2. Completion of Exam; and
3. Communication with the continuing education director.

If you are unable to spend the required amount of time on the course/sections you must notify director immediately.

It is imperative that you spend the minimum amount of time allotted for each section of the course. If for any reason you spend less time than the mandatory amount you must notify us, so we can assign additional coursework to you.

## **Online Student Support**

We take great pride in offering our students exceptional customer service and online support. We are available to you by phone, fax, email, instant messaging and the bulletin board.

Your online course is available to you any day, anytime! You can study and complete your reading and examination at your own leisure.

Please note that online support and administration is available Monday – Friday from 9:00 am to 5:00 pm CST. Contact 615-953-3150 or email our continuing education manager [support@storyboardemp.com](mailto:support@storyboardemp.com).

We are closed on Federal Holidays.

## Course Objectives and Syllabus

Per Georgia Administrative Rule 509-3-.06, a minimum of seventy hours of classroom instruction is required in a basic training program for private detective license holders and registered private detective employees.

The required course outline and the required amount of instructional time are below. All study material, printouts and associated instructional material will be provided online.

<b>Chapter 1</b>	<b>Registration and Orientation</b>	<b>1 Hr</b>
<b>Chapter 2</b>	<b>Introduction to the Private Investigation Industry History of Law Enforcement and Private Investigation Crime and Security in the United States</b>	<b>2 Hrs</b>
<b>Chapter 3</b>	<b>Industry Ethics for Private Investigators</b>	<b>2 Hrs</b>
<b>Chapter 4</b>	<b>Types of Investigations</b>	<b>2 Hrs</b>
<b>Chapter 5</b>	<b>Principals of Georgia Misdemeanors &amp; Felonies Laws and Elements of Crime and GA Criminal Procedure</b>	<b>4 Hrs</b>
<b>Chapter 6</b>	<b>The Laws of Arrest</b>	<b>4 Hrs</b>
<b>*Exam 1</b>	<b>Chapters 1-6</b>	<b>30 Mins</b>
<b>Chapter 7</b>	<b>Methods of Lawful Search and Seizure</b>	<b>2 Hrs</b>
<b>Chapter 8</b>	<b>Introduction to Crime Scene Investigation</b>	<b>2 Hrs</b>
<b>Chapter 9</b>	<b>Interviewing Suspects and Witnesses</b>	<b>2 Hrs</b>
<b>Chapter 10</b>	<b>Introduction to Process Serving</b>	<b>2 Hrs</b>
<b>Chapter 11</b>	<b>Sources of Information &amp; Information Brokers</b>	<b>4 Hrs</b>
<b>Chapter 12</b>	<b>Surveillance Strategies for Success</b>	<b>8 Hrs</b>
<b>*Exam 2</b>	<b>Chapters 7-12</b>	<b>30 Mins</b>
<b>Chapter 13</b>	<b>Basic Videography &amp; Photography Methods</b>	<b>2 Hrs</b>
<b>Chapter 14</b>	<b>Note Taking and Recording Information</b>	<b>2 Hrs</b>
<b>Chapter 15</b>	<b>Case Management and Investigative Report Writing</b>	<b>4 Hrs</b>
<b>Chapter 16</b>	<b>Rules of Evidence and Trial Methods</b>	<b>2 Hrs</b>
<b>Chapter 17</b>	<b>Court Courtroom Testimony</b>	<b>4 Hrs</b>

<b>Chapter 18</b>	<b>Court Records Research</b>	<b>4 Hrs</b>
<b>*Exam 3</b>	<b>Chapters 13-18</b>	<b>30 Mins</b>
<b>Chapter 19</b>	<b>Criminal Defense Investigations</b>	<b>2 Hrs</b>
<b>Chapter 20</b>	<b>Undercover Investigations</b>	<b>2 Hrs</b>
<b>Chapter 21</b>	<b>Domestic Investigations</b>	<b>2 Hrs</b>
<b>Chapter 22</b>	<b>Insurance Fraud Investigations</b>	<b>2 Hrs</b>
<b>Chapter 23</b>	<b>White Collar Crime Investigations</b>	<b>2 Hrs</b>
<b>Chapter 24</b>	<b>Executive Protection Service</b>	<b>2 Hrs</b>
<b>Chapter 25</b>	<b>The Business of Private Investigations</b>	<b>2 Hrs</b>
<b>*Exam 4</b>	<b>Chapters 19-25</b>	<b>30 Mins</b>

\*Each examination will consist of 50 questions. The exams are open book and open notes. There will be a comprehensive review prior to each examination. You must score a passing grade of 70%. A certificate of completion is issued upon completion of all 4 examinations and upon obtaining a passing grade on each exam.

Once you pass an examination you will see your results immediately. Upon completion of examination four you will be able to download and print out your certificate of completion. A copy of the certificate should be included when you send in your license application packet to the GBPSDSA.

## **Grading Policy**

- The evaluation of the student's performance in this course and a decision on the appropriate grade is the responsibility of the designated instructor in the course.
- Students are not to be allowed an extension beyond the 120 day period. Instructor will submit grades within a reasonable amount of time after course completion.
- The passing score for each examination is 70%.

**If for any reason a student fails an examination, the student will be allowed to retake the examination as many times necessary to pass the course. All re-takes must be complete within two weeks after the initial failure grade has been given to the student.**



## **Student Conduct and Academic Dishonesty**

As a private investigator you are being placed in a position of trust. As private investigators we follow a code of conduct and ethics.

PI Education reserves the right to dismiss or fail any student in violation of appropriate student conduct or academic dishonesty.

We are required by the licensing authorities to inform you that falsifying state records is a criminal offense.

By submitting proof that you took our course used for licensing purposes, you are unconditionally agreeing that the following statements are true and correct:

1. You, personally, studied the material presented in the course of instruction for the minimum amount of time specified.
2. You, singularly, completed the comprehensive examination.
3. You are the named student in our records and are not taking this course for another licensee.

As a safeguard against potential fraud and in order to provide you the convenience of this online format, we are also required to maintain training records and to conduct periodic audits to ascertain the identity of the person taking our courses for licensing purposes. Additionally, we must report all violations.

It is our desire to see every one of our students succeed in this exciting endeavor of becoming a private investigator. If you have any questions, concerns regarding our training program please do not hesitate to contact us.

### **Contact Information:**

PI Education  
a division of Storyboard EMP, LLC

Ph: 615-953-3150

[Support@storyboardemp.com](mailto:Support@storyboardemp.com)

Georgia Instructor No.: **CLTR001024**