



Updated December 1, 2016

Introduction to Private Investigation **Modules and Learning Objectives**

This course meets legislated knowledge-based training requirements for individuals seeking a private investigator's security license in the provinces of British Columbia. It has also been approved as the recommended training standard for the Province of Saskatchewan.

Private investigation is a diverse profession requiring a broad range of knowledge and skills. During the course of a career, a private investigator will work in many different areas: from insurance fraud and corporate crime to missing persons and executive protection. In every case, a private investigator must be equipped with basic skills and strategies to ensure effective outcomes for clients.

Introduction to Private Investigation is a comprehensive training course for individuals seeking to obtain the essential knowledge and skills necessary to enter this industry.

Delivered in four modules, this online course is equivalent to 60 hours of classroom instruction and covers the following learning areas:

1. Part I: Licensing, Liability and Safety (2.5 hours)

Upon completion of this module, you will be able to:

- Describe the skills, abilities, and qualities of a successful private investigator and the various investigative roles undertaken by private investigators
- Recall the requirements for obtaining and maintaining a private investigator licence and a private investigator business licence in your province
- Explain the need for insurance, the types of insurance and their coverage and limitations, and the obligations of a private investigator in an insurance claim situation
- Describe physical and emotional hazards that you might encounter while on the job and methods to combat them



2. Part II: Legal (5.5 hours)

Upon completion of this module, you will be able to:

- Identify the laws and legal systems impacting private investigations, and the duties, powers, and protections of a private investigator
- Recall the basic structure and processes of the Canadian court system
- Recall the basic procedures of the Canadian court system and rules of evidence
- Recall the basic principles of civil liability
- Recall the fundamentals of human rights legislation in Canada and the *Canadian Charter of Rights and Freedoms* and explain how they pertain to private investigations operations
- Recall the principles of privacy legislation in Canada
- State the fundamental principles that set out the policy framework for the interpretation of the *Youth Criminal Justice Act*

3. Part III: Basic Tools of the Trade (7.5 hours)

Upon completion of this module, you will be able to:

- Recall the principles and importance of professionalism and ethical conduct in the field of private investigation
- Explain the principles of communication, interviewing, and analysis of statements
- Explain the role for the investigator of observation and memory retention skills and methods to enhance them
- Describe the stages of an Investigation File and explain the difference between individual and team investigations
- Describe the requirements and benefits of report writing, and demonstrate the ability to write a complete, concise, unbiased report
- Explain non-restricted and restricted sources of information, the methods of gathering them, and the ethical concerns that apply to their use
- Describe the key components and strategies of the methodologies used to perform surveillance, and critical issues that investigators should examine prior to and during the course of their surveillance that might compromise their assignment
- Articulate the value of physical evidence in an investigation and in legal proceedings
- Describe proper procedures for seizing, copying, and storing video evidence



4. Part IV: Technological Aids (4.5 hours)

Upon completion of this module, you will be able to:

- Understand the capabilities of the Internet as an investigative research tool and use them effectively in an investigation
- Describe potential threats to digital information and how to avoid them
- Describe the three characteristics of cybercrime and explain why computer forensic specialists are necessary to retrieve digital data in a computer forensics investigation
- Describe the correct selection, use, and maintenance of video equipment in an investigation
- Describe the different types of tracking technology and the limits the law places on its use
- Define Technical Surveillance Countermeasures and why this service might be required

