

Comprehensive Review
Florida Investigator “CC” Intern Course (40 hours)

NITA FL CC 001

- Private Investigators in the state of Florida are governed by the Florida Statute 493 and Florida Administrative Code 5N-1.
- According to FS 493, all untrained persons, unlicensed persons, and persons who are not of good moral character that are engaging in the private investigative industry are a threat to the welfare of the public.
- An intern can be defined as an individual who studies as a trainee or apprentice under the direction and control of a designated sponsoring licensee.
- To apply for an Investigator “CC” license, an applicant must be 18 years of age and be of good moral character.
- A “CC” Class Private Investigator license must be sponsored by a designated sponsor who is a Class “C,” Class “MA” or Class “M” Licensee.
- Every agency must furnish all of its partners, principal corporate officers and all licensed employees with an identification card. This card will supply the investigator’s name, license number and if appropriate, the name and license of the agency.
- Each licensee is responsible for renewing his/her own license on or before the expiration date of the license.
- As a “CC” license, Investigators are permitted to bear a firearm but must also bear a Class “G” license as well.
- The “CC” sponsorship does not begin until the sponsor has submitted to the State of Florida the notice of intent to sponsor on the forms provided by the state.

NITA FL CC 002

- Any sponsor may not have more than six interns at once.
- A sponsor is required by law to certify a biannual progress report on each intern and must also certify completion or termination of an internship to the state.
- When applying for a Class “CC” Private Investigator Intern license, the applicant must submit proof of successful completion of a minimum of 40 hours of professional training regarding investigative techniques and FS 493.
- The Intern sponsor relationship is a two (2) year commitment based on a 40-hour work week. If there is overtime worked, this does not speed up the time line for the two years.

NITA FL CC 003

- Ethics can be defined as the discipline of dealing with what is good and bad and with moral duty and obligation.
- All investigations must be conducted with the highest standard of ethical practices.
- When gathering facts during an investigation, all investigators need to ensure that the information is gathered in an unbiased manner.
- Private Investigators are never above the law.
- One of the most important roles of an Investigator is to maintain and enhance the relationship between the Investigator and the client. Communication is the key to this relationship.
- Investigative advertising should be held to a high standard and maintain “truth in advertising.”
- While working on an investigation, the Investigator needs to make regular updates to clients, informing them of the investigative progress.
- As an Investigator, you need to take precautions to ensure that the investigation is not tainted by favoritism, impropriety or personal gain.

NITA FL CC 004

- When conducting an investigation, Investigators are not required to notify local law enforcement. However, at times, this notification may be prudent.
- All details of the investigative case are property of the client and the Investigator must keep the confidentiality of the case intact. Investigators are under no obligation to discuss the details of the case to law enforcement agents.
- Invasion of privacy is an encroachment upon the right to be let alone or to be free from publicity.
- If an individual thinks that there is a right to privacy, then the Investigator has to respect this. This would include a high privacy fence and within the confines of the subject's home.
- Trespass can be defined as a person who, without being authorized, licensed, or invited, willfully enters upon or remains in any property other than a structure or conveyance.
- As an Investigator, you cannot enter a property, house or building through illegal methods.
- In the state of Florida, audio surveillance is not legal during surveillance investigations.
- The only audio taping that is allowed during surveillance must have permission of a judge with justifiable cause.

NITA FL CC 005

- By definition, surveillance is the watch or observation over another person or group.
- The goal of surveillance, in most cases, is to observe others without their knowledge, observe behaviors and report the facts.
- During surveillance, the use of a GPS tracker on a person's vehicle is legal when the owner of the vehicle provides permission to use such a tracking device.

- Surveillance vehicles need to be as unnoticeable as possible. Remove all stickers, license plate frames and make sure that your vehicle's color is not too flashy. Vehicle tinting as required by law is highly recommended.
- One of the first steps in surveillance is the intake of information which includes obtaining the correct information on the subject.
- Pre-surveillance includes obtaining descriptions and photos of the subject and utilizing Internet search options to confirm intake information and find additional information on the subject as well.
- Scheduling of an investigation needs to first and foremost follow the client's instructions.
- When necessary, Investigators should register their tags with the police. A few reasons include:
 - it can help keep your cover
 - if a neighbor reports a suspicious vehicle, you are already registered
 - if something goes wrong, the police know you are there.
- Always be prepared during surveillance. This includes, snacks, waters, extra batteries, equipment charging devices, and extra clothes.
- There are two distinct types of surveillance: urban and rural. Both require different preparations.
- Due to the layout for rural areas, typically, the use of two Investigators is recommended.
- Different types of investigations to compliment surveillance include activity checks, background checks, investigative canvasses, locates, recorded statements and scene investigations.

NITA FL CC 006

- In order to write a successful investigative report, all good investigations start with field notes.
- Every report must contain and answer the following questions: who, what, where, when and how.

- Pre-investigative work will include gathered information from the client, Internet searches and scheduling of the case according to the client's instructions.
- When taking field notes, successful Investigators use a combination of video documentation, voice recording and note taking.
- Field notes need to include the following: date of investigation, start and end times, description of the area, description of the subject, details of the activities and chronological documentation.
- Successful reports will include header notation of the client information, header information with the subject's data, a summary of the investigation and video obtained.
- As an Investigator, proof reading your report for accuracy is extremely important.
- Proofreading will include looking for accuracy of the investigation, following client's instructions, chronological order of the investigation, video documentation and grammar/spell check.
- During proofreading, you need to check for punctuation, capitalization and spelling.
- For punctuation, make sure you use complete sentences, use commas correctly, and rarely use a question mark or exclamation point.
- For capitalization, make sure you capitalize the first word in a sentence, when quoting and when using proper nouns.
- For spelling, always use your spell check prior to sending out a report.

NITA FL CC 007

- Several items that an Investigator's vehicle needs to be properly equipped with include window tinting, properly functioning vehicle parts (blinkers, mirrors, etc.), emergency bags, first aid kit and charging outlets.
- Pre-Investigative equipment includes maps, directions, subject's information and client's instructions.

- Video cameras need to be equipped with zoom lens, chargers, mounting equipment, ability to capture night video and covert camera taping.
- Additional equipment needed for Investigators includes binoculars, batteries as needed, change of clothes, snacks/food field notes equipment.
- Vehicles need to be chosen properly and equipped with proper investigative needs.
- The video camera is essential for the Investigator and must be chosen carefully.
- A key piece of equipment for Investigators can include a Dictaphone which can optimize your field procedures by allowing you to watch and take notes at the same time. Dictaphones can help to create a detailed surveillance report.
- A camera/photography can be utilized by Investigators to obtain an ID shot, to document subjects during rural surveillance when you have to park far away. Cameras/photography typically are used during scene investigations.
- When conducting audio recording, make sure that you research all of the laws on all of the states involved as each state has different laws governing audio recordings.
- When conducting a phone call, the best plan is to get the consent of all parties before recording the call.
- “One-party consent” law by federal law permits the recording of telephone calls and in-person conversation with the consent of at least one of the parties.
- “Two-party consent” laws are required in 12 states to include Florida. This law requires consent of every party on a phone call in order to make the recording lawful.

NITA FL CC 008

- Interviewing can be defined as a conversation between two or more people where questions are asked by the interviewer to elicit facts or statements from the interviewee.
- There are five types of interviews that can be conducted: complainant, witness, suspect, subject, and miscellaneous.
- To be a successful interviewer, you need to have tact, skill, training, preparation skills and experience.
- As an interviewer, you must be impartial and tolerant. You are not to judge or enter into the situation with pre-conceived outcomes.
- There are several types of interviewees: competitive, helpful, wordy, closed mouth and uncooperative.
- The extremely helpful type of interviewee will give you way too much information and want to gain your attention and be very important to the investigation.
- There are several forces that discourage talking: persons involved in a crime, fear of reprisal, desire to protect, fear of becoming involved, lack of memory and fear of embarrassment.
- Additionally, others may talk due to fear of consequences of withholding information, desire to please, desire to become involved, desire for revenge, transfer of blame and reward.
- As with surveillance, when interviewing, you must start the case with a pre-investigation and gather as much information as possible.
- Prior to starting an interview, you must gain permission to initiate the interview and capture this on the recording.
- The process for the interview includes the preparation, the opening, the body and the closing.
- To conclude the interview, make sure to ask if the subject has anything else to add and ask for permission to end the interview.

NITA FL CC 009

- Florida is an Open Records State.
- The most extensive of all Open Records Laws are in Florida known as the Florida Sunshine Laws.
- All state, county and municipal records are open for personal inspection.
- Public record is defined as all documents, papers, letters, maps, tapes, photographs, sound recordings, data processing software or any other material in connection with the transaction of the official business by any agency.
- The Florida Sunshine Laws require that meetings of boards must be open to the public, reasonable notice of meetings must be given, and minutes of the meeting must be taken.
- Requests for information of records can be made in person, over the phone or in writing. By law, you do not have to disclose the reason for the request.
- Arrest reports are generally considered to be open for public inspection.
- If a record is exempt from public records, the custodian of the public record, when asked, must state in writing the reason for concluding that the record is exempt.
- There are records that are nonpublic which include communications of a personal nature, student records, student directory information and personnel records.
- Social Security Numbers held by an agency are to remain confidential and exempt from public disclosure.
- State and federal statutes exempt driver's license numbers as well. The Driver's Privacy Protection Act limits public access to certain parts of a driver's license records.
- Criminal intelligence or investigative information containing the identifying information regarding victims of certain sexual or child abuse offenses is also considered confidential.

NITA FL CC 010

- Personal computers are an essential part of an Investigator's job.
- Software needed for Investigators include word processing, flash media player and anti-virus software.
- Social networking sites are invaluable to Investigators; however, all Investigators need to thoroughly research information to ensure the accuracy of the data obtained.
- Several of the most popular Social Networking sites include Facebook, Twitter, Instagram, LinkedIn and Google +.
- Internet searches are free to the user and there are several paid data based subscription services as well.

NITA FL CC 011

- There are two main acts that govern Investigators which include the Fair Credit Reporting Act and the Gramm-Leach-Bliley Act (GLBA).
- The Fair Credit Reporting Act is a federal law that regulates the collection and use of consumer information.
- The Fair Credit Reporting Act forbids any person from obtaining a Consumer's Credit Report without a "permissible purpose."
- The main purpose of the Gramm-Leach-Bliley Act was to address several banking and financial issues at the time.
- For Investigators, the GLBA, states that any non-public consumer financial information that is gathered under false pretenses is against the law.

NITA FL CC 012

- Locating individuals can be done through phone calls and Internet searches.
- Basic Internet searches include Google, Yahoo and Bing.
- Social media can be an overwhelming source of information as well to include Facebook Twitter and LinkedIn.
- One of the first searches that can be conducted on a subject includes a business and corporation search by researching yellow pages, white pages, 411.com and directory assistance.

- Uniform Commercial Code (UCC) filings will determine if there is a known business associated to the subject.
- Property assessment and deeds can determine home ownership and possibly determine a subject's address.
- Motor vehicle searches check the subject's vehicle record but don't forget to search for motorcycles, RV's and boats.
- Additionally, searches can be performed to determine if the subject owns water crafts and FAA crafts.
- There are several databases to search that provide licenses and registrations which include Driver's License, professional licenses, pilot's licenses, hunting and fishing licenses to name a few.
- When attempting to locate an individual, the court system is an excellent source of information.
- Once an Internet search is completed, the next step is the physical locate as well by utilizing the information obtained from the pre-investigation.
- Challenges to finding an individual include the fact that some individuals just don't want to be found and are 'in hiding.' This may require creative means by the Investigator to locate the subject.
- Background investigations are similar to locates but usually are requested to determine past behaviors.
- Most background investigations will need to be completed by subscribing to database services.
- Credit reports are a great source of information on a subject but you must first obtain permission from the individual as discussed in the Fair Credit Reporting Act.
- Conviction history checks can provide information on the subject as collected by the Florida Department of Law Enforcement.
- Employment verification can be checked, but requires calling each employer to check the subject's work status or history.

NITA FL CC 013

- Evidence can be defined as everything that is used to reveal and determine the truth.
- Truth can be defined as true or conformity with the fact of reality, or verity
- Presume can be defined as taking for granted, assuming or supposing.

- Burden of proof is the obligation to offer evidence that the court or jury could reasonably believe.
- Direct evidence is evidence from a witness who testifies to the truth of the facts that are trying to be proven.
- All evidence gathered in an investigation needs to be treated with care to include video, photography, interviews, notes and recordings.
- In surveillance investigations, Investigators need to have a procedure and a process to handle all evidence.
- Rules need to be established for gathering information from the field, note taking and documentation, video uploads, compiling of the reports and storage of all evidence.
- DNA samples and database collection are covered by Florida Statute 11D-6.
- For auto accident investigations, Investigators need to arrive on scene as soon as possible in order to gather the most up to date information.
- The most common workplace accidents include slip and fall accidents, manual work activities, moving equipment/vehicles, job hazards, and accidents.

NITA FL CC 014

- Executive protection is covered under Florida Statute 493.
- Class “C” license and Class “CC” licensees may perform bodyguard services without obtaining a Class “D” license. Security officers need a Class “D” License.
- Executive protection refers to security measures taken to ensure the safety of VIP’s or other individuals who may be exposed to elevated personal risk. The most common individuals who require executive protection include celebrities, political figures and private, wealthy individuals.
- Executive protection ranges from a couple of hours to long-term or full time employment.
- The main goal of executive protection is to meet the needs of the client and keep the client safe.
- Dignitaries in a foreign or remote part of the world are most likely to be involved in an assassination attempt and would require executive protection.

- Crime is a large risk for executive protection as many that require this service have possessions that many others covet and can make the client a target.
- During executive protection, you will need to make sure that your client is not embarrassed in the public eye to include following proper protocols, being tardy to events, accidents, or anything else that might cause your client embarrassment.
- Your client may have many personal issues that need to be addressed in executive protection which could include sicknesses affecting performances, personal preferences, and rules about how to handle the client's family.
- There are many environmental factors that need to be considered that can affect your client which include bad weather, extreme temperatures and severe weather that can alter scheduling.
- During executive protection, your client is depending on you to stay one step ahead of any situation and you must be prepared for all emergencies and unexpected situations. This could include traffic jams, emergency contacts and places to avoid crowds if necessary.
- Planning is a key issue during executive protection to include evaluating the environment, evacuation plans, equipment checks, and never letting your guard down to name a few.
- Skills needed for executive protection include professionalism, honesty, communication skills, discreet behaviors, excellent driving skills and emergency skills to name a few.
- When working with difficult clients during executive protection, Investigators must learn to deal with all situations and maintain professionalism throughout the entire detail.
- Booby traps and explosives are part of executive protection detail and you must always be weary of unknown packages and unidentified objects. Being suspicious of your surroundings will ensure a successful protection for your client.

NITA FL CC 015

- If you spot suspicious terrorist activity, you need to note the following details: size, activity, location, uniform, time and equipment.
- Those who commit terrorist acts usually live among us.

- Terrorists often need training or equipment that will arouse suspicions.
- Be alert to possible terrorist activity by knowing who your neighbors are, what cars are normally in the neighborhood, normal deliveries in the neighborhood and being alert to possible trouble.

NITA FL CC 016

- Case preparation is the most important element in being a good court witness.
- Basic tools for case preparation when preparing for court include good notes, accurate documentation, and evidence and witness statements.
- All evidence collected needs to be collected with a high standard of ethics, needs to be reliable, have a chain of custody, be accurate and stored in a safe, secure place.
- Even the smallest of details from a statement can be called into court, so as an Investigator, you need to ensure accuracy and reliability in all statements collected.

NITA FL CC 017

- As an Investigator, if called into court, you are required to appear, no exceptions.
- It is the Investigator's responsibility to know the address, time and date of the court hearing and what is expected of you.
- When appearing in court, you must dress appropriately and professionally.
- While in court, enter the courtroom when instructed by the court official and wait until called upon to take the stand, follow all court room proceedings and answer all questions with integrity.

NITA FL CC 018

- Review all notes before the trial to include field notes, case notes, final reports, video, statements and all other evidence.
- Have at least one conference with the attorney prior to the trial.
- Remember you are representing your client at all times and your testimony is a reflection of not only you but also your client.

- When presenting evidence in court, it's the Investigator's responsibility to make arrangements for all documentation to be presented in court.

NITA FL CC 019

- When an Investigator is called into court, you are to report the facts. Don't make inferences or judgments, but just present the facts.
- Proper conduct by the witness includes avoiding conferences with other witnesses, not engaging in loud talk or drawing attention to yourself, don't attempt to be too friendly with court officials and don't examine evidence in court.
- Your appearance should be professional and in good taste. Your appearance can influence the judge's feelings and the jury as well.
- Before testifying, it's good to refresh your memory of the evidence. Make sure you speak in your own words and speak clearly.

NITA FL CC 020

- When approaching the court as a witness, stand correct and tall and don't appear uncomfortable.
- Make sure that you use the proper language; address the judge as "Your Honor" and the trial lawyers as "sir" or "ma'am."
- Common tactics used in cross-examination include rapid fire questioning, overly friendly attitude, mispronouncing the Investigator's name, demanding a yes or no answer.
- The easiest way to lose your case is to arrive unprepared and get into an argument with the opposing attorney.

NITA FL CC 021

- One of the best ways to improve as a witness in court is to self-evaluate your previous court performances.
- Several questions to ask yourself during an evaluation: did you anticipate the challenges presented, were you comfortable with the substance of your testimony and did you anticipate the questions?
- Evaluate your body language: did you sit up straight, did you speak clearly into the microphone and did you act professionally?
- Make sure that you keep all of your materials neatly organized and in front of you.