Attention New Students:

While developing your careers in private investigation, you will probably have the opportunity to examine other courses, books and training materials. If you should notice that DTI’s materials are being misused in any manner would you please notify Mr. Kassel via mail or e-mail at ArtKassel@Cox.Net

Thank you
INTRODUCTION TO PRIVATE INVESTIGATION

A Home-Study Correspondence Course in Private Investigation

Detective Training Institute
Post Office Box 909 ● San Juan Capistrano, CA U.S.A. 92693

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Dear Student,

Welcome to the Detective Training Institute!

You have selected the right school . . . the most trusted name in PI training. By choosing DTI, you have taken the first two steps toward becoming a professional private investigator (PI). First, by enrolling you have acted on your need to gain training, which is necessary for all PIs. Second, you have selected the most professional training school able to fulfill your needs in the fastest, most economical, and most complete way.

Yes, DTI stands out from other schools and courses: Our school emphasizes development of top investigative skills using the highest ethical standards, and that sets it apart from other schools and courses. DTI uses several breakthroughs in providing real experience with hands-on activities to provide the most effective modern techniques and tactics for your training program. We interweave these with a series of multiple training components that continually establish, build, and refine your essential skills.

The Master Detective Course lessons provide comprehensive in-depth training in investigative techniques and skills. You then integrate the learned techniques with real, in-field Detective Exercises – which are the cornerstone for quickly mastering investigative skills and identifying your growth points – and receive access to DTI’s multimedia library to teach you proven, cutting-edge techniques that would otherwise be difficult to demonstrate in the printed lessons. You will begin to realize the importance of receiving training in the investigative skills that clients are seeking most. But that’s not all. To keep abreast of the newest techniques, inside trade secrets, and profitable business ideas, you will receive instruction on many Special Topics, plus another special section of Resource Documents with reference information from hundreds of government and private agencies that you can use immediately for helpful information when conducting investigations.

Finally, to allow you full participation in the technological revolution that has impacted modern investigative work, you will receive an equipment catalog with hundreds of investigative products used in the profession today. You will become knowledgeable with their use and learn how to incorporate them with investigative techniques to increase your effectiveness as a PI.

DTI links all of the above components logically so that they build upon one another. Our training forms a coherent, comprehensive approach that no other school has even attempted.

Further, DTI’s training methods make learning new investigative techniques, procedures and technologies faster and easier, allowing you to quickly build a broad range of investigative skills and knowledge.

This is a brief description of the training program you will experience. We are confident that it will work for you, because it has worked for so many others. Many DTI graduates have successfully begun careers in private investigation. In fact, DTI has been recognized by many detective agencies and organizations throughout the United States and in many foreign countries for high training standards and for helping new investigators complete certification requirements.

Please keep in mind that the entire DTI staff looks forward to working with you – and you have our best wishes for good luck and good learning.
A Message from Your Director

Today’s private investigator must not only be well-trained in modern techniques to succeed but will have a strong code of ethics as well.

You have decided to train as a private investigator (PI) at a very opportune time. Demand for investigative services is greater than ever before, and entry into the field is easier today than in the past. But detective agencies and insurance companies have often become frustrated finding properly trained investigators for today’s modern agency.

Much has changed in technology, especially in the global digital arena where records are now made more accessible. With computers and new technologies comes the explosion in voice mail, business emails, and electronic documents, which has not only threatened privacy, but has opened up new e-discovery wars in the courtroom and a need for PIs to be properly trained in obtaining and preserving e-evidence. New social networks such as MySpace and Twitter have over 200 million profiles and now require PIs to learn new methodologies for conducting background checks. And, anonymous email and Internet crimes now require investigators to track down digital footprints and identify the internet protocol (IP) of the holder’s real name and address in order to bring violators to justice.

But with new technologies brings illegal and unethical conduct. There have been recent incidents in which PIs have been brought into the spotlight for engaging in serious illegal acts such as accessing private phone, bank, and credit records. Technologies such as GPS placed in cars and Bluetooth in cell phones allow for illegal tracking of people’s movements and eavesdropping on phone calls. As a result, some PIs have received lengthy prison sentences, and state licensing bureaus are now very careful about who they license.

Small wonder that today’s most successful and effective private investigators are proving to be those with comprehensive training in the latest investigative techniques and those who have an understanding and application of a strong code of ethics. This is precisely what your DTI program brings you.

Through extensive research and application of the most promising new investigative procedures, coupled with in-depth training on professional ethics to help you make the right decisions, DTI will prepare you to become a fully functioning professional private investigator to achieve success in the marketplace and begin building a solid reputation as well.

The instruction in your course is clear and easy to understand. And, you will have the full support of our faculty and staff when you need it. Qualified instructors and experienced PIs will answer your questions and address your concerns. No detail is too small to receive full consideration. Even though you are training at home, you are never alone – our full services are available to you throughout your training program.

Again, welcome to DTI, and good luck in your course. I look forward to seeing your name on our list of distinguished graduates.

Art Kassel
Director
Opportunities in Private Investigation

There Is a Growing Demand for Private Investigators

A look at the facts tells you that there are many opportunities and tremendous income potential in private investigation.

The law of supply and demand tells the story. Every day the opportunity to serve clients and increase your income is steadily growing because:

- Crime and insurance fraud are exploding at a record rate, brought on by a weak economy, drugs and gang violence, and public law enforcement can only handle part of the problem.
- More people than ever find it necessary to seek the services of private investigators for personal, family, and private matters.
- More businesses than ever before hire private investigators – many on a full-time basis – because they require the full-time allegiance and confidentiality to the client that private investigators are known to keep. AND...
- There are not enough properly trained private investigators in the United States to meet the increasing demands.

What Does This Mean for You as a DTI Graduate?

It means you can operate successfully as a qualified investigator and begin supplying services to clients in the following areas:

- Criminal and Civil Investigations
- Trial Preparation
- Personal Injury
- Accident Reconstruction
- Narcotics in the Work Place
- Marital Investigation
- Automobile Repossession
- Missing Persons and Skip Tracing
- Computer Crime Investigations
- Workers’ Comp Investigation
- Internal Theft & Loss Prevention
- Arson Investigation
- Industrial Espionage Investigation
- Product Liability Investigations
- Background Investigations
- Medical Malpractice Investigation
- Electronic Countermeasures
- Insurance Investigations

Specialized Training Plus the Desire to Succeed Equals Career Opportunity and Financial Security!

Whether you start out by working in a detective agency at $15 to $30 per hour, start as an independent investigator and bill out your services at $40 to $125 per hour, or expand into a multi-service detective agency with revenues in excess of $250,000 per year, the potential for growth and income is outstanding. This field offers tremendous opportunity to individuals who have the self-discipline, self-motivation, and perseverance to gain training as a private investigator.
Benefits of a New Career As a Private Investigator

Few careers offer the challenge, excitement and intrigue that private investigation does. And, it’s a field where you can work for someone else, or start your own agency. Either way, you will be making important decisions and acting on your own. As an action-oriented individual, you have made an excellent career choice. There are also a number of other advantages not found in other careers. Let’s look at them:

✓ Private investigation involves many varied activities. One day you’ll be wearing a business suit, meeting with clients. Another day you’ll be videotaping fraudulent insurance claims, making arrests or testifying in court.

✓ You can gain your training at home, in your spare time. No need to leave your current job. And later, you can start your own business and run it from your residence.

✓ You do not need college or prior training, and can learn private investigation in a short period of time by following easy step-by-step procedural skills.

✓ You will become street smart and clever, and learn how to employ ingenious investigative techniques to outwit your adversaries – all legal and ethical.

✓ Private investigation training can be used to help you grow and develop to your full potential – both professionally and personally.

✓ People around you will recognize a remarkable increase in your ability to think more logically and resolve difficult problems more easily.

✓ You can command professional fees by providing specialized investigative services to clients that only a private investigator can provide.

✓ Private investigation is a profession in which husbands and wives, and couples, work well together as a team.

✓ Best of all, private investigation is a well respected profession that offers numerous opportunities.
For Whom the Course Is Intended

Open Enrollment Policy for Inexperienced People

There are no academic or experience prerequisites for enrollment in your detective training. The Detective Training Institute has adopted an Open Enrollment Policy, and will accept any student into the investigation course who can benefit from the instruction. While it is always to your advantage to have your high school diploma or GED Certificate, it is not required for enrollment. It is essential, however, that you have the ability to read and write at a mature level, can display average intelligence, and have a sincere desire to learn private investigation.

Detective Agency Owners Seeking to Stay Current or Modernize

DTI’s training has proved valuable to detective agency owners seeking to upgrade and revitalize their agency operations, achieve highest efficiency, and take advantage of proven modern technology. Many agency owners have used our training to learn more about the latest techniques and opportunities, and to train their employees to gain a competitive edge and offer top-notch services.

Retired or Current Law Enforcement or Public Service Personnel

Retired law enforcement persons who are seeking a second career find DTI training combined with their former knowledge of law enforcement an easy transition into private investigation with many new opportunities. Current law enforcement persons enrolled in DTI’s course learn new and creative investigative techniques separate from their standard and established ways in which they have been trained. Law enforcement persons are public servants who must conform to established methods of investigation, while private investigators are profit-motivated and must be very creative in their techniques to survive in the marketplace. Firemen and other city employees have a grass roots knowledge of “the system” and adapt fairly easy to new training in the private detective profession.

Hotel, Corporate, Airport, and Private Security or Guard and Patrol Services

With the widespread development of security companies, many career positions have been created that require private investigation skills. Security directors and security guard personnel find DTI’s course the best opportunity to upgrade and learn new investigative skills. They usually find that advancement becomes very quick and easy. They take on new responsibilities and expand their current skills to the investigative aspects of their current jobs or seek new career opportunities in investigative-related security work.

Insurance Adjusters

Insurance investigations are common in private investigation. Insurance adjusters would benefit greatly by learning investigative techniques that they could apply in their day-to-day work while investigating insurance fraud.
**Paralegals, Attorney Office Personnel and In-House Investigators**

Many legal personnel find that learning private investigation can greatly supplement their legal services. They also find the transition into the profession quite easy. Many in-house investigators find DTI an excellent training program to upgrade their investigative knowledge and abilities.

**Process Servers**

Many investigators start out as process servers to learn the basics. They can then easily upgrade their position and status and become investigators through DTI training.

**Correctional Agency Personnel**

Many correctional officers who combine their on-the-job experience with DTI training can greatly increase their job effectiveness by expanding their investigative capabilities. Many incidents in the correctional field require “con-wise” investigations, and DTI training gives the correctional officer added confidence and effectiveness in dealing beyond the initial violations.

**Military Police or Military Personnel**

Military police will find DTI’s course an excellent training supplement to their already current military police training. For military police and military personnel leaving the armed forces, they will find easy transition into the private investigation or related field because of their suitable background and job commitment capability.

**Opportunities for Women, Men, and Couples**

There are numerous opportunities for women in private investigation. All well-run detective agencies employ women in many different areas. Many women have developed excellent skills in mastering telephone pretext techniques to obtain information, and have proved to be less conspicuous when conducting many surveillance operations. Man and wife teams, or couples, are very effective in private investigation because they fit in so easily, and can often devise a very effective division of labor for highly efficient operations.

**Healthy People without Impeding Handicaps**

Students must be in general good health, without impeding handicaps. Many people with minor handicaps have been very successful in private investigation. However, the key is to determine how the health conditions affect the ability to carry out assigned tasks, and assuring that required activities will not endanger anyone’s life or compromise the objective of any investigation.

**Persons with Valid Purposes and Suitable Backgrounds**

Detective Training Institute’s students must have good moral character and be dedicated to serving the purpose of private investigation, justice, and the law. Dedication to serving valid and lawful purposes of clients is also a requirement. Enrollments cannot be accepted from individuals who would use the instruction for unlawful purposes, or to take advantage of clients. Enrollments cannot be accepted from individuals who have ever been convicted of a dangerous felony (traffic and juvenile offenses excepted), or from individuals with a history of personal maladjustments or treatment of mental conditions or disorders.
What You Will Learn and How

A variety of learning activities have been incorporated into your training program. A number of these learning tasks closely match actual private detective assignments, and in some cases you will be asked to participate in the real field assignments.

These activities have proven to be highly interesting for persons wanting to be private detectives. You will find them to be stimulating – and fun to do. All of the activities provide instruction and information recognized to be necessary and valuable for private investigators. Your courses include:

Master Detective Course

Your course lessons have instruction on the many different tasks and the skills required to do the job of an investigator. You will learn techniques, methods, and procedures to start and properly conduct an investigation. You will receive instruction on the individual tasks that make up each assignment, and you will learn all of the factors that must be considered to complete an investigation. Your lessons also cover the elements of crimes, investigative principles and procedures, laws, and basic and general knowledge of private investigation. The instruction in your course lessons will give you a strong background to enter this exciting field, and to work effectively as a private investigator.

Hands-On Detective Exercises

Only by carrying out assignments in the field can you get the experience you need as a private investigator. DTI gives you that experience with real field activities. You will be given specific directions and the guidance necessary to confront investigative challenges with the confidence that you are following established procedures, and gaining the skills necessary to operate effectively as a private investigator.

You’ll engage in actual vehicle and foot surveillances, trace phone numbers, run criminal histories – and perform many of the other tasks that must be accomplished by investigators on a regular basis. Although not mandatory, the field assignments earn bonus points for the students who do them, and provide a documented record that assigned tasks can be carried out as prescribed. Detailed instructions are provided with each of the field assignments.

All of the above Detective Exercises correspond to the learning objectives in your Master Detective Course lessons. In completing these “hands-on” exercises correctly, you will be gaining assurance that you are able to perform the many tasks that are so necessary in private investigation.
**Multimedia Training Library**

As part of DTI’s comprehensive training program, you’ll receive exclusive access to our multimedia library with resources designed to teach you proven, cutting-edge investigative techniques. You’ll have the opportunity to study the inner workings of a real detective agency by listening to recorded phone calls with a PI agency. These recordings have been selected by DTI from hundreds of actual private detective cases for their instructive value and effectiveness in conveying the wide range of investigative services requested by clients. You’ll sit in the chair of a private investigator as you hear the clients’ anxiety, grief, and uneasiness in explaining their predicaments.

DTI also collaborates with proven PI sources to acquire professional training videos and make them available to you. In addition to gaining permission to use high quality, in-house videos produced by actual PI agencies, DTI has carefully reviewed and collected the most reliable videos from public and online sources. These self-paced instructional videos give you the opportunity to observe investigative practices that would otherwise be difficult to demonstrate in printed lessons. You’ll have access to our entire multimedia library as you work with DTI to build a solid career in private investigation.

**Special Topics and Resource Documents**

To give you access to the newest techniques, inside secrets, business ideas, and many other related subjects, DTI includes Special Topics with instructional material for over 90 subjects. Much of this instruction is essential to your career development and success, and this instruction is not provided by other schools. This special instruction will enable you to earn extra dollars in providing additional service for your clients.

Then, to give you access to information all private investigators must have, DTI includes Resource Documents. You will have access to vital information from important directories, indexes, guides, checklists, and many procedural steps that are necessary in certain investigations. You will have immediate access to hundreds of government and private agencies to get the information you need.

**Equipment Catalog**

Today’s private investigator must often use specialized equipment to get the job done. There are hundreds of products that can be used to collect evidence, document activity, or provide security and protection for an investigator and his clients. High-tech equipment is routinely used today in many types of investigations. Along with protective gear and identification devices, there is surveillance equipment that enables PIs to follow and photograph a subject to document his or her activity that otherwise could not be obtained.

Your 200-page Equipment Catalog will be sent to you as you progress in each phase of the program. The catalog will familiarize you with hundreds of products used in the investigation profession, and to show you how these items apply to specific investigative techniques you will be learning.

DTI does not require you to purchase any equipment to complete your training, and the catalog is only included for instructional purposes. When you graduate you will receive a confidential list of companies that specifically sell equipment to private investigators and law enforcement.
Benefits of Distance Education

What Is Distance Education?

Generally, we think of distance education taking place when students are not physically present with the teacher, and it has become a preferred alternative for millions of people who seek training for new careers. Also referred to as correspondence or home study instruction, distance educational institutions provide lesson materials in a sequential and logical order for completion by students on their own time.

Advantages of Distance Education in Private Investigator Training

There are many benefits that learning at home has over classroom instruction. Some of these include studying and learning in the comfort of your own home in time periods that are most convenient and most productive for you. Then too, you will be able to progress at your own pace without having to keep up with a “fast” teacher or slow to a crawl waiting for other students to catch up. Distance education saves you the dollars and time required for travel, and dormitory room and board, and is especially convenient for students living in rural areas or busy congested cities. Generally, the curriculum is much stronger and well organized, and each student gets “all of the instruction” without missing lessons for non-attendance in class. Distance education is of especial value for people who are training for a new career while working at a full-time job, and for personnel in the armed forces who are training for transition to a civilian occupation.

In-Classroom Training — Advantages and Disadvantages

Advantages — Students in a classroom have the advantage of being able to ask questions of the instructor directly, while distance students must ask questions on the telephone or write to an instructor. The students are also with other students and compete directly with them in class.

Disadvantages — There are only a few schools in the United States that focus on teaching private investigation. Many resident schools teach a combination of security and private investigation. Students must travel to these schools, and pay expensive tuition — between $4,000 and $5,000 plus the travel costs and expense of room and board. The instruction of these schools generally deals with the laws and practices of that local area, which may be very different from the procedures in the state and county where you live. The curriculum of these schools is generally much weaker than that of DTI, and generally focuses more on the social distractions and “war stories” of the instructor’s career rather than on the principles of private investigation.

In Conclusion

Surveys have concluded that private investigation is best learned in the privacy of one’s home and at the student’s own pace. Students who learn private investigation at home and conduct field exercises in their own community become much more self-reliant and goal-oriented and can better construct meaning from reading and following written instructions, which is the prerequisite and qualifications of a good investigator. Students who learn private investigation through distance education attain a much higher degree of success.
How to Meet Legal Requirements and Start as a Private Investigator

State Licensing Requirements

Licensing laws for private investigators vary from state to state. Some states have no laws governing licensing while other states have specific licensing policies, which generally relate to minimum age and experience requirements. In these states, minimum age for license holders varies from 18, 21, or 25 years of age. There are no maximum age restrictions. Some states require a degree or in lieu of a degree at least two or three years of on-the-job experience as an investigator trainee working in a detective agency to qualify for state licensing.

The Purpose of State Licensing

Where licensing laws exist, they have been enacted to protect the client – to assure that an investigator has both the training and experience to deliver ethical services for which a client contracts. It is not unusual, therefore, for states to require on-the-job experience, a written exam, and a personal background check before issuing a state license.

Getting employed by a detective agency, on the other hand, normally only requires a simple oral interview and proof of training at a nationally qualified training school, such as the Detective Training Institute.

How to Start Your Career Immediately

Remember, state licensing laws do not restrict you from learning private investigation, or conducting your own personal/private investigations, or working in a detective agency under someone else’s license. Licensing only limits you from advertising and soliciting business from the general public, and sets the standards regarding your level of training and experience, to assure that clients are dealing with experienced and reputable investigators.

DTI recommends the following steps to start your career as soon as you graduate, or even before while still completing your course work.

- **First** - Study consistently throughout your DTI course and earn your diploma. This will be the backbone that enables you to start your career, and it will document your mastery of a substantial body of professional knowledge. Complete as many of the Detective Field Exercises as possible to perfect your skills as a professional investigator.

- **Second** - Be sure to complete the following Detective Field Exercises in this first Study Unit: “Getting to Know Private Investigators in Your Community,” “Market Survey of Legal Process
Servers in Your Community,” and “How State Licensing Affects Your Training as a Private Investigator.” These assignments are a vital source of career information to give you clear direction for what you need to do to start your new career.

- **Third** - You can start your own “investigation-related business” at home in your spare time, as a stepping stone to getting licensed. If you start a Process Serving Business, for example, you can apply techniques that you are learning, and get paid for doing it. You will be able to perform many of the same services provided by a licensed investigator, including surveillance work and finding missing persons. And, depending on your state, you may be able to apply this work to the experience requirement for your state investigator license. The process serving business also provides an easy transition to becoming licensed as a private investigator because of the contacts that you make; you would be working closely with other investigators, attorneys, and the courts.

**How the Detective Training Institute Helps You Get Started in Your New Career**

*DTI* is committed to teaching you the principles of private investigation, AND to helping you get started in your new career. It is up to you to decide on your preferred areas of involvement – to decide on what activities and techniques you are best suited for in the field. Chances are that you may change your emphasis as you advance in your training. As you learn more about various techniques, you may discover new areas of competence that will pull you in a different direction than you’d planned.

Whatever you decide, *DTI* will be there to help and provide guidance. Over the years, *DTI* has built a sound reputation for assisting graduates to make a smooth transition into the field of investigation, by helping them to minimize licensing obstacles and pointing out methods of meeting requirements.

Your training program is carefully designed to give you the best possible preparation for employment in private investigation by integrating the following preparatory steps:

- **Letters of Recommendation** – When making application for employment with a detective agency, or a related security/protection business, it will be to your advantage to request a letter of recommendation. Your letter will reflect your skills and your level of performance in your training. Your other accomplishments, reliability, and financial responsibility can also be represented. And, when applying for your state’s license, you may wish to include a letter of recommendation with your diploma to detail your training record.

- **Your Resume** – We will provide you with a sample resume that will serve as an excellent example for your own personal resume. This sample clearly indicates how to translate your completed field assignments into hands-on private investigation experience.

- **Oral Interview Preparation** – You will be given special guidance showing you how to “get the edge” in an employment interview. In addition to learning how to “best represent yourself,” you’ll find out how to demonstrate your ability as a trained investigator to a prospective employer.
• **Preparation for Your Private Investigator Exam** - After graduation from your *Master Detective Course*, and when you become eligible to take your state license exam, DTI can help you prepare through one of our Post-Graduate lessons. These lessons include hundreds of questions that have been used in your state test. Completion of the lesson will give you further knowledge and increased confidence in knowing that you are well prepared for your state exam.

• **Setting Up Your Own Agency** - When you are ready to start your own detective agency, once again DTI is at your service. In addition to the special skills and techniques that you’ve gained in your training, DTI will provide instruction on how to start and build your own detective agency. You’ll learn vital basics of business administration and management – ranging from selecting an agency name to making contacts, to building your clientele, to starting in your own home, to negotiating for a commercial office lease.

You’ll also learn how to create impressive Internet and telephone directory ads like this one in the latter part of your course. You’ll learn how to detail your services and your ability to handle a wide variety of assignments. You will be able to “psychologically” communicate your credibility and reliability as a competent investigator to give you a competitive edge as a leader in the field. You, too, can be earning a living, and enjoy a lucrative lifestyle with DTI training.
Road Maps

Your course has important learning components and it is very easy to get confused as to the order of study. To help eliminate this confusion, Road Maps are put at the beginning of each Study Unit, like the one you received with your first shipment of materials.

The Road Maps serve the following purposes:

1. To provide a brief commentary on what is covered in each Study Unit and what you will know or be able to do on completion of the Study Unit.

2. They determine in what order the components should be studied—the logical order and sequence of what is to be learned. This order and sequence is the conceptual road through your detective course so you can receive the full benefit of your training.

3. To provide you a checklist as to when to scan, study, or read the training materials.

4. To direct you when and what to send into the Institute for grading and making it a part of your personal file.

Road Signs

Similar to Road Maps, these Road Signs help by emphasizing particular “points” and “landmarks” when Road Maps get more detailed as the learning terrain becomes more complex.

These Road Signs are also designed to provide transitions and establish continuity among lessons. Many lessons are intertwined and their investigative techniques frequently overlap each other in different Study Units. By including effective transitions from Study Unit to Study Unit, you will not only gain a sense of overall movement through the course, but can fix your current frame of reference relative to what you learned before and what will come later in your course.
Contents

Now you can become competent in the seven major skill areas, the very foundation of private investigation. Everything a private investigator does is a direct application of the techniques and tactics that you will learn in the seven major skill areas. You will learn them all in the DTI Master Detective Course. As a result, you will be able to conduct any or all phases of private investigation. This is not an academic program designed to challenge your ability to figure out what to do! Instead, you will learn from a how to do it course with straightforward and clearly designed steps that delivers the skills you will need in private investigation. And, the learning comes easy. Each step is easy to do, and each skill is easy to learn. Your course is complete. Nothing is left out!

Study Unit One

Lesson 1 - World of Private Investigator
Types of Investigators; Definition of Private Investigators; Comparing Law Enforcement; Private Investigation and Guard and Patrol Service; Power and Responsibilities of Being a Private Investigator; Danger and Risks in Private Investigation; Carrying a Gun; Women in Private Investigation; Private Investigators Who Perform Well; Certification; Terms Applicable to Private Investigation; Determining Your Investigative Interests

Lesson 2 - Investigative Records and Resources
Learn How Today’s Modern Methods Compare to the Past; Methods of Checking Records; Hints for Obtaining Records and Documents; Record Searching Requirements and Procedures; Records Used in Investigations; Government Records; Information in the County Courthouse; State and Federal Sources of Information; Developing a “Source Of Information” File; Confidential Sources of Information; Investigative On-Line Services; Accessing Closed; Restricted; and Private Records; Developing Inside Confidential Contacts

Lesson 3 - Interviewing, Interrogation and Statements
Witnesses and Evidence; The Seven W’s; Interviewing; Purpose; Order of Interviewing; Location of Interview; Interview Techniques; Signs of Withheld Information; Interrogation; Order of Investigation; Location of Interrogation; Determining a Lie Through Eye Contact; Interrogation Techniques; Why People Lie; Purpose of Statements; Types of Statements; Writing the Statement; Preparing the Tape-Recorded Statement

Lesson 4 - Private Process Servers
The Private Process Server: What and Why; Terms Used in Private Process Serving; Criminal Trespass; Basic Duties and Responsibilities; Loitering and Prowling at Night; Basic Requirements for Legal Process Servers; Types of Service; Substitute Service; Service by Publication; Avoiding Contested Service; Skills and Investigative Techniques to Locate and Serve Your Subjects; Creative Techniques for Serving Legal Papers; Locating a Subject Through a P.O. Box Number; Opportunities for the Private Process Server; Income Opportunities; How to Start and Operate Your Own Process Service Business

Lesson 5 - Marital Investigations
The Reasons Behind the Infidelity Investigation; Marital Investigation Mini Glossary; The Pre-investigation Phase; Signs of Infidelity; Pre-investigation Checklist; Establishing the Business Relationship; Investigation: Conducting the Surveillance; Records Used In Identify Verification; Communicating With Your Client During the Investigation; Submitting Your Report

Study Unit Two

Lesson 6 - Employee Theft Investigation
Why Employees Steal; 10 Reasons Employees Steal; Embezzlement; Embezzlement Defined; Types of Embezzlement; Stealing Cash; Manipulating Accounts Receivable; Manipulating Payroll; Embezzlement of Inventory; Profile of the Criminal Employee; Investigation; Sophisticated Employee Theft Investigations; Pre-employment Honesty Testing; Theft of Merchandise; Methods of Internal Theft; Get Employees to Help You Curb Theft; Pilfering; Investigation of Merchandise Theft and Pilferage; Prevention; Employee Strike Investigation
Lesson 7 - Undercover Operations
Definition; Types of Undercover Business Assignments; Dual Salary; Personal Attributes of the Undercover Worker; Legal Aspects of Undercover Operations; The Best Undercover Investigators; Actual Case Histories; Roping; Development of a Cover Story; Investigation; Identifying Dishonest Employees; Cliques for Gangs; Identifying Drug Abuse; Checklist for Conducting Undercover Operations; Being Accused of Undercover Activity; Departure

Lesson 8 - Surveillance and Surveillance Photography
Definition and Purpose of Surveillance; Types of Surveillance; Desirable Qualifications for a Surveillant; Legal Advisory; Preparation for Surveillance; Reconnaissance of the Area; The 24-hour Clock; Surveillance Equipment; Conducting a Fixed Surveillance; Stakeouts; Surveillance Photography; Cameras for the Investigator; Photographic Techniques; Camera Disguises; Video Surveillance

Lesson 9 - Automobile Surveillance
Surveillance Methods; One Car, Two Car, Three Car Surveillance; Vehicle Surveillance Techniques; Setting up on the Subject’s Vehicle; Selecting Surveillance Vehicle; Modifying the Surveillance Vehicle; Sitting in Your Car Inconspicuously; Surveillance Tips; Advising the Local Police or Sheriff; Following the Subject to His Destination; Two Risks that Jeopardize Success; Rough Shadowing; Three Distinct Tests for Surveillance; Recklessly Endangering Others; Knowing When to Discontinue Surveillance; Vehicle Tracking Systems

Lesson 10 - Foot Surveillance
Definition; Conditions Affecting Foot Surveillance; Testing for Foot Surveillance; Counteracting Testing; Eluding Foot Surveillance; Harassment; “Do’s” and “Don’ts” of Foot Surveillance; Using Silent Signals; Field Notes and Reports

Study Unit Three

Lesson 11 - Shoplifting Detection and Shopping Investigations
Job Opportunities; Causes of Shoplifting; Types of Shoplifters; What Deters Shoplifting; Shoplifting Methods; Detecting Shoplifting; How Professionals Observe Fitting Rooms - Privacy and Shoplifting; Laws of Arrest; Reasons to Prosecute; Making the Arrest; Searching the Suspect; Notifying the Police; Control of Retail Shoplifting; Service and Integrity Shopping

Lesson 12 - Vehicle and Foot Pursuit
Driver Requirement; The Intent of the Pursuit; Pursuit Tactics; The Bootleg Turn; “Reading” the Traffic Lights; Skid Control; Reaction Time; Distance to Stop a Vehicle; How Suspects Attempt to Lose Their Pursuers; Peripheral Vision Versus Speed; Foot Pursuit; Approaching the Subject; How to Determine if the Suspect Will Run; Signals That Tip Off “Fight or Flight” by a Subject; How to Reduce Stress in Action Situations; The Chase is On; Nighttime Chase Tactics; The OODA Loop for Decision Making and Action

Lesson 13 - Arrest Procedures and Tactics
Definition and Basic Principles of Arrest; Elements Essential to Safe Arrests; Approaching the Suspect; Establishing Control; Use of Force; Searching Arrested Persons; Criminal Liabilities When Making Arrests; Weapons Hidden on the Body or in the Clothing; Types of Handcuffs; The Proper Use of Handcuffs; Other Handcuffing Procedures; The Miranda Warning

Lesson 14 - Background Investigations: Conducting Private Personal Investigations (Non-FCRA Compliant)
Definition of a Personal Background Investigation; Why Private Clients Conduct Personal Background Checks; Where Personal Background Information is Culled; The Nine-Step Method for Completing a Personal Background Investigation; Records Used to Verify a Subject’s Identity, Criminal History and Financial Status; Use of Social Networking Sites; When to Use Surveillance and Trash Inspections
Lesson 15 - Conducting Employment-Related Background Investigations (FCRA Compliant)
What Comprises a Pre-employment Background Investigation; The Fair Credit Reporting Act (FCRA); What Jobs Require Federal and State-mandated Background Checks for Criminal Record Checks; Laws Applicable to Conducting FCRA Background Investigations; Employee Misconduct and How it Differs from Pre-employment Background Checks; What Cannot Be Included in an FCRA-Compliant Background Report; Using FCRA-Compliant PI Database Providers, How to Conduct a Successful Interview

Study Unit Four

Lesson 16 - Legal investigations
Important Definitions; Truth Versus Fact; The Legal Investigator: His Critical Role in the Legal Process; Traffic Accident Investigation; Factors in Motor Vehicle Accidents; Accident Reconstruction; Criminal Defense Investigation; Personal Negligence Investigations: Athletic and Sports Injuries, Diving Accidents, Assaults; Accidents Versus Suicide; Parental Liability and Negligent Entrustment; Product Liability Investigation; Medical Malpractice; Physician and Surgeon Malpractice; Premise Accidents and Liability; Expert Witnesses; Liquor Liability; Investigation of Equity Matters; Probate; Condemnation and Zoning; Paternity Investigations; Supplemental Reading

Lesson 17 - Insurance Fraud Investigation
The Claims Adjuster/Investigator; Duties and Qualifications; The Three-step Investigation; Fraud; Signs of Fraud; Auto Insurance Fraud; How to Recognize Auto Accident Fraud; Property Insurance Fraud; Title Insurance Fraud; Staged Burglaries; Commercial Burglaries; Bodily Injury and Sickness Fraud; Malingering; Obtaining Hospital Records

Lesson 18 - Arson Investigation
What is Arson; Definition of Fire and its Components; Flame Color; Ignition Temperature; Melting Temperatures; Establishing Arson; Proving the Corpus Delicti; Criminal Intent; Motives; Insurance Fraud Investigation; Locating the Point of Origin; Using Liquids to Set a Fire; The Investigation of Vehicle Fires; Arson Checklist; Supplemental Reading

Lesson 19 - Workers’ Compensation Investigation
What is Workers’ Compensation; Purpose of Workers’ Compensation; Who Sells Workers’ Compensation Protection; Definitions of “AOE” and “COE”; Compensation Benefits; Lump Sum Payments; The Legal Investigator Working for the Claimant; The Burden of Proof; The Legal Investigator Working for the Insurance Carrier; Investigation Strategies; Sub Rosa, Video, and Still Photography; Investigating Claims for Psychological Conditions; Why Psychological Claims Are on the Rise; Investigator’s Purpose; Pre-investigation Steps; Investigative Techniques; Video Surveillance Techniques; Background Checks; Investigative Analysis; Reporting Observations; Obtaining Workers’ Compensation Records; The Workers’ Compensation Directory; Recommended Reading

Lesson 20 - Writing Reports and Testifying in Court
Purpose of the Investigator’s Report; Qualities of a Good Report; The Enemies of Accuracy; Liability From Investigative Reports; Preparing the Report; Writing the Report; Preparing the Final Draft; Secrets of Writing Dynamic Reports; Testifying in Court; Overcoming the Fear of Testifying; Understanding the Structure and Vocabulary of the Court System; Understanding the General Courtroom Practices for Testifying; Response to Vague or Difficult Questions; Avoiding Common Objections; How to Give “Responsive” Answers; Tactics Used in Cross-examination and How to Counter Them; How Attorneys Attack Your Report; Bluffing; Asking Non-questions; Responses to Attorney Questions
Study Unit Five

Lesson 21 - Missing Persons Investigation
Initial Interview; Motive; Conducting the Investigation for a Missing Adult; Help From the Salvation Army; Investigating the Missing Person’s Friends; Desertion; Checking the Workplace; Checking Personal Belongings; Additional Sources for Locating Missing Persons; The Runaway Juvenile; Conducting the Investigation; Developing Investigative Leads; Child Abductions by Pedophiles; Techniques to Locate the Runaway; Where Runaways Can Be Found; The Located Runaway

Lesson 22 - Parental Kidnapping Investigation
Some Basic Understandings; Involved Parties; Crime Pattern; Motivating Factors; Laws on Parental Kidnapping; Interdependent Roles of the Investigator and Others; New Resources to Locate Abducted Children; Investigation; Developing Leads From Many Sources; Assistance From Interpol; Abducted Child Follow-up; Legally Recovering the Child

Lesson 23 - Skip Tracing
The Three Levels of Skip Tracing; Dead Letter Drops; Trace Through Children’s School Records; How to Scan the Apartment Lease Application for Leads; Actual Case Histories; Information Sources Used by Top Skip Tracers; Traditional Methods Versus Computer On-line Methods; Check Civil Litigations for Leads; Advanced Sources of Information; Cable Television Companies - A Good Source for Skip Tracing; Telephone Pretexts; The Two Step Investigative Sequence; In-field Interview Techniques; Useful Pretexts; Postal Forwarding Address Technique; Match the Method to the Skip; Business Opportunities in Three Specialized Areas of Investigation; Loan Skips; Finding Missing Heirs; Locating Owners of Unclaimed Property; Adopted/Birth Parent Investigations

Lesson 24 - Bounty Hunting
Overview of Bounty Hunting; Authority to Arrest; Authority to Arrest in a Foreign Country; Use of Force; Equipment Used in Bounty Hunting; Weapons; Bounty Hunting Techniques; How to Read a Bail Bond Agreement for Leads; Telephone Pretexts; The Sting; Transporting Prisoners; Getting Your Start as a Bounty Hunter

Lesson 25 - Auto Repossession
Who Hires the Services of the Auto Recovery Specialist; Entering the Auto Repossession Field; Skills and Tools of the Trade; Gaining Entry: The First Step; Terminology and Laws Governing Auto Repossession; A Typical Repossession; An Insider’s Guide to Successful Repossession; Reference Material

Study Unit Six

Lesson 26 - Asset Investigation
Asset Investigation Techniques; Real Property; Employment and Income; Accounts at Banks; Savings and Loans and Credit Unions; Investments: Stocks, Bonds, Mutual Funds and Insurance; Trust Funds; Motor Vehicles; Boats and Airplanes; Personal Property; Subpoena Records to Assist in Asset Searches; Collection Procedures; Locating a Safe Deposit Box; Records Used in Asset Investigations; Sources for Obtaining Personal Income Tax Information

Lesson 27 - Business Intelligence Investigations
Mini Glossary of Terms; Pre-investigation Procedures; Identify the Competition; Identify Key Success Factors; Investigative Steps; Telephone Interviewing Using Pretexts; Who Should You Talk To; How Should Questions Be Asked; Information From Published Sources; Clipping Services; Financial Reports; Securities and Exchange Commission; Additional Sources of Financial Information; Computer Database Searches; Information From Inside the Client’s Business; Developing an Internal Intelligence System; Criminal Intelligence Investigation; The Three Step Intelligence Cycle; Evaluation of Intelligence; Case Scenarios; Records Used in Business Background Investigations

Lesson 28 - Industrial Espionage Investigation and Counter Measures
Who Are the Industrial Spies; Developing a Counter-espionage Program; What Methods Are Used in Industrial Spying - Burglary, Infiltration, Wiretapping and Bugging, Searching Trash; Trade Shows and Social Gatherings; Preventing Leaks From the Inside; Additional Security Steps
Lesson 29 - Electronic Surveillance and Counter Measures
Types of Electronic Surveillance; Laws Limiting Electronic Surveillance; Who Hires Electronic Specialists; Indications of Electronic Eavesdropping; Telephone Surveillance Methods; Electronic Room Surveillance; Electronic Visual Surveillance; Legal Use of Electronic Visual Surveillance; Electronic Mail Surveillance (Telex, Fax, Voice Mail, Bulletin Boards); Electronic Sweeps and Counter Measures; Locating a Hidden Eavesdropping Device; Clues That Can Identify the Eavesdropper

Lesson 30 - Computer Crime Investigation
Scope of Computer Crime; Essential Elements of a Computer; Who Are the Computer Criminals; Computer Crime Methods; Investigating Techniques; Identifying Possible Suspects; If the Crime Involves Fictitious Companies; If Telephone Access Codes Are Being Abused; Confronting the Suspect; How to Choose a Computer Expert; Additional Training

Study Unit Seven

Lesson 31 - Bodyguard Training
Bodyguarding - Then and Now; Definition and Types of Assignments; Personal Qualifications; Weapons; Use of Deadly Force; Professional Bodyguarding Skills; Assignment Profiles; Bodyguard Techniques; Shooting Techniques; Reading the Target’s Glance; Licensing Requirements; Path of a Ricocheting Bullet

Lesson 32 - Executive Protection Training
Types of Attacks; Office Security (Controlled Entry, Controlled Internal Access, Executive Protection); Home Security (Perimeter, Access Control, Perimeter Barriers, Grounds, Interior of House); Gate Rooms; The Vehicle as a Target; Vehicle Selection; Modifications of the Vehicle; Vehicle Security; Executive Protection Survey; Prescribing Protective Strategy

Lesson 33 - Investigating by Computer
Case Situations and Computer Solutions; Computer Applications in Major Investigations (Pre-employment and Background Investigations, Business Intelligence Investigations, Business and Corporate Records Investigation, Asset Investigations, Skip Tracing, Legal Investigations); Understanding Investigative and Research Data Banks; Information Exchange and Equipment; Networking; Advantages and Limitations of On-line Databases; Four Easy Steps to Become Computerized

Lesson 34 - Getting a Job as a Private Investigator
Selling Yourself; Career Phases; Determining Your Investigative Interest; What Employers Look for in New Investigators; Stepping Stones to Success; Locating the Agency You Want to Work For; Your Resume and Cover Letter; Initial Telephone Call; Record Keeping and Follow-up; Job Applications; Appearance and Manners; Attitude and Dress; Typical Questions Asked by Agency Owners; How to Act During the Interview; Post-interview Followup; Your Relationship With Your Employer; Equipment Needed for the Job

Lesson 35 - Starting and Operating Your Own Agency
Starting Your Own Agency; Advantages and Disadvantages; Do You Have What it Takes; Office Location and Agency Name; Equipment and Supplies; Telephone; Investigative Equipment; Brochure; Stationery and Business Cards; Legal Aspects (State License, Business License, Fictitious Business Name, Bonding, Insurance); Pricing Your Services; Collection Problems; Establishing and Expanding Your Client Base; The Importance of Advertising; Yellow Page Advertising; Building Rapport With Clients; Using the Telephone
How to Study

Studying DTI’s private investigation course requires special planning on where to study, when to study, and how to study. These guidelines will help you organize your detective training material and get the most out of your time and effort.

Where to Study

- Set up a study area – a special place set aside just for study with the best learning conditions for you.
- Use a desk or table with good lighting and comfortable, supportive furniture. Do not use a sofa or a bed.
- Have access to a computer, a telephone and telephone directory, and a quiet spot so you can become immersed in the material and feel protected from interruptions and from someone picking up the telephone extension.
- Organize all the material you will need for your studying and devise security measures to protect unauthorized persons from having easy access to them.

When to Study

- Establish a logical completion routine. Set a definite time aside each day – for at least an hour.
- Choose times when you are alert and ready to learn and when the house is quiet and least distracting.
- Be realistic in scheduling. Provide time for all your important responsibilities – job, school and family – even if your learning sessions can’t be as long as you would like.
- Make choices and use your available time wisely. Do not put off studying until the last minute.
- Set achievable goals for yourself.
- Try to set up a tentative time table to reach each goal.

How to Study

- Plan frequent, short learning sessions – 15 to 25 minutes each – rather than longer cramming study sessions. Remember – study smart versus studying long.
- Always read with pen in hand. As you study, underline major ideas and take notes. Reread to be sure you understand the material.
- Read the Road Sign at the beginning of each Study Unit that suggests the sequence of studying the training material.
Read for meaning. If you can’t recall what you read in the last three sentences of a paragraph, it’s time to take a break.

Plan your **Detective Field Exercises** after work or on your days off. You may wish to compile them and plan to do them as a group at a later date that is more convenient. Do not wait for the results of your **Detective Exercises** before continuing on to your next Study Unit.

Submit clearly written work. Typing or neat, clear writing helps the instructor concentrate on providing an evaluation of your work. Don’t distract your instructor with an assignment that is difficult to read or interpret. If available, a personal computer helps in the preparation of assignments because of the ease of revision.

Remain in control. By reviewing material presented in each assignment and by preparing examination notes, you remain in control. Control means you are not overwhelmed by the amount of work being presented. Regular review builds confidence and increases your readiness to take the examination. Study sessions before the exam can be devoted to sharpening understanding, rather than learning material for the first time.

Organize to succeed. Organize to succeed with a self-study course need not be difficult. In fact, a simple system that helps you finish work on schedule is more likely to be used regularly than a complicated one. Have a positive attitude. An attitude based on a determination to succeed and a commitment to a system will make success possible. If you begin believing that you will not only finish but excel, this experience will be a pleasant one, ending with increased knowledge as well as a grade you can be proud of.

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Expect to be challenged, enjoy the pursuit of a worthwhile goal and look forward to becoming a qualified investigator.
Student Services

What Is Student Services?

Student Services can be summed up in four words, “Service To Our Students.” This is the single most important cluster of tasks performed by the Detective Training Institute. It is the heart of our detective correspondence learning method. We realize that students are not buying texts to read on their own; they are enrolling in an institute that has promised to teach them private investigation and to help them become private investigators or upgrade their current skills and techniques. You have a perfect right to expect warm, friendly, responsive, and systematic assistance with your studies from DTI. It is our responsibility to make sure that you become a satisfied graduate. Based on the compliments and expressions of satisfaction we continually receive from students and graduates, we know that you, too, will appreciate the consideration and attention to your concerns and questions that each staff member will give you.

How Does DTI Service Its Students?

There is quite a bit of processing that goes on behind the scenes to facilitate your learning. This includes grading exams, evaluating field exercises, sending lessons, documentation, researching new lesson topics, and communications that flow from the teaching institute to you throughout your period of studies. Student Services is the glue that bonds these interdependent parts together. But there are additional Student Services that you should know about to help you in your training and in the transition of becoming a private investigator. Let’s look at the following additional services:

- **Instructor Assistance** – For instructional help with your lessons, exams, exercises, grades, transcripts, and lesson shipments, call, write, fax or e-mail our student number.

  When you have a question, get it answered; when you have a problem, get it solved. You will make better progress in your detective program and experience greater mastery of investigative techniques by erasing all doubts when questions or problems arise. You can get help with your lessons by writing on your Quick-Reply Student Correspondence Form, or by using our Student Hot Line. Our instructors are available from 8:00 a.m. to 8:00 p.m. Pacific Time, Monday through Friday. At other hours, your call will be recorded and you will receive your answer by telephone, letter, or e-mail.

- **Letters of Recommendation** – When making application for employment with a detective agency, or applying for advanced certification through a detective association, it will be to your advantage to request a letter of recommendation. Your letter will reflect your skills and your level of performance in your training. And, when applying for your state’s license, you may wish to include a letter of recommendation with your diploma to detail your training record.
ADVANCING TOWARD YOUR GOALS, ONE STEP AT A TIME

Your course is designed so you can take one step at a time, and succeed in reaching your goals. Lessons are arranged in related groups of five; each group makes up a complete Study Unit, with a required Master Detective Course Exam covering the five lessons.

Your complete program contains 35 lessons—seven Study Units with seven Master Detective Course Examinations; there is no final examination.

Each lesson has specific learning goals and study questions at the beginning to guide you through the instruction.

At the end of each lesson, you will find a valuable Progress Check that reinforces the important points made in the lesson. Take the progress check for your own benefit—it will show you how well you are mastering the instruction, and whether more study and review is required. Do not send the progress tests in for grading.

At the end of each five-lesson Study Unit, you will complete the required examination, transfer the answers to your official examination Answer Sheet, and send it to the Detective Training Institute for grading.

Grades and Exams

In home study detective training, testing (and field exercises) is our primary method of interacting and exchanging information with our students. It is the most important communication we have with them. Your DTI examinations have a threefold purpose:

1. To encourage you to review the material.
2. To enable you to monitor your comprehension of the material.
3. To reinforce your understanding of the learning objectives for each Study Unit.

Effective testing lets DTI evaluate your degree of achievement and allows us to provide important feedback and guidance, which is the purpose of this training program.
About the Testing Format

All your Master Course Examinations consist of open book, multiple choice questions. These have many advantages over other forms of testing and are very versatile. Multiple choice questions measure your factual recall as well as your ability to reason, exercise judgment, and express yourself correctly and effectively. Students find them less ambiguous, and generally prefer them over other types of exams. The multiple choice tests provide greater per-item reliability.

Open book testing is often misunderstood. Many do not believe it is real testing at all. But, in fact, open book testing is used to:

- Stimulate review
- Reinforce learning objectives
- Furnish feedback on misunderstood material

DTT’s open book questions are well prepared and considered challenging by many. They will measure your understanding of the material, not your test-taking expertise or abilities. They will require you to review the material once again, and are thought of as context-dependent. You will have to demonstrate your ability to extrapolate and infer key investigative concepts in the material rather than simply find an answer in the text and marking your answer. Thus, the emphasis is on repetition and inference as you review the lessons in an effort to recognize, understand, synthesize, and select appropriate answers.

To Do Your Best on Exams

Many of these exams will be very important for you and will impact your future career as a private investigator. You will want to do your best. Here are some guidelines to help:

1. Be sure that you understand the question. Determine precisely what the question asks you to do.

2. Do the exam “without help” first. Then do it again “open book,” looking through your lessons before you put down your final answers. This procedure will provide an excellent learning experience for you.

3. On your first time through an exam, answer every question that you are sure of; leave the rest blank. Then go back and concentrate on each of the items, one by one, that you did not answer the first time through.

4. On multiple choice items, when you don’t immediately recognize the answer, see how many choices you can eliminate—ones that you know are wrong. If you can eliminate these, then you will have fewer items to think about and choose from. You will be more apt to select the correct response.

5. When you complete an exam, review it. Do your answers make sense? Don’t change any answer unless you know it’s wrong. Make sure, however, that you have not overlooked anything.

6. After your exam has been graded, review the items that you missed; find out what went wrong. Usually, you will understand immediately why you put down an incorrect response. Best of all, you’ll know what the right answer is, and will be likely to remember it.
Submitting Your Exams

Once you complete your examination and transfer the answers to your Answer Sheet you may submit your answer sheet:

1. In the enclosed self-addressed envelope.
2. By FAX, which is available 24 hours a day.

Grading System

Each of the required examinations that you submit will be graded, and you will be given the results promptly. The following grading scale is used:

<table>
<thead>
<tr>
<th>Lesson Grade (Percentage)</th>
<th>Letter Equivalent</th>
<th>Rating</th>
</tr>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>70-79</td>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>60-69</td>
<td>D</td>
<td>Passing</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
<td>Failing</td>
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</tbody>
</table>

In addition to your assigned grade, your examination will contain instructional comments when they are deemed appropriate.

An initial failing grade may be changed to a passing grade on a repeat examination. The makeup examination is graded on a pass/non-pass basis, with 60 (D) the highest grade that you can have recorded.

When you graduate, you will receive a diploma.

It is important to keep the momentum of your training going. If you do not receive your return Answer Sheet within 7 days, please notify Student Services. Your graded Answer Sheet will usually arrive one or two days before your next Study Unit arrives. If you do not receive your next Study Unit within 5 days after receiving your graded exam, notify Student Services at once.

Completion Time

You are free to advance in your detective program at your own regulated pace. Some assignments, of course, take longer than others. Most often, diligent students complete their course work in less than a year; some students take only a few months, even weeks.

You will be allowed a two-year period to complete your diploma course. If, however, it becomes necessary for you to take longer in your program, contact our guidance office and request an extension. Your request will be given careful consideration.

Examination Survey Results

Surveys have shown that students who submitted their first examination significantly progress toward full course completion and become qualified private investigators much sooner than those who delay.
**Academic Probation**

The Academic Probation system functions to warn you of impending academic problems and to provide remedial assistance in the event it is needed.

If you fail two exams, letters will be sent to alert you to potential academic problems. Failing three exams will make you a candidate for academic probation. This system allows DTI to monitor your performance and step in to offer help when it is needed.

**Graduation Requirements**

To be awarded your career diploma, you must:

- Successfully complete all lesson examinations
- Achieve an overall average of 70% on your lessons
- Meet all financial obligations

**Graduation**

Once you successfully complete all your lessons and your account is paid in full, your diploma and official transcript will be sent to you.

As an extra service, we can provide you with a laminated or plaqued diploma. Just complete the order form you will find in your last shipment, submit the required fee, and return it to us before you complete your final lesson.

**A Special Note About Transfer of Credits**

When you wish to use your DTI credits for advanced standing in another school or college, please remember:

1. Each school determines its own policy for accepting transfer credit into its programs.
2. Normally, for credit to qualify for transfer into a school’s program, it must be for courses that duplicate the receiving school’s offerings.
3. To transfer credits from one school to another, an official transcript of completed course work must be submitted. This is a transcript sent from one school official to another.
4. The receiving school may respond to your request for credit by:
   a. Accepting the credit (often they will not give full value).
   b. Accepting the credit claimed when you pass a test covering private investigation and/or law enforcement.
   c. Not accepting the credit claimed.

If you intend to transfer your credit to a specific institution or academy, you should contact that institution in advance to find out if the transfer credits will be accepted into the program you plan to complete. Remember, each institution has its own rules on the acceptance of transfer credits.
Using Your Record of Achievement

You will use your record of achievement at DTI to speak for you as you move forward in attaining your goals in private investigation. Your record at DTI will be available to you when you want to use it for any reason.

Your Personal File

Your Record to Speak for You

From the moment that you begin mastering your detective training, your progress is a matter of record. A personal file is maintained for you, here at the Detective Training Institute. Your record is available for your benefit at any time.

You may wish to refer to your record to:

1. Gain consideration and/or qualify for a position in a detective agency or other similar position.
2. Gain recognition in your present job.
3. Reflect your training record to clients, if you have your own agency or are working independently.
4. Gain credit for your course work in an advanced learning program or certification program.

YOUR RECORD IS PERSONAL AND CONFIDENTIAL. IT IS NOT RELEASED TO ANYONE EXCEPT DETECTIVE AGENCY OWNERS, LAW ENFORCEMENT PERSONNEL WHO REQUEST YOUR RECORDS FOR HIRING PURPOSES, OR DETECTIVE ASSOCIATIONS WHO ARE CONSIDERING YOUR TRAINING FOR CERTIFICATION VERIFICATION. YOUR RECORDS ARE ONLY RELEASED WITH YOUR STRICT PERMISSION.

Your Diploma and State Approval - What They Mean

Your DTI Diploma; A Mark of Distinction

When you earn your diploma, you will achieve a mark of distinction that reflects many of your positive qualities. Your diploma means that:

- You have successfully completed an approved and qualified private detective training program.
- You have met the highest performance standards in the detective profession.
- You are able to work a wide variety of tasks and assignments to completion.
- You are an achiever—a person who is able to get things done.
- You are able to act individually, to perform investigative tasks, make decisions and follow them through with a minimum of direction.
- You are financially responsible and dependable; you can conscientiously accept and meet obligations.
The Importance of State Approval

State approval is important because it means that DTI has been approved by a recognized body; has demonstrated its ability to perform the functions it claims, and is meeting stated educational objectives.

Career Benefits of a DTI Diploma

When you have met your training objectives, and have earned your diploma, you should plan to use it as a career tool. There are a variety of ways that you can benefit from your completion of the training:

- The credit earned may serve as advancement credit on your current job, or may help you to qualify for a better position.
- Graduating from a qualified school may provide you with training credits when applying for a state private investigator’s license.
- Certification of your professional training will give you the privilege of joining professional investigative associations, and will increase your contact with experienced professionals.
- As a DTI graduate, you will be able to purchase investigative equipment through the catalog.
- With your recognized professional training, you will have access to other restricted products, trade publications, and businesses that deal only with experienced investigators.
- Employers look for DTI graduates because they know that graduates have received in-depth training, and can easily adapt to the workings of a detective agency.

To help you secure some of the benefits listed above, you may be asked to document your training with a transcript of your record, or other documentation that the Detective Training Institute can provide.

When you complete the Master Detective Course and have met your financial obligations, you will receive this prestigious and internationally recognized DIPLOMA which will document your mastery of a substantial body of professional knowledge.
Responsibilities as a New Private Investigator

To keep your training program enjoyable, interesting, and trouble free, DTI has developed the following guidelines that will help you achieve your objectives:

1. Do not disclose details of your training to anyone. Your lessons, catalog sheets, and detective agency telephone numbers are all confidential and for the use of DTI students only.

2. Much of the instruction and information entrusted to you is classified. This includes investigative and surveillance techniques, confidential detective tape telephone numbers, and equipment information and descriptions. This information and instruction should not be discussed with anyone, including clients and friends. The exception might be other established investigators with whom you have built trust, and with whom you can share experiences and techniques.

3. Never, under any circumstances, supply investigative equipment to any unauthorized person or client with whom you suspect of involvement in illegal activity.

Any student who does not follow the above guidelines is in jeopardy of compromising future career opportunities. Violation of these conditions will result in:

1. Disassociation from DTI.

2. Possible loss of eligibility of licensing as a private investigator in your state.

3. Exclusion from participation or membership in investigative associations.

4. Possible criminal prosecution.

Private investigation is a unique profession where you use the latest technology and tools for legal purposes and with legal authority, such as in auto repossession.

Your investigative assignments will sometimes bring you into contact with organized crime subjects, drug dealers, and unsavory career criminals. Never be tempted or tricked into accepting a bribe or supplying investigative services to further their illegal cause. Always maintain the highest level of integrity and honesty.
TROUBLE AREAS FOR NEW TRAINEES

Now, as you begin your training, you need to be aware of trouble areas that could prevent you from becoming a private detective. These potentially serious problems have kept other trainees from having any hope of becoming a licensed investigator. Your awareness of these trouble spots will help you to avoid these problems.

In several instances, these are violations of the law in which a single incident could keep you out of the detective profession. These pitfalls could prevent you from having an exciting and rewarding career.

Misuse of Your DTI Identification Card — Misusing their identification card is one of the biggest problems that students have that jeopardize their training and future. Frequently they will engage in illegal activity and produce the identification card to police in order to justify their actions. The police will take the identification card and call DTI to notify us of the incident. Students will not get a second identification card.

Concealed Firearms — Students are not authorized to carry firearms. Most licensed investigators do not carry a weapon. They do not find it necessary because firearms are rarely needed in their work. However, an investigator specializing in security or bodyguard work may be required to carry a concealed weapon as a part of the assignment. To do this, a weapon permit from the local sheriff or Chief of Police is required.

Misuse of a Badge — Flashing a badge is the most common mistake that new graduates make. They sometimes feel that their diploma gives them authority to use a badge. Possession of a badge is not illegal, but misusing it or “flashing” it can cause arrest and license suspension. All states have laws which control possession and use of badges by private investigators. Some states permit an I.D. card only, while others require both an I.D. card and a badge. You will learn the laws in your state as you progress in your course.

Impersonating a Detective or Police Officer — Training to become a detective can be exciting and sometimes leads to a desire to let other people know what you have accomplished. This overzealous attitude can lead students to mistakenly impersonate a police official or private investigator before they become employed or licensed.

Financial Responsibility — Your financial responsibility is very important in becoming a licensed and respectable investigator. A clean financial record will not only build your national credit rating, but will also be permanently noted in your Student File at DTI. If you enrolled under our Student Loan Program, be sure you understand the easy payment schedule. Avoid receiving past due notices, and avoid collection problems. These are the red flags of irresponsibility and, as much as DTI wants to serve all of its students, any student writing dishonored checks will be reviewed for termination from the program.

Confidentiality — Vital to the success of any investigator is the ability to keep a secret. Private investigation deals with confidential matters more than any other profession because of the very nature of the work. Your future as a successful DTI student is directly dependent on your ability to honor the confidentiality of classified information, including investigative techniques, sources, and equipment.
HOW DTI MONITORS YOUR PROGRESS

Because of the serious nature of the detective profession and the need to properly monitor the progress of our students, DTI takes extra consideration in monitoring its students. You might wonder how you could be closely monitored in a home study, distance education, off-campus correspondence school. First, your enrolling told us a lot about you already. We already know that:

1. You have a strong desire to become a private investigator.
2. You are self-disciplined and motivated to work alone without prodding, which is a prerequisite for entering or advancing in the private investigation profession.
3. You value the privacy of this type of training.
4. You are an adult who is mature and self-motivated. You are probably paying your own tuition, and you expect quality and are willing to pay for it.

Second, you honestly completed a personal data background form that gave us a more in-depth overview of your current life, as well as your past, personal activities and work history.

And third, DTI will pay close attention to you as you progress through your training by closely monitoring the following areas:

Course Exams — When completing exams, do you make certain that you have answered each question correctly? When your exams are submitted with the questions answered completely and accurately, it proves that you recognize the importance of accuracy and detail; that you clearly understand the procedures and techniques demonstrated in the lesson; and that you strive to avoid errors and mistakes.

Detective Exercises — Do you follow-through with the Detective Exercises? Although not mandatory, the student that successfully completes the recommended field assignments demonstrates the willingness and ability to overcome the discomfort in experiencing new situations. These activities also display initiative, self-direction and self-pacing. It is safe to conclude that this performance comes from a student with high standards of personal performance.

Neatness — Are your exams and questionnaires typewritten or neatly printed when submitted? The student who takes the time and effort to complete assignments neatly and accurately displays personal concern and pride, which easily translates to professional work.

Consistent Progress — Do you display a strong professional interest by showing consistent measured progress in your studies? Steady progress in your training demonstrates the ability to make productive use of your time. It shows effective scheduling and proper attention to responsibilities, including personal activities, family, work and studies. This student has a strong spirit of purpose and determination, which are attributes of the best detectives. Surveys have shown that students who complete Study Unit 1 have a higher probability of finishing the course and becoming active investigators.
How to Take Advantage of Your Status as a DTI Student

In this Course Introduction, we have pointed out what is expected of you as a DTI student. We have also spelled out what you can expect in instruction and services. As a student in the Detective Training Institute, you will receive special instructions, practical experience, advice, and guidance. You will be provided with special information relating to ethics, licensing, laws, tactics, employment opportunities, confidential sources, and specialized tools and equipment. Further, you know that DTI will certify your accomplishment, and document your training from this point forward.

You are urged to take advantage of your status as a DTI student, and to use all of the sources and services available to you.

Professional Identification Card Verifies Your Status

As a DTI student you will receive a very professional looking gold embossed identification card to confirm your status as a student in the Detective Course. This handy ID reference can prove helpful in identifying you to other professionals, to public and private sources in assisting you to gain information, and to verify valid purposes when you are conducting field assignments.

You will also have the option of purchasing a brilliant gold money clip badge designed specifically to give you the distinction and prestige you will earn on your path to becoming a fine investigator.

Retaining Your Status as a STUDENT IN GOOD STANDING

To take advantage of your status as a DTI student, you will need to meet standards as a student in good standing. Anyone who does not meet the standards that have been set forth will be subject to dismissal. All students, however, will be given the opportunity to succeed before dismissal is considered. Students who fail to meet standards are placed on academic probation. Special instruction and counseling may be offered (depending on the problem) with the opportunity to meet standards upon re-examination. Failure to meet standards, including grade standards or tuition requirements, will result in dismissal when the terms of probation are not met.

Voluntary Withdrawal

Voluntary withdrawal should be considered by students who are not able to meet DTI standards. We understand that personal and professional demands sometimes make continuation of a learning program impossible. Be assured that our liberal cancellation policy protects you if you decide that you can’t go forward with your courses and your career plans. This policy is detailed on your enrollment application. If you have any questions about voluntary withdrawal, please call our Student Services department. We are interested in helping you achieve your objectives – up to and including assisting you if you feel the need to withdraw from your learning program.
Are You Ready to Start Lesson One?

You are ready to start if:

1. You have thoroughly read and understand the information presented in this Course Introduction.
2. You have prepared a special place where you can study and concentrate to do your lessons.
3. You are mentally prepared to pursue the engrossing coursework, and can spend the time that it will demand.

Regardless of your present knowledge or experience, you are likely to find the instruction to be very interesting and valuable. You will probably want to progress faster than you can with complete understanding. In other words, you will want to learn and do it all immediately, without any hesitation.

You are urged not to rush; not to skip over anything in your courses; not to open more than one lesson at a time. It does not pay in the long run.

Take it one step at a time. Take advantage of each Progress Check to make sure that you are mastering all of the instruction. Review the difficult portions of the lessons. Master each lesson before you proceed to the next one.

Follow any directions given on the Road Maps at the beginning of each Study Unit. Let us provide you with the full measure of training. By taking the time necessary to master the instruction, you will find your course to be most rewarding.

So, if you are ready, it’s time to begin. Your first lesson has been specially prepared to get you off to a good start. The topics and the instruction are very clear and easy to understand – to get you into the pace and rhythm of learning naturally through distance education.

Best of luck and always remember the following:

There are great Investigators and there are Investigators who think they know everything
BUT there are no great Investigators who know everything for truly great Investigators are always eager to LEARN