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## INTRODUCTION TO NIA/NM'S INVESTIGATOR APPRENTICE PROGRAM

NIA/NM, a licensed, private investigations agency, has operated in New Mexico since 1985, offering traditional investigative services to corporations, small business, insurance, and attorney clients. In 1992 NIA/NM we began to offer provide special investigative and information services in matters of unsolved homicides, violent crimes, and crimes against the elderly. In 1998, NIA/NM formally incorporated as a not-for-profit agency in New Mexico to provide pro-bono or reduced-fee services to the families of unsolved violent homicides, especially to *New Mexico Survivors of Homicide*.

NIA/NM maintained an in-house training program for private investigators; three trainees subsequently became licensed. A formal Apprentice Training Program was created in February of 2002 in response to the initial sixteen-hour course, *Introduction to Private Investigation*, through the University of New Mexico's Continuing Education Division. Students in that class voiced a request for, and then formally applied for an apprenticeship. As of this date, seventeen apprentices have participated in NIA's program; three have become licensed, two are in the license application process.

NIA/NM's apprentice investigators work and train on actual civil cases and on unsolved homicide cases. The unsolved homicide cases permit a high-level learning environment for the apprentice because these types of investigations expose the training investigator to aspects of other crimes/matters requiring a wide variety of investigative skills and techniques; working on actual cases under the direction and supervision of an experienced, qualified, and licensed senior investigator significantly enhances the learning experience; and apprentice investigators provide investigative assistance at no charge to families of unsolved homicide cases, which provide a true service to the family and also to the community.

### Requirements/Agreements

- Each candidate must have completed *Introduction To Private Investigation* offered by UNM Continuing Education – 16 hour course.
- Each candidate apprentice will complete the application for registration as a Private Investigator Employee through the Private Investigators & Polygraph

Board (copy provided). Once approved by the State of New Mexico, a license will be provided and will be carried by the apprentice.

- Upon acceptance, each apprentice will be assigned to a specific case(s) for which they will be responsible. Apprentices may also be assigned to work joint cases with other apprentices, as directed by NIA/NM Director. Each apprentice will participate in all aspects of working investigations, from initial intake, to formulating working hypotheses, to final conclusion. All casework will be directed and supervised. ***No investigation can be initiated by and/or conducted by an apprentice without approval of NIA/NM Director.***
- Each apprentice investigator will be required to actively participate in and successfully complete an in-house course of study. Apprentices may be required to participate in field training sessions. The apprentice also has the freedom to participate in various outside training experiences with the approval of the Director.
- Each apprentice will be expected to maintain a daily log to record their investigative and training activities – this log will be signed off by the Director. For example: the daybook should contain a daily review of newspaper and/or news broadcast for any matters pertaining to assigned cases and for possible training aspects, new terminology, crime patterns, legal notices, collection, etc.
- Apprentices are required to participate in two group meetings per month (currently meeting 2<sup>ND</sup> and 4<sup>TH</sup> Saturday, 10am – noon). These meetings are case-presentation and investigation training sessions. Individual meetings and training sessions are available on a weekly, or as-needed, basis (at the request/convenience of the apprentice).
- Each apprentice is required to adhere to the administrative requirements for an employee of a private investigations agency as specified by New Mexico State Statues Chapter 61 Article 27A NMSA 1978, Private Investigators and Polygraphers Act,
- Each apprentice is required to operate under a code of ethics and legal privacy requirements as befits all professional private investigators – ***which includes strict confidentially of all case material that comes to their attention.***
- The requirement for licensing by the Status of New Mexico requires a full 36-month apprenticing on actual casework - not training alone. Upon successful completion of this 36-month program, NIA/NM will provide the required certification to the State of New Mexico.
- NIA/NM does not require a long-term contract. The program is available to the apprentice on a month-to-month basis. Tuition of \$150.00 per month is required and due at the beginning of each month. .

- This tuition includes:
  - State licensing fees as PI Employee
  - License renewals fees (two-year terms)
  - Administrative record keeping
  - On-going mentoring, training, and training materials
- No salary/income is paid to NIA Apprentices. All casework is considered a requirement of apprenticeship. NIA/NM's investigation services are offered pro-bono to families of unsolved homicides; therefore no income is derived from those cases.
- Apprentices do have an opportunity for individual compensation: new clients developed by the apprentice; or by assignment to traditional casework at the direction of the NIA/NM Director. Any fees generated will be reported on a Federal 10-99 form.

I have read the information provided above and I agree to the requirements listed.

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Signature

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Date

## **NIA/NM APPRENTICE INVESTIGATOR PROGRAM PRELIMINARY COURSE OF STUDY**

- Administrative:**
- Industry requirements
  - Legal requirements
  - Employee requirements
  - Client requirements
- Terms/Definitions**
- Criminal Codes
  - Civil Codes
  - Privacy & Human Rights Codes
  - Rules of Evidence
  - Law enforcement jurisdictions
- Basic Skills:**
- Identification of subjects
  - Public record searching
  - Note taking
  - Case file requirements
  - Report writing / Oral presentations (clients & court)
  - Interviews / Interrogations
  - Use of the Internet as investigation tool
- Field Work:**
- Case data development / retrieval
  - Surveillance (foot and vehicle)
  - Basic use of camera

Basic traffic accident investigation

Basic scene evaluation / processing

Attending trials and court proceedings as training

**More advanced training** (in-house and outside trainers)

Crime Lab Operations

Specialized investigations

Other