

NATIONAL INVESTIGATION & SECURITY ASSOCIATES



Illinois 20-Hour Private Investigation Basic Training

Professional preparation for registered private-detective employees and PERC holders

FORMAT In-Person Training	LENGTH 20 Instructional Hours	LOCATION Arlington Heights, Illinois
FOCUS Private Investigation	DOCUMENTATION Certificate of Completion	STANDARD Illinois Act and Rules

SERIOUS TRAINING FOR SERIOUS INVESTIGATIVE WORK

A Strong Foundation for Professional Investigative Work

N.I.S.A.'s Illinois 20-Hour Private Investigation Basic Training Course is a concentrated, instructor-led program for individuals entering employment as registered employees of a licensed private detective agency. The course connects Illinois legal requirements with the practical judgment, discipline, documentation, and field awareness expected in professional investigative work.

Training is conducted in person at the Arlington Heights, Illinois facility. Participants learn through classroom instruction, equipment demonstrations, guided exercises, scenario analysis, report-writing practice, and professional discussion with experienced investigators and security practitioners.

Illinois Regulatory Alignment

Illinois law and 68 Ill. Adm. Code 1240.505 require registered employees of private detective, private alarm, or private security agencies to complete at least 20 hours of employment-related basic training within 30 days after beginning employment. The training may be classroom-based or online, but it may not be conducted as on-the-job training. This program is structured as in-person basic training for private-investigation employment.

Who This Course Is Designed For

- New or recently hired registered employees of Illinois licensed private detective agencies.
- PERC holders seeking a serious foundation in professional private-investigation practices.
- Agency personnel whose duties may involve surveillance, interviews, evidence handling, research, process service support, report preparation, or field assignments.
- Individuals who want practical exposure to the standards, limitations, responsibilities, and courtroom consequences of investigative work.

Important Distinction

This course documents completion of basic employee training. It does not itself issue a PERC, create employment, grant an Illinois private detective license, authorize independent investigative practice, or authorize the carrying of a firearm. PERC registration, fingerprinting, employment, agency supervision, firearm credentials, and individual or agency licensure are separate matters governed by Illinois law and IDFPR procedures.

20-Hour Curriculum

The instructional plan totals 20 hours. Course order and scenario placement may be adjusted to support class size, instructor availability, and learning needs while preserving the full instructional requirement.

#	MODULE	HOURS	CONTENT
1	Professional Foundations, Illinois Act and Administrative Rules	2.5	Agency structure; registered-employee responsibilities; scope of authority; PERC awareness; supervision; confidentiality; professional conduct; prohibited practices; recordkeeping; and regulatory accountability.
2	Legal Boundaries, Ethics and Liability	2.0	Lawful purpose; privacy; trespass; harassment; impersonation; search-and-seizure concepts; civil and criminal exposure; attorney and client relationships; conflicts; and sound ethical decision-making.
3	Surveillance Operations and Field Awareness	3.5	Fixed and mobile surveillance concepts; preparation; subject and vehicle identification; observation positions; field notes; photography and video; team communication; safety; counter-surveillance awareness; and lawful limitations.
4	Interviews, Statements and Investigative Communication	2.5	Planning interviews; introductions; rapport; active listening; open and closed questions; memory prompts; statement comparison; credibility considerations; witness and subject contact; and the distinction between an interview and an interrogation.
5	Report Writing, Evidence and Case Documentation	2.5	Contemporaneous notes; chronological narratives; neutral language; dates, times, locations, identifiers, sources, exhibits, photographs, video logs, evidence continuity, proofreading, and reports prepared for client or court review.

20-Hour Curriculum - Continued

#	MODULE	HOURS	CONTENT
6	Theft, Criminal, Civil and Workplace Investigations	2.5	Case intake; objectives; timelines; allegations; theft and loss matters; criminal and civil case support; workplace and insurance concerns; missing-property issues; open-source research; witness development; and lawful investigative planning.
7	Service of Process and Courtroom Preparation	1.5	Professional service-of-process awareness; document identification; planning and documenting attempts; affidavits and returns; avoiding misrepresentation; courthouse procedure; subpoenas; preparing records; demeanor; testimony; and cross-examination awareness.
8	Investigative Equipment, TSCM and Technical Awareness	1.5	Lawful use and limitations of cameras, optics, audio and video tools, communications equipment, GPS concepts, covert devices, electronic threat awareness, TSCM and bug-detection demonstrations, evidence preservation, and referral to qualified specialists.
9	Safety, Applied Case Exercise and Completion Review	1.5	Risk assessment; situational awareness; de-escalation; law-enforcement contact; scene and personal safety; an integrated fictional case exercise; report critique; knowledge review; questions and answers; and completion assessment.
TOTAL INSTRUCTION		20.0	

Practical Training Scenarios

- Surveillance planning exercise: define the lawful objective, select observation methods, establish communication procedures, and document activity without embellishment.
- Witness interview exercise: prepare questions, establish rapport, listen for details, clarify inconsistencies, and produce a concise statement summary.
- Theft investigation exercise: organize an allegation, identify records and witnesses, protect evidence, develop a timeline, and recommend lawful next steps.
- TSCM and equipment demonstration: recognize common covert-device threats, understand what professional detection equipment can and cannot establish, and preserve suspicious items for qualified review.
- Court-ready reporting exercise: convert rough field notes into a neutral, chronological report capable of professional and legal scrutiny.

What Participants Should Take Away

- A working understanding of the legal and ethical boundaries surrounding private-investigation assignments in Illinois.
- Improved observation, planning, interviewing, note-taking, report-writing, and professional communication skills.
- A realistic appreciation of surveillance, theft investigations, civil and criminal case support, process service, courtroom preparation, and technical counter-surveillance.
- Greater awareness of personal safety, de-escalation, confidentiality, evidence integrity, agency supervision, and professional accountability.
- The ability to approach an assignment methodically: identify the objective, gather reliable facts, document the work, protect sensitive information, and explain the result.

Instructional Standards

The program is presented by veteran licensed investigative and security professionals and may include former law-enforcement personnel or qualified subject-matter instructors. Instruction emphasizes lawful conduct, practical judgment, realistic expectations, and careful documentation rather than shortcuts or television-style mythology.

Certificate of Completion

A participant who attends the required instructional hours, follows course rules, completes assigned exercises, and successfully satisfies the course completion requirements will receive a signed Certificate of Completion. Under 68 Ill. Adm. Code 1240.505, the certificate or a copy serves as the permanent training record and is maintained as required by the employing agency and licensee-in-charge.

Attendance and Professional Expectations

- Full attendance, punctuality, participation, and compliance with instructor and facility directions are required.
- Exercises are educational simulations. Students may not use course methods for unlawful surveillance, harassment, trespass, impersonation, unauthorized access, or invasion of privacy.
- Training records should accurately identify the student, dates, location, subject matter, instructor, employing agency when applicable, and completion status.
- Course content may be updated to reflect changes in Illinois law, IDFPR procedures, industry practice, technology, or safety requirements.



Program Summary

Provider	National Investigation & Security Associates (N.I.S.A.)
Course	Illinois 20-Hour Private Investigation Basic Training
Format	In-person classroom instruction, demonstrations, guided exercises, and case scenarios
Length	20 instructional hours
Location	Arlington Heights, Illinois
Completion	Signed Certificate of Completion for qualifying participants

**PROFESSIONALISM. LEGAL AWARENESS. FIELD JUDGMENT.
DOCUMENTATION.**

Illinois Authorities Consulted

Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act of 2004, 225 ILCS 447; and 68 Ill. Adm. Code Part 1240, including Section 1240.505. Current licensing and form information is maintained by the Illinois Department of Financial and Professional Regulation.

Illinois General Assembly: <https://www.ilga.gov/legislation/ILCS/details?ActID=2474>

Illinois Administrative Code: <https://www.ilga.gov/agencies/JCAR/EntirePart?titlepart=06801240>

IDFPR Private Detective information: <https://idfpr.illinois.gov/profs/detective.html>

Regulatory note: Requirements and agency procedures may change. Students and employers should confirm current IDFPR requirements before enrollment, employment, credential applications, or assignment to regulated duties.