

Ethics 101: Ethical Responsibilities for Private Investigators

Instructor

Michelle L. Riley
APIB Certified Trainer – #007
Alabama Licensed PI - #584
Civil Process Server

Phone

(256) 503-6595

Email

Michelle@TrainAlabama.com

Office Hours

9:00 a.m. – 6:00 p.m.
Sunday thru Friday
- Closed Saturdays-

Mailing Address

6275 University Dr. NW
Suite 37, Box 125
Huntsville, AL 35806

Course Overview

The purpose of this course is to provide an overview of the rules that govern private investigators' conduct and professionalism; and what it means to be a "good PI". We will focus on Professional Standards of Practice and use it as a guiding principle. For illustration purposes, we will take a look at several real-life situations (involving private investigators/process servers) who may have placed more emphasis on self-interest, over the interest of the general public.

CE: 2.0 Ethics: 2.0

Required Text: None

Course Material and Resources

- Alabama Private Investigation Board – Administrative Code
- Chapter 741-x-5: Professional Standards of Practice
- Alabama Rules of Professional Conduct
- <http://judicial.alabama.gov/library/RulesBarConduct>
- Code of Professional Conduct – Standards & Ethics for the Investigative Profession,
- 2nd Ed., Written by, Kitty Hailey, CLI
- Investigative Ethics, by Seumas Miller and Ian A. Gordon

Registration Fee: \$65 Classroom; and \$65 Online

Classroom Instruction

Ethics 101 will be held at the following location: Huntsville West, 3001 9th Ave SW, Huntsville, AL 35805. Light refreshments will be served.

www.TrainAlabama.com

Live Zoom Online Meeting – From your Home or Office

This option is only available to students who have access to a computer, tablet or mobile device. You will be required to view a PowerPoint presentation and video. For most devices, you will NOT have to download or install an application.

System Requirements: An internet connection – broadband, wired or wireless (3G or 4G/LTE); speakers or microphone – built in or USB plug-in. A webcam or HD camera, or wireless bluetooth.

Maximum Number of Students: 30

Course Outline

Topics	Subject	Learning Objectives
Topic 1	Introductions and Overview (10 min)	N/A
Topic 2	Professional Standards of Practice (1:20 min)	Personal and Professional Standards. Education and Training. Adherence to Applicable Laws. Ethical Conduct. Misconduct and Conflict of Interests. Protection of Rights and Confidentiality. Misrepresentations and False Statements.
Topic 3	Case Studies of Unethical Legal Professionals (20 min)	We'll examine several real-life examples of unethical behavior on the part of private investigators and/or process servers.
Topic 4	Question and Answer (10 min)	N/A

Payment & Refund Policy

The registration fee must be paid prior to the start of class. We offer a variety of methods for you to remit payment. You may pay online at TrainAlabama.com using a credit/debit card, or we can send you an invoice. We can also accept the following: Cash/PayPal/CashApp/Company Check.

Registration fees are non-refundable. If you are unable to attend class, or otherwise need to cancel, the fee will not be refunded but it may be used towards a future class conducted by TrainAlabama.com.

Additional Information

- Students are expected to arrive on time, actively participate, and remain in class until dismissed.
- Certificates of Completion will be emailed to webinar students within 24 hours of completing the course. Students who attend live training will receive their Certificate of Completion at the end of class.

About the Instructor

Michelle L. Riley is a dynamic speaker and experienced trainer with more than six years of training notaries and civil process servers. In September 2019, the Alabama Private Investigation Board approved her as one of its Certified Trainers (CT007) allowing her to offer educational courses to Alabama's private investigators. Michelle owns two businesses: *Alabama Notary & Process Server*, and *Notaries for Alabama*. She is an Alabama Licensed Private Investigator, and Licensed Insurance Agent. When she isn't training, she works as an HR Generalist for a local non-profit organization where she is responsible for employee relations and workplace investigations. Michelle graduated from UAHuntsville, where she earned a B.A. degree in Communications.

Why use TrainAlabama.com to satisfy your continuing education requirements?

- TrainAlabama.com is committed to offering a variety of engaging, up-to-date courses with today's legal professional in mind.
- Classes are held early mornings, evenings and weekends, to better meet your schedule.
- You decide whether to attend in-person, in a clean, secure and comfortable environment (Huntsville West), and interact with other legal professionals, or log on from your home or office (Zoom Online).
- Create a free, personal account on TrainAlabama.com and keep a record of past and future classes so that you always know where you stand with continuing education credits.