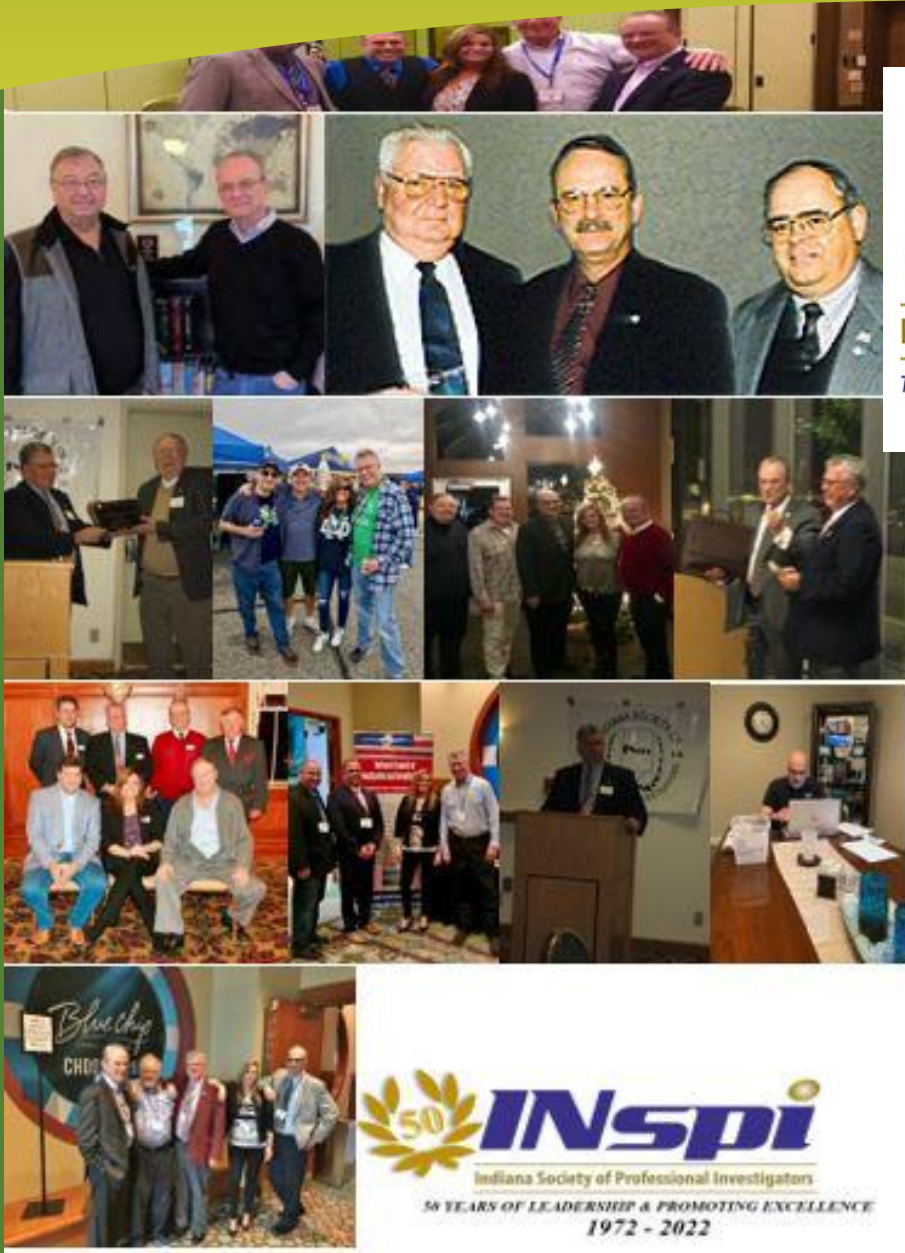


# The INDIANA Investigator

Newsletter of the Indiana Society of Professional Investigators

# 2022

2021 ANNUAL REPORT



# INspi

Indiana Society of Professional Investigators

*The Professionals Who Provide Solutions*

## MEMBERSHIP HAS ITS BENEFITS

Networking

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With the assistance  
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our members we are  
strong.

## 2021 ANNUAL REPORT EDITION

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**[Apply for Insurance On-Line](#)**

or Contact Kevin Whaley phone:616.541.1435 email: [kwhaley@thecampbellgrp.com](mailto:kwhaley@thecampbellgrp.com)



**Kevin Whaley**

Managing Director

We want to get to know you on a first name basis and become a valued partner of your security or investigative company's team. With more than 30 years in the business and thousands of clients, myself and my staff are uniquely suited to guide you through your security guard or private investigator insurance needs. We regularly help people review clients contracts, negotiate coverage terms and conditions to establish a fair middle ground, help with job selections (and what to avoid), and with safety and state licensing questions.

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Indiana Society of Professional Investigators

50 YEARS OF LEADERSHIP & PROMOTING EXCELLENCE  
1972 - 2022

MEMBERSHIP  
HAS ITS  
BENEFITS

- Networking
- Leadership
- Education
- Exclusive Resources
- Discounts

With the assistance  
and commitment  
of all our members  
we are strong

50 YEARS



# Message from our President

*INspi is a valuable resource to assist and support the advancement of our profession. Thank you all for entrusting me to be your President since 2019. As we complete the 2021 year and head into 2022, INspi will be reaching an incredible milestone, 50 years of promoting excellence for our profession. Our organization began in 1972, and with the volunteer work, time, funds and commitment by many professionals our organization continues to benefit our members and our profession. It has been a great pleasure to be a part of INspi and an honor to be at the helm as we reach our 50<sup>th</sup> year in service. Thank you to all that have participated. Special thanks to the ones that are no longer with us, however, we continue to experience the benefits of their hard work.*

*We start this year by reflecting on the accomplishments of 2021 with the continuations of the annual report project. The project was initiated several years ago; INspi is a non-profit organization and providing a general annual report to the members and supporters is a common responsibility of a non-profit group. Special thanks to all that contributed their time, efforts and funds towards the annual report project.*

*The main benefit of our membership is simple. You, as a professional, belongs to a group that expects you to practice your trade with a certain code of conduct; and if you don't the group will not have you. As members we can express to our clients that we have a commitment to follow certain professional standards and we value our trade. INspi is also a great resource of networking. It is easy to confuse resource networking with referrals. Some members may receive many professional referrals from other members, and some may not receive any. INspi is not an organization to provide commercial benefit to an individual business; the promotion of individual businesses belongs to the individual business owners. The networking that is available with our society is the ability to receive information, guidance and mentoring by professionals at various stages in their career and throughout a wide geographical region. This is the type of support that I am personally grateful and found even more valuable as the worldwide pandemic affected everyone with different business and personal challenges. Thank you to all that share their wisdom and experience to assist us through some of these uncertain trends and challenges.*

*As the leadership of INspi, it is our goal to work towards developing an environment that will guide all our members to strive and operate successful professional practices. Thank you all for your continuous support and encouragement. Together we are strong.*



George Gergis, CLI  
President-INspi





Website: [www.traceinvestigations.com](http://www.traceinvestigations.com)

Phone: 812-334-8857

Email: [Info@traceinvestigations.com](mailto:Info@traceinvestigations.com)



**B**efore courts could be established throughout the Territory of Indiana, disputes were often handled in an inequitable way. Take, for example, the French and Indian War in the Wabash Valley in the 18th century. Now, in the 21st century in the State of Indiana, legal battles are best fought in the courts of law. Trace Investigations in Bloomington, Indiana, not far from the now peaceful Wabash Valley, will gladly assist any party in anticipation of litigation in any civil or criminal court. And we will conduct ourselves within the laws and professional ethics of our time.

### **Don C. Johnson, CLI**

Trace Investigations, Inc.

P.O. Box 2603 ▪ Bloomington, IN 47402

Phone (812) 334-8857 ▪ Toll Free (800) 310-8857

Fax (812) 334-2274 ▪ Toll Free (888) 334-2270

Mobile (812) 327-0443 ▪ Skype [don.c.johnson.cli](https://www.skype.com/people/don.c.johnson.cli)

# INspi MISSION STATEMENT

*We, the members of the Indiana Society of Professional Investigators, in order to establish and promote a state society which will organize and educate our members, promote and enforce professional canons of ethics, develop and sponsor mutual feelings of good will and trust among ourselves and other investigative and related associations and organizations throughout the United States of America, and worldwide form this organization.*

*The society's purpose is to promote the competency and integrity of the investigative, contract security and private process service professions, to advance and safeguard the highest professional codes and ethics of said professions, and to cultivate and endorse those arts and sciences which will raise the standards and techniques of the professional investigative, contract security and process service fields of endeavor.*

## Professional Development

Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do. ...Pele



## 2022 Membership Reminder

If you are not yet a member please apply today.

On-line application now available – visit

[www.INDIANAINVESTIGATORS.COM](http://www.INDIANAINVESTIGATORS.COM)

[Join INspi Today -Click Here to Apply](#)

BECOME A MEMBER TODAY and show your commitment to INspi, yourself and our profession. "Together we are Strong"

# EXECUTIVE OFFICERS

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Investigative Support Unit, Inc  
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50710 Princess Way, Suite 300  
Granger, IN 46530  
574.288.5911  
[pi@piintegrity.com](mailto:pi@piintegrity.com)



# FINANCIAL REPORT 2021

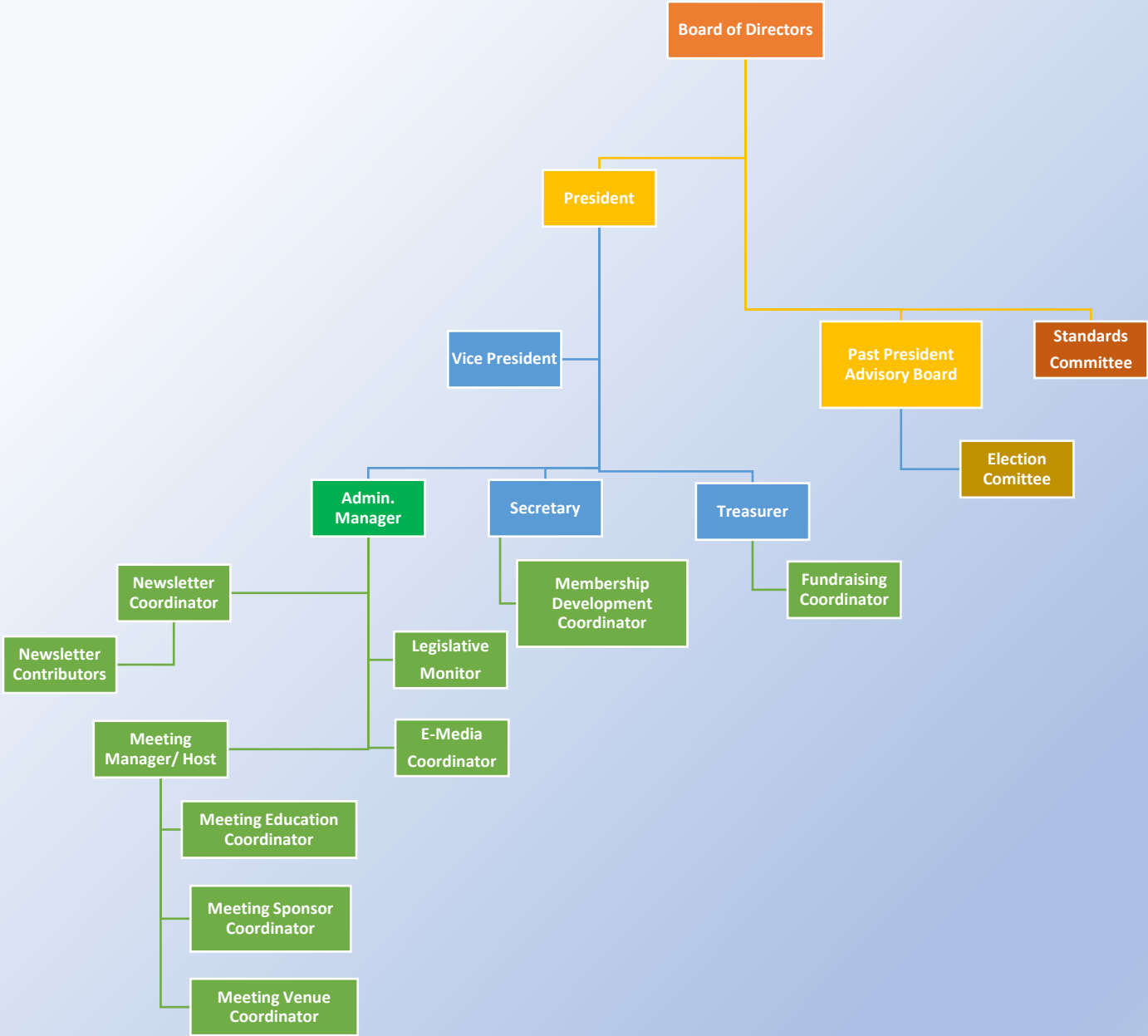
## REVENUES 2021



## EXPENSES 2021



# INspi Organizational Chart 2021



# INspi PAST PRESIDENTS ADVISORY BOARD

BRANDY LORD, CCDI (Chairperson)  
President 2015  
Integrity Investigations, Inc.  
Granger, Indiana  
574.288.5911  
[www.IntegrityInvestigationsInc.com](http://www.IntegrityInvestigationsInc.com)



KENNETH SHELTON  
President 2011  
Shelton Investigations LLC  
Angola, Indiana  
260.665.6050  
[www.SheltonInvestigations.com](http://www.SheltonInvestigations.com)



RAYMOND MYSZAK  
President 2007  
Star Investigations and Security  
Merrillville, Indiana  
219.794.5241  
[www.StarSecurity.org](http://www.StarSecurity.org)



ROBERT HARPER  
President 2003  
Retired  
Noblesville, Indiana



CASEY MAJOR  
President 2000  
Retired  
South Bend, Indiana



DON C. JOHNSON, CLI  
President 1998  
Trace Investigations Inc.  
Bloomington, Indiana  
812.334.8857  
[www.TraceInvestigations.com](http://www.TraceInvestigations.com)



# INspi

## PAST PRESIDENTS



Initiated Term	INspi President
2019	George Gergis, Current
2015	Brandy Lord
2011	Kenneth Shelton
2007	Raymond Myszak
2003	Robert Hopper
2002	J.P. Renner
2000	Case Major
1998	Don C. Johnson
1996	Gene Plummer
1994	C. O. "Cap" Sterling
1983	John D. Davis
1981	Larry J. Hearn
1980	Merl F. Heinlien
1979	Larry J. Bertoch
1978	Robert L. Haverly
1972	Larry J. Hearn

In August of 1972 our organization was started with the mission that continues today: to educate our members, promote and enforce professional ethics, to promote the competency and integrity of the investigative, contract security and private process service professions as well as to safeguard the standards and ethics. The organization was started as Indiana Association of Private Detectives, which was later changed to the name it is known for over 25 years, the Indiana Society of Professional Investigators. In 2013, INspi became a non-profit organization and continues to be operated and supported by members contributions and volunteer efforts.

We owe a debt of gratitude to the men and women that came before us, that work hard to establish the professional environment we all share today. The efforts of these leaders, volunteers and members for the last 50 years continue to benefit us and our profession today.

Yes, a 50-year milestone is reached by our organization this year! It is an accomplishment we can all be proud to be a part of. Thank you to all the professionals that have participated in the success of INspi and to their commitment towards our profession; and thank you for all the members that continue the commitment to promote excellence. "Together we are Strong"

MEMBERSHIP  
HAS ITS  
BENEFITS

- Networking
- Leadership
- Education
- Exclusive Resources
- Discounts

With the assistance and commitment of all our members we are strong

50  
YEARS



Indiana Society of Professional Investigators

50 YEARS OF LEADERSHIP & PROMOTING EXCELLENCE  
1972 - 2022



# LEGISLATIVE REVIEW

INspi is a member of the National Council of Investigation and Security Services (NCISS), and throughout 2021 INspi board members have been participating with regular national legislative watch meetings conducted virtually by NCISS. Special thanks to the Board Members and Legislative Committee Members that have taken time out of their busy schedule to keep our society updated and prepared for issues affecting our profession.

INspi Legislative Committee Chairperson

Dean Gluth

The Debugging Experts

dean@thedebuggingexperts.com

(847) 301-1475

The most important function of NCISS is to monitor and guide federal legislation. NCISS plays an important role in acting as a conduit for state legislative information. Through joint efforts and other national and state associations of related industries, advocates keep a watch on bills which might affect our professions. Often, a law passed in a trend setting state will be adopted almost verbatim by other states wishing to follow. If an unfavorable law is enacted in one state, NCISS alerts other state associations who can take action to keep the problem from spreading. NCISS officers are frequently called upon to testify at federal and state legislative hearings giving our industry's viewpoint.

Due to the worldwide pandemic the annual "Hit-The-Hill" event in Washington D.C. organized by NCISS was cancelled. The event is being considered for 2022, and INspi will be planning to have members of our legislative committee attend; however, the more members that attend this organized event, the more powerful our voice and message can be when lobbying our legislators.

INspi would like to request that all members consider attending and assisting with the efforts at the 2022 Hit the Hill event; and if the member can't personally attend consider sponsoring a member. It is not only a commitment in time and talent, but also a financial commitment to attend and participate in this event. Anyone that would like to sponsor a member or anyone that would like to attend, please contact George Gergis, INspi President or Dean Gluth, INspi Legislative Committee Chair to organize arrangements. We will keep you informed with the dates of the events once scheduled.



# 2022 Session Legislative Deadlines

Date	Description
<b>Monday, October 18, 2021</b>	Senators may begin filing bills for the 2022 Session (Senate Rule 44). Senators can file no more than a total of ten bills or joint resolutions (Senate Rule 48(a)).
<b>Tuesday, November 16, 2021</b>	Organization Day for the 2022 Session (IC 2-2.1-1-3). Representatives may begin filing bills (House Rule 103).
<b>Wednesday, January 5, 2022</b>	Senators may file only two bills per business day beginning today (Senate Rule 48(c)).
<b>Friday, January 7, 2022</b>	Deadline for filing Senate bills (Senate Rule 48(c)) not later than 4:00 p.m.
<b>Monday, January 10, 2022</b>	Latest day session must reconvene (IC 2-2.1-1-3)
<b>Tuesday, January 11, 2022</b>	Deadline for filing House bills (Fourth meeting day in January)(House Rule 107.2, not later than 2:00 p.m.).
<b>Wednesday, January 12, 2022</b>	Filing of House vehicle bills (Fifth meeting day in January)(House Rule 106.1).
<b>Friday, January 14, 2022</b>	Last day Senate bills may be assigned to Senate committees (Seven (7) calendar days following the last day for filing Senate bills and resolutions (Senate Rule 49(a)).
<b>Monday, January 31, 2022</b>	Last day for 3rd reading of House bills in House (House Rule 147.2 & 2.1).
<b>Tuesday, February 1, 2022</b>	Last day for 3rd reading of Senate bills in Senate (Senate Rule 79(a), subject to Senate Rule 88(b)).

Date	Description
Monday, February 28, 2022	Last day for 3rd reading of Senate bills in House (House Rule 148.2 & 2.1).
Monday, February 28, 2022	Last day for House adoption of conference committee reports without Rules Committee approval (House Rule 161.2)
Tuesday, March 1, 2022	Last day for 3rd reading of House bills in the Senate (Senate Rule 79(b)).
Tuesday, March 1, 2022	Last day for Senate adoption of conference committee reports without Rules Committee approval (Senate Rule 86(l)).
Monday, March 14, 2022	Last day for adjournment of both houses (IC 2-2.1-1-3).

### INDIANA HOUSE AND SENATE BILLS INTRODUCED TO BE AWARE OF

House Bill 1029 – ARREST BY CITIZEN

Introduced House Bill (H)

**Authored by** [Rep. Earl Harris](#).

Citizen's arrests. Specifies that a person may perform a citizen's arrest only if: (1) the arrest is justified under the self-defense statute; (2) the arrest is justified under the shoplifter or unlawful recording detention statutes; or (3) the arrest is based on a criminal offense committed on private property in the presence of the arresting person, if the arresting person has a contractual interest in the property or is an employee of an establishment located on the property. Makes conforming amendments.

Senate Bill 143 – SELF DEFENSE

Introduced Senate Bill (S)

**Authored by** [Sen. Scott Baldwin](#), [Sen. Michael Young](#), [Sen. Chris Garten](#).

Self-defense. Specifies that "reasonable force" includes the pointing of a loaded or unloaded firearm for purposes of self-defense and arrest statutes.

Senate Bill 196 – DATA PRIVACY

Introduced Senate Bill (S)

**Authored by** [Sen. Rodney Pol](#).

Data privacy. Defines "data steward". Requires the bureau of motor vehicles (bureau) to disclose certain personal information that is not highly restricted personal information if the bureau has obtained the written consent of the person to whom the personal information pertains, and the person requesting the information provides proof of identity and represents that the use of the personal information will be strictly limited. Requires the bureau to designate a data steward to oversee strategic and tactical data management for personal information collected and retained by the bureau. Makes conforming changes.



## *Join NCISS!*

NCISS is the National Voice of the Investigative and Security Professions - Your Voice in Our Nation's Capital! NCISS is your insurance policy protecting you at every turn. Visit [www.nciss.org/Join-NCISS](http://www.nciss.org/Join-NCISS)

**Are YOU Represented? *Learn More!***

# 2022 INspi Elections



2022 is an election year for INspi an Election Committee will be formed to accept nominations for qualified candidates as well as to oversee and administer the elections for office. Please consider serving as an Executive Officer or Committee Member. The two-year terms of all the current officers end on December 31, 2022.

The following is an outline of deadlines for the INspi elections:

- a) An Election Committee Chairperson must be appointed by the President before September 1.
- b) A candidate seeking to hold office must declare their intentions to the President prior to October 1.
- c) Nominees for office may be presented to the Election Committee until October 15.
- d) The President shall provide the names of the declared candidates to the Election Committee to be considered along with the candidates that are nominated no later than October 15.
- e) The Election Committee shall review the candidates for eligibility and provide the names of the eligible candidate to the Past Presidents Advisory Board for approval no later than November 1.
- f) The Election Committee will be provided the approved eligible candidates no later than November 10 and administer and oversee the elections and ballots.
- g) The Election committee is to report results to the Board of Directors and announce to the membership.
- h) The Election committee shall seek approval for any expenses for the duties required from the Executive Council and report any expenses for reimbursement to the Treasurer not to exceed an approved budget.

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Use Code inspi201836 to save 10%

**SPECIAL THANKS** to Matthew Spaier, an INspi Member and the founder of the Investigators Toolbox.

Matthew has sponsored and supported INspi events and projects throughout many years. It is with assistance of our sponsors that allow us to fulfill our mission and goals.

Thank you, Matthew and Investigators Toolbox!

**Support the people that support our profession!**



# 2021 INspi Formed Standards & Accreditation Committee

One of the most ambitious projects taken on by INspi in the recent years was to generate a handbook to assist in guiding members to operate a successful investigative business. In 2020, the project was completed with the assistance and contributions of many members and supporters of INspi. In 2021, INspi formed the Standards & Accreditation Committee as an independent standing committee. As we reach our 50<sup>th</sup> year of INspi, we take on another ambitious project to form an accreditation program for investigative firms.

As members, leaders and protectors of our profession, we must set the standards that measures the quality of the services offered, enhance our profession and protect our clients and the public from abuses and incompetence of individuals that may offer commercial investigative services. The accreditation committee has been tasked to undertake the development of a program that will measure and document the competency and integrity of a firm and distinguish the businesses that operate at a higher level of quality.

The program will utilize the **INspi Quality Standards for Investigation Guide**, published in 2020 as a foundation guide. All members of INspi were sent a copy of the guide as a benefit to their membership. Throughout 2020 the guide was only available in a printed version, and many investigators, attorneys and other professionals throughout the country purchased the guide. In 2021 an E book edition was generated and became available. It is now available free of charge to all INspi members for download via the members log-in section of our website: [www.indianainvestigators.com](http://www.indianainvestigators.com)

It is recognized that society members are widely diverse in their businesses and operational missions, staffing levels, funding, management resources, and day to day operations; however, certain fundamental ethical behaviors and foundational standards apply to any investigative firm. The guide is comprehensive, relevant and sufficiently board to accommodate a wide range of firms, including general practice firms, as well as firms specializing in specific areas, including criminal, civil, administrative laws, business relations and personal affairs. It was designed so it may be implemented into the operations of any firm in accordance with the mission and unique circumstances of the respective client base for the firm.

“By forming the Standards & Accreditation Committee, INspi is continuing to demonstrate a commitment to professionalism in the industry and a commitment to protect the public and the people of Indiana.”

Special thanks to the members and colleagues from all over the nation that have contributed and supported this project. - If any members or INspi supporters would like to volunteer time, donate funds and other support towards the Accreditation Project, please contact us at [info@Indianainvestigators.com](mailto:info@Indianainvestigators.com) INspi is a non-profit organization looking out for the interest of Professional Investigators and Security Services, your donations and support are appreciated.

Donations made to a specific project should be indicated as such. Please note that our website now has a “Support & Contributions” section to allow members to contribute beyond the membership dues and allow the general public and others to offer contributions and support. “Together we are Strong!”

*THANK YOU FOR YOUR SUPPORT!*



Brandy Lord  
Integrity Investigations, Inc  
Granger, IN 46530  
pi@piintegrity.com  
(574) 288-5911  
[www.IntegrityInvestigationsInc.com](http://www.IntegrityInvestigationsInc.com)

# The Four-Year Blues

By Don C. Johnson, CLI

This is not a country song.

Every four years beginning with 2011, a bill has been filed in the Indiana General Assembly to eliminate the licensing of private investigator firms and security guard agencies (PISG). These attempts were unsuccessful, thanks in large part to the advocacy efforts of many of Indiana's licensed investigators and security professionals. In addition, the National Council of Investigative and Security Services (NCISS), our advocacy voice in Washington, has always offered us support. Fortunately, there have always been legislators who saw the necessity of some regulation of our sectors and the need to protect the public from unskilled and unscrupulous actors.

Please allow a little history here. There may have been previous attempts to de-regulate our professions, but not since 1990 when licensing was moved to the purview of the Indiana Professional Licensing Agency. In 2007, our codes were revised and some improvements were made; for example:

- We became "Private Investigators," not "Private Detectives" as the old codes designated us. Two separate sections of the codes were created for PIs and SGs. Previously, under the "PD" codes we could operate as an investigative and/or a security business. At the time, we could transfer our license to one or the other, but had to obtain a second license for the other.
- The new codes eliminated the state licensing of employees of PISG businesses, licensing only the business, a PI "firm" or a SG "agency." Each business had to have a "Qualifier," the individual who had to demonstrate qualifications for obtaining a business license, a process we all are familiar with. Previously, the person who applied for the business received an individual "Authorized Employee" identification card (an "AE" card) in addition to his firm's license and all employees had to have an AE card. This became an administrative nightmare for the state, due to the large turnover in the guard sector.
- Security bonds were eliminated, replaced by a minimum of \$100,000 professional liability insurance. (You could obtain separate PI and SG licenses under the same certificate of insurance.)
- Out-of-state PI or SG companies could now obtain an Indiana license without having a physical presence in Indiana. Previously, that presence was the office of an in-state licensee, who became a registered agent of the out-of-state licensee.

Nationwide in recent years, numerous media articles, state and federal legislators, small business owners and advocates for the under-employed have de-cried the over-regulation of trades and professions. The PISG sectors have not been immune. In 2011 in Indiana, the governor appointed a special committee to review the licensing of several of Indiana's boards and commissions. The presidents of the boards whose licensing was under review spoke before the committee, including the PISG board chairman and president. However, in the end, the committee pushed forward a bill in the General Assembly to eliminate our licensing. Fortunately, clearer heads prevailed. The bill died a quick death.

A subsequent attempt was made in 2015 to dismantle several boards. Once again, our voices were heard and PISG licensing survived. However, in 2019 no special committees were established and, suddenly, we were alerted to a bill being heard in the Indiana House to eliminate PISG licensing. With the support of a member of the house committee, our board was not eliminated but its size was reduced from seven members to five.<sup>1</sup>

# The Four-Year Blues

(Continue)

You can do the math. If the four-year cycle continues, our board is scheduled for review (or elimination) during the 2023 session of the General Assembly. In the current session no bills were filed which directly impact the licensing of the PISG sectors:

- 1) House Bill 1060, authored by Rep. Dennis Zent, reduces the membership of three boards to five members; the state board of dentistry, the state board of registration for professional engineers and the Indiana board of veterinary medical examiners.
- 2) Senate Bill 260, authored by Sen. Blake Doriot, requires "... the professional licensing agency to develop and maintain a system that allows an individual who is applying for an initial license or certificate or the renewal of an existing license or certificate to become a donor of an anatomical gift."

The deadline for the filing of bills ended on January 7<sup>th</sup> for the Senate and January 11<sup>th</sup> for the House.<sup>1</sup> Will our licensing survive the 2023 session, when the four-year cycle rings its clarion bell? We have to be prepared to once again face that reality.

There are private investigators and security company owners who, I expect, would easily acquiesce to de-regulation. Most of us who have "been around awhile" would survive, although we would face new challenges in protecting our "brand" and educating the public about our profession. Many of us continue to see the intrinsic value of licensing, and we can easily argue that Indiana's licensing sets only the minimum standards for qualifying to run a PI or SG business. INSPI has always been a voice for the necessity of regulation of PI firms and SG agencies. But in a prevailing atmosphere of de-regulation, we have to go beyond the usual bullet points of public safety and quality assurance. We will now have to demonstrate that regulation does no harm to the state's efforts to increase job security and employment opportunities.

Are we ready?



*Thank you to Don C. Johnson, CLI for his contribution.*

*Don C. Johnson, CLI is a founding member of INSPI and served as president in 1999-2000. He is a member of NCISS and served on its board of directors for a number of years. He currently serves as the president of the Indiana Private Investigator and Security Guard Licensing Board. This article is penned solely in his capacity as a Hoosier business owner, carrying both a PI and SG license.*

*Trace Investigations Inc.*

*Bloomington, Indiana*

[www.TraceInvestigations.com](http://www.TraceInvestigations.com)

Photo of Don C. Johnson



***50 YEARS OF LEADERSHIP & PROMOTING EXCELLENCE  
1972 - 2022***

INspi is a non-profit organization operated by volunteers and support from our members and sponsors to fulfill our Mission.

INspi Members strive to build and assist others to build successful practices in a constantly changing and challenging business environment. Private sector investigators, Security Personnel and Process Servers play key roles in facilitating justice in the American justice system, assisting with honest ethical commerce by businesses and assisting individuals to handle personal affairs with the individual and private manner entitled to each individual citizen.

INspi has a goal to help and guide our members to be successful and provide high quality standards while practicing their trade.

Become a sponsor and support the effort to enhance our profession!

Special Thanks to **Ron May, CPA at Schroeder May & Associates** for his assistant  
and support of our organization

For more information regarding services from Schroeder May & Associates call  
574.232.2727

350 Columbia Pl, South Bend, IN 46601



# BUSINESS PLANNING FOR YOUR FIRM

## Private Investigation File Flow Chart Overview

**CASE INTAKE REQUEST:** Handled by the Account Manager

Case intake requests are received in a variety of methods, on-line, phone, email, in person and are a result of individual and collective sales and marketing efforts. The Account Manager assigned to the client is responsible to receive or be provided the case intake request.

**REVIEW INTAKE REQUEST:** Handled by the Account Manager

The intake request is reviewed by the Account Manager to determine if the case will be Accepted, Rejected or Referred to another agency. If the case is rejected or referred the requestor should be notified.

**ACCEPT CASE:** Handled by Account Manager & Administrative Support

Once the case is accepted, the Account Manager is required to collect initiating documentation or conduct an intake interview. The following information should be retrieved to open a casefile:

1. Date and method of intake request
2. Date accepted and name of Account Manager that accepted the request
3. Requestor's full contact and billing information
4. Case background information (utilize pre-printed forms if applicable)
5. Nature of request
6. Any reference numbers associated to the case by the requestor
7. Others authorized to receive investigative updates (paralegal, assistant etc.)
8. Assignment budget
9. Signed Engagement agreement or directives
10. Collect retainer deposit or authorize credit terms

**INITIAL SUPERVISOR REVIEW:** Handled by Investigative Supervisor

The investigative supervisor to conduct preliminary review of casefile and initiate case management, record assignment, check for any possible conflicts, assign case name relevant to assignment, issue job number or name.

**PLAN INVESTIGATIVE ACTIONS:** Handled by Investigative Supervisor

Review request and conduct any preliminary investigative research, generate action plan for the investigative assignment and prioritize action points. While prioritizing the following should be considered:

1. Can the action points be accomplished with or without delay?
2. What is the benefit to the investigation of accomplishing one assignment prior to another?
3. Is there an investigator available for the assignment?
4. Will the assigned investigator be more effective and capable of incorporating the assignment along with another required case assignment?
5. Which assignments have the most potential evidentiary value or potential loss of evidence if not accomplished within a certain timeframe?
6. What deadlines apply to the assignment?
7. What is the proximity of the locations involved or travel requirements needed?
8. What resources are available and when are the resources available?
9. What is the budget for the investigation?
10. What is the profit value or potential profit value to the firm?

**ASSIGN INVESTIGATOR:** Handled by Investigative Supervisor

After the initial review an investigator should be assigned. In determining which investigators, the supervisor needs to evaluate the talents and traits needed for the assignment and then select the appropriate qualified investigator.

# BUSINESS PLANNING FOR YOUR FIRM

## Private Investigation File Flow Chart Overview (Continued)

**CONDUCT INVESTIGATION:** Handled by the Assigned Investigator or Investigators  
The investigation is worked according to the action plan assigned for each investigator.

**UPDATE SUPERVISOR:** Handled by the Assigned Investigator & Investigative Supervisor  
The investigation progress should be reported to the Investigative Supervisor on a regular basis per protocols for each case file.

**SUPERVISOR'S REVIEW OF PROGRESS:** Handled by the Investigative Supervisor  
The Investigative Supervisor to collect progress reports and organize information.

**UPDATE REQUESTOR:** Handled by the Investigative Supervisor or Account Manager  
If needed, the requestor is to be updated by the Account Manager or Investigative Supervisor as predetermined for each casefile.

**ADJUST ACTION PLAN:** Handled by the Investigative Supervisor  
If needed, adjust action plan with the input of the requestor, Account Manager and Assigned Investigators.

**CONTINUE OR CONCLUDE INVESTIGATION:** Handled by the Assigned Investigator & Investigative Supervisor

**CONCLUDE ASSIGNMENT:** Handled by Assigned Investigator  
Once assignment is completed, all work product to be submitted to the Investigative Supervisor.

**SUPERVISORY REVIEW:** Handled by the Investigative Supervisor  
The work product submitted should be reviewed, organized, inspected for quality, and the Account Manager should be notified of any issues.

**EXIT COMMUNICATION:** Handled by Investigative Supervisor & Account Manager & Administrative Support if needed.  
The work product should be organized, detailed billing prepared, and packaged per protocols for the client.

**PRESENT TO REQUESTOR:** Handled by Account Manager (Administrative Support if Needed)  
The work product, reports and exit communication should be presented or delivered to the requestor as directed by the Account Manager.

**CLOSE:** Administrative Support  
Casefile to be closed and data secured.

Every investigation is like a living thing; no matter how similar to other investigations, it is unique to its own particulars. Attempting to reduce the investigation methods to a mechanical process is difficult; a technique that worked in one case may or may not work in another. To be collectively successful an investigator should be able to adapt to current circumstances and overcome obstacles utilizing the available resources. However, investigative firms must be prepared and commercially obligated to perform in the most capable and effective manner from the initiation of a case. This is why every investigative firm should have certain basic guidelines regardless of the number of investigators employed or the type of investigations handled.

Special Thanks to **Ron May, CPA at Schroeder May & Associates** for his assistant  
and support of our organization

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Thank you to PI-Perspectives and the Host, Matthew Spaier for offering a quality podcast with a professional perspective to our trade. Many INspi members have been featured on the podcast!



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- 4) Announcement of support and logo on conference materials

### LEVEL 2:

- 1) Company Logo & Announcement on Website -Supporter Page
- 2) Company Logo & Announcement on Website – Home Page
- 3) Affiliate Membership (1)
- 4) Full Page Ad in Annual Report (1)
- 5) Admission to All INspi Board Meetings & Conferences (1)
- 6) Vendor Table at INspi Conferences (1)
- 7) Announcement of support and logo on conference materials
- 8) Monthly emails announcements of support to all members and subscribers

### LEVEL 3:

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- 2) Company Logo & Announcement on Website – Home Page
- 3) Affiliate Membership (2)
- 4) Full Page Ad in Annual Report (2)
- 5) Half Page Ad in Annual Report (1)
- 6) Admission to All INspi Board Meetings & Conferences (2)
- 7) Vendor Table at INspi Conferences (1) with preference
- 8) Announcement of support and logo on conference materials
- 9) Weekly emails announcements of support to all members and subscribers

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# INspi Code of Ethics & Conduct

## **PREAMBLE**

The Indiana Society of Professional Investigators hereby states that a member should at all times exhibit high professional standards, and should protect and further his or her client's interest and confidentiality, in a manner consistent with all applicable laws and circumstances. It should be the intention of every member to deal honestly, justly and courteously with all, and to practice his or her profession according to this Code of Ethics.

## **PROFESSIONAL RELATIONS**

Section 1. Each member of the society will cooperate with other investigators and related professionals, and by the exchange of information and experience promote the welfare of his or her profession in all matters not in conflict with the member's relationship with a client or employer.

Section 2. A member will not advertise his or her services in a manner which would be deemed unprofessional or inappropriate by his or her peers, or in a dramatic, misleading, or exaggerated fashion. A member will not engage in conduct which would bring discredit, dishonor, or injury to the dignity and honor of his or her profession, or to this society.

## **RELATIONS WITH CLIENTS AND THE PUBLIC**

Section 3. Upon request, the member will give to each client a full explanation of the work to be performed, rates and fees to be charged, and reports to be rendered.

Section 4. The member will preserve the confidentiality of the client or employer and the client's or employer's interests unless directed otherwise by the client or employer, or unless under a specific order of legal authority.

Section 5. The member will make all reporting based upon truth and fact and will offer honest opinions and conclusions based thereon.

Section 6. The member will conduct all aspects of his or her business within the bounds of legal, moral, and ethical considerations.

Section 7. The member will not accept his assignment or employment if a personal or professional conflict of interest lies therein.

Section 8. The member will not utilize techniques, equipment, or devices which might threaten the life, limb or safety of another.

Section 9. The member will strive to improve as a professional, to respect the individual rights of others and to insure the same of those under his or her employ, or in his or her sphere of influence.

## **RELATIONS WITH INVESTIGATORS AND OTHERS**

Section 10. The member will participate in continuing education as may be directed by the Board of Directors.

Section 11. The member will not directly or indirectly injure the professional or personal reputation or business opportunities of another member. If a member believes that another member is guilty of unethical conduct, illegal activity or unfair practice or designs, the member will present the information to the proper authority or body for action.

Section 12. The member will not criticize another member's work or business practices except in the proper forum for technical discussion and criticism.

Section 13. The member will not compete illegally with another member in the solicitation of work.

Section 14. A member will not engage in the unauthorized practice of law.

Section 15. A member will not solicit clientele for any attorney.

## CONTINUING EDUCATION MADE VIRTUAL

Like almost every organization in the world the 2021 pandemic generated some changes with event scheduling. Some educational events in the planning were derailed; however, thanks to technology and partners our society's mission to provide quality professional development and education did not stop, it continued on a virtual track.

### **P.E.A.C.E. Investigative Interviewing On-Line Training Program Made Available to INspi Members**

INspi partnered with the experts at Forensic Interview Solutions, the Leading Global Provider of P.E.A.C.E. Investigative Interviewing scenario-based training courses, to bring our members certification training in the P.E.A.C.E. Interviewing Method.

The P.E.A.C.E. framework embodies the drive to ETHICAL fact finding using scientifically endorsed interview methods. Link to sign up for the course available on the INspi Website [www.IndianInvestigator.com](http://www.IndianInvestigator.com)



**THANK YOU FOR YOUR SUPPORT!**

INspi has been blessed with the contributions and support of many people and businesses supporting the goals and mission of INspi. It is with extreme gratitude that we accept their contributions that assist in making our organization productive. Please support the people that support our profession!

**THANK YOU!**



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**Tara M. Godoy, BSN RN CFN LNC**

**Godoy Medical Forensics, Inc.**

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**Call: (925) 425-7182    Email: [Tara@GodoyMedical.net](mailto:Tara@GodoyMedical.net)**

**Godoy's unique background in working with both criminal and civil attorneys gives your team a perspective that you will not find anywhere else.**

**THANK YOU FOR YOUR SUPPORT!**

INspi has been blessed with the contributions and support of many people and businesses supporting the goals and mission of INspi. It is with extreme gratitude that we accept their contributions that assist in making our organization productive. Please support the people that support our profession!

**THANK YOU!**



Forensic Interview Solutions Mission

“To provide scientifically based, ethical investigative interviewing scenario-based training courses to organizations empowering them to protect themselves, their customers, and communities from risk.”

Training providers for the **P.E.A.C.E.** Investigative Interview Method  
The P.E.A.C.E. framework embodies the drive to ETHICAL fact finding using scientifically endorsed interview methods.

**TO BE THE BEST INVESTIGATIVE INTERVIEWER YOU CAN BE!**

**Video description of the course:** [Click Here for Video](#)

**WEBSITE:** [www.fis-international.com](http://www.fis-international.com)

## CONTINUING EDUCATION MADE VIRTUAL

In February of 2021 INspi partnered with NALI to bring our members virtual training and offered 6 hours of CEU. The relationship continues into 2022 with more quality training scheduled virtually in February of 2022.

### 2022 CONTINUING EDUCATION AND TRAINING



### "Advancing Investigations in a Technological World" Virtual On-Line Video Conference by N.A.L.I. Friday, February 11, 2022

6.0 hours CEU Credits

[REGISTER NOW-CLICK HERE](#)

An educational program designed to give investigators an advantage in dealing with the everchanging technological challenges of investigating and gathering information.

INspi working with the National Association of Legal Investigators arranged a special discounted rate for this national on-line virtual conference. To access Registration Form: [REGISTER NOW-CLICK HERE](#)

# AFFILIATE ORGANIZATIONS

**MCPI:** The Michigan Council of Professional Investigators is an organizational network of investigators from across the State of Michigan founded on integrity, professionalism and high industry standards. The organization strives to provide investigators with education, legislative support, business opportunities, and synergistic forums to gather and exchange ideas. The MCPI members maintain the highest standard of ethics and confidentiality to promote trust and support amongst their clients and colleagues.

INspi and MCPI have a long history of cooperation and work in conjunction to provide members of both association with educational opportunities and support. Many professionals in Michigan are members of INspi as many Indiana Professionals are members of MCPI. The cooperative relationship has been a mutual benefit to our respective state associations and a great benefit to our profession.



When considering investigative services in Michigan, first consider the members of MCPI.

[www.mcpihome.com](http://www.mcpihome.com)

# AFFILIATE ORGANIZATIONS

**NCISS:** The National Council of Investigation and Security Services is a legislative action organization protecting the interest of investigative and security professionals. Many INspi members are members of NCISS. Joining NCISS is considered the minimum that a professional can do at the national level to assist in protecting and promoting our profession. INspi encourages all members to consider joining NCISS and contributing to their mission, which is also our cause.



**"YOU NEED BOTH HALVES"  
for the BEST  
LEGISLATIVE PROTECTION**

<b>1st Half</b> Member of State Association	<b>2nd Half</b> Member of Nati'l Council Investigation & Security Services
---	---

Many of your state association leaders  
have the 2nd half.

**PROTECT YOUR BUSINESS!**  
**JOIN TODAY**



## ***Join NCISS!***

NCISS is the National Voice of the Investigative and Security Professions - Your Voice in Our Nation's Capital! NCISS is your insurance policy protecting you at every turn. Visit [www.nciss.org/Join-NCISS](http://www.nciss.org/Join-NCISS)

***Are YOU Represented? Learn More!***

## AFFILIATE ORGANIZATIONS

**PAWLI:** The Professional Association of Wisconsin Licensed Investigators an organizational network of investigators from across the State of Wisconsin that offer many professional training and educational opportunities. With a recent joint agreement between INspi and the leadership of PAWLI, members of INspi can benefit from the PAWLI training opportunities at the discounted rate offered to the PAWLI Members. We look forward to a long cooperative relationship with the organizations.



### PROFESSIONAL ASSOCIATION OF WISCONSIN LICENSED INVESTIGATORS

PAWLI has arranged a training and education conference for March 24 & 25, 2022 in Stevens Point, Wisconsin.

All INspi members are eligible to attend at the local PAWLI Member discounted rate.

Detailed information available at [www.PAWLI.COM](http://www.PAWLI.COM)

# NATIONAL IMPACT

In review of the INspi members list one can see several members that practice throughout the neighboring states and throughout the corners of our nation. It is refreshing to note the number of investigators not only committed to the profession but committed to such a level to participate and support our society. Many times, as an Indiana firm when seeking qualified people to assist with casework outside the state, the first resources checked is the INspi membership list.

On the occasions, that a need to hire an out of state investigator arises, as a prerequisite a request for that investigator to become an INspi member is made. This should not be an exception, but the norm. An out of state investigator working an Indiana based case agreeing to the professional oversight of an Indiana civilian authority is the minimum commitment that can be demanded.

Having a national reach and impact is a great benefit to INspi and Indiana. Resources and assistance are offered to members on a regular basis; information regarding trends throughout the nation are shared; educational programs and conferences are made available at reduced rates throughout the nation; legislative research and assistance is shared. It is encouraged that all members ensure that every investigator in their firm is a member of INspi and follows the ethical code of conduct required of INspi members, as well as when working with other investigators to seek INspi members, demand Indiana based investigators be INspi members, and request that all out of state investigators be members of our society. This is the simplest most efficient method to ensure that one is working with an investigator committed to our profession and to their practice.

# NATIONAL IMPACT

When it comes to finding assistance and resources throughout the United States, INspi members may not need to look any further than the INspi Membership Directory List.

Indiana is known as the “Crossroads of America” and our members encompass the country from one corner to the next. Thank you all for your commitment to our profession, yourselves and INspi.

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**THANK YOU ALL FOR  
YOUR  
SUPPORT  
&  
COMMITMENT**

*“Together We Are Strong”*



# INspi E-Mail List-Serve

INspi over the last decade has had an Electronic List-Serve that is available to all members. This useful tool allows members to seek advice, assistance, make announcements and receive information in an effective method right from our emails on our computers, smart phones and tablets. **The value of the information shared on the listserv sometimes far surpasses the cost of the membership dues.**

The email address to send emails to the list-serve is [Indiana-investigators@googlegroups.com](mailto:Indiana-investigators@googlegroups.com) ; the invitation to participate was also sent to the members from that email address.

INspi would like all members to make sure that they are receiving emails from the listserv group and all have access to post information as needed. If any members don't have access to the new listserv, please let us know by sending an email to [info@indianainvestigators.com](mailto:info@indianainvestigators.com) along with a request to join the listserv group; an invitation will be sent within 72 hours of the request.

One must be a member of INspi to be eligible to participate on the listserv discussions. They're also some simple rules to follow:

- Professional Conduct Only (keep in mind the ethics and code of conduct expected by an INspi Member).
- The listserv is NOT a moderated list – if needed, individuals may be notified and moderated.
- ALWAYS use a signature block – it is your networking card.
- No personal attacks, flaming or unwarranted criticism.
- If something is found to be objectionable, please email [info@indianainvestigators.com](mailto:info@indianainvestigators.com) to report.



# MEMBERSHIP FOR 2022

In 2021, INspi evaluated the membership classes and requirements and expanded membership opportunities per the mission and goals of our society. With the change INspi membership categories went from four classes to seven classes. All professionals owning or employed for an investigative firm, security agency or process server company are now eligible for membership.

There is now no reason why any professional investigator, security professional or process server cannot express their commitment to their profession and their personal development, as well as share in the benefits and support of our Society.

Apply today: [JOIN INspi – Click Here!](#)

## INspi Classes of Membership

**PRINCIPAL MEMBER:** (Must be the license holder for a valid Investigative Firm or Security Guard Agency within the State of Indiana)

To become a Principal Member, the applicant must be a valid license holder for a Private Investigative Firm License or a valid license holder for a Security Guard Agency License issued by the State of Indiana. Only a Principal Member may vote on the society's business, and the society will maintain a one Principal - one vote policy. A Principal member will be accorded full rights of membership in the society in addition to the right to vote, and including but not limited to, the right to hold elected office and to serve in any appointed position.

**AFFILIATE MEMBER:** (Must be a principal licensee duly licensed by a licensing authority outside the state of Indiana and not a license holder in the state of Indiana)

To become Affiliate Member, the applicant must be a principal licensee duly licensed by the licensing authority of another state or territory, and not licensed in the state of Indiana. An affiliate member will be accorded full rights of membership, except the right to vote and hold office. - Affiliate membership is also available to others not otherwise eligible, yet who share the aims and principles of the society and is approved by the executives.

**ASSOCIATE MEMBER:** (An employee of any Principal or Affiliate Member)

To become an Associate Member, one must be an employee of a state licensee Principal Member or the employee of an out of state licensee Affiliate member. An Associate member will be accorded full rights of membership, except the right to vote and hold office. An Associate membership will be valid only during the term said member is regularly employed by a Principal or Affiliate member of the society.

# MEMBERSHIP FOR 2022

## INspi Classes of Membership (continue)

**ASSOCIATE INVESTIGATOR MEMBER:** (An investigator employed by an investigative firm in which the licensee of the investigative firm does not hold membership)

To become an Associate Investigator Member, one must be an employee of a state licensee or an employee of an out of state licensee in which the principal licensee holder is not a member of the society. The Associate Investigator member will be accorded full rights of membership, except the right to vote and hold office.

**ASSOCIATE SECURITY PROFESSIONAL MEMBER:** (A security professional employed by a Security Guard Agency in which the licensee of the Security Guard Agency does not hold membership)

To become an Associate Security Professional Member, one must be an employee of a state licensee or an employee of an out of state licensee in which the principal licensee holder is not a member of the society. The Associate Security Professional member will be accorded full rights of membership, except the right to vote and hold office.

**ASSOCIATE PROCESS SERVER MEMBER:** (A Process Server that is employed by a firm in which the licensee of the firm does not hold membership)

To become an Associate Process Server Member, one must be an employee of a state licensee or an employee of an out of state licensee in which the principal licensee holder is not a member of the society. The Associate Process Servicer Member will be accorded full rights of membership, except the right to vote and hold office. (If the state in which the process server is employed doesn't require licensing, the membership will be considered)

**LIFE MEMBER:** (Any Principal Member is eligible for Life Membership)

Any Principal Member of the society is eligible for Life membership upon payment of the proper dues. A Life member will receive special recognition from the society, in a manner determined by the Executive Council, and will be accorded full rights of Principal membership.

### DISQUALIFICATIONS:

If a member is convicted of a felony offense, a misdemeanor offense involving moral turpitude or sanctioned by a governing regulatory agency or licensing board from the member's state, his/her membership within the society may be revoked for cause. No person who applies for membership in the society and who has been convicted of a felony offense or a misdemeanor offense which involves moral turpitude shall be confirmed for membership.



*I founded READI Response with a dream... to take 21st century technology and bolster that with tried and proven field investigative techniques.*

*As a result of this vision we have created the READI Response mobile app, connecting investigators nationwide through mobile technology. This concept has revolutionized the professional investigative industry." -Kevin McClain, CEO*

**Learn more by visiting: [www.ReadiResponse.com](http://www.ReadiResponse.com)**

**INspi is a non-profit organization that is managed by volunteers and is funded by membership dues, sponsorships and donations. It is not an organization designed to provide individual commercial benefit to specific businesses. We are composed of dedicated professionals that work hard to develop an environment allowing us all to practice and enhance our skills for the benefit of our trade and citizens of Indiana.**

**[www.IndianalInvestigators.com](http://www.IndianalInvestigators.com)**

# SPECIAL THANKS

SPECIAL THANKS to the contributors and supporters of the INspi ANNUAL REPORT!

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**THANK YOU  
FOR YOUR SUPPORT!**

***“Together We Are Strong”***



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INspi is a Non-Profit Organization