



**SHT**  
SMITH, HALL, & TUNSON  
LEGAL SERVICES

Revised: 12-20-20

**SHT Legal Services**

**P.O. Box 350217**

**Westminster, CO 80035**

**INVESTIGATOR: \_\_\_\_\_**

**(OFFICIAL FILE/WORKING FILE)**

**INVESTIGATIVE HOURS: \_\_\_\_\_**

**BUDGET: \_\_\_\_\_**

**1. Private Investigation Contract:**

**(Running Resume)**

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SHT INITIALS: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

Original-On-site File Copy-Accounting Copy-Resident



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**Witnesses (Expert and/or Lay):**

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**Interviews:**



**Statements:**



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**Scene Diagrams:**

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## **Interrogation Reports:**

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**Evidence:**



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**Arrests and/or Convictions:**

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**Preliminary Report:**



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**Status Report:**

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**Other Reports (Laboratory reports, polygraph examination reports, surveillance reports, auditor reports, financial analysis reports, information reports, referral reports, management control deficiency reports, fraud vulnerability reports, and case closing reports.):**



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## Concluding Report:

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## 2. Supplemental (Deficiency/Vulnerability) Report:

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**Systematic Strengths:**

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**Systematic Weaknesses & Corrective Action And/Or Improvement Plan:**



### **3. Strict Guidelines:**

**When such investigations are investigated internally, those investigations should be subject to external audits, examinations, and reviews by objective and experienced third party professional investigators...**

**Know and if you don't act like you do... The truth always comes out.**

**Learn on others and your mistakes and shortcomings their are never failures...**

**If you are in knowledge of.... you know. If you are accredited you are recognized for what you know.**

**If there is a liability there is a concern....**

**Planning and organizational skills, case knowledge, identification of witness (and getting them to voluntarily cooperate), interviewing skills, the collection of evidence, and the timely utilization of appropriate investigative techniques, tools and resources, and so on.**

#### **PI Questioning**

**Who?**

**What?**

**When?**

**Where?**

**Why?**

**How?**

**How Much?**

**Where were you before the incident?**

**Where did you go after the incident?**

**Who else?**

**What else?**

**When else?**

**Why else?**





**How else?**

**How much else?**

**Compounding**

**If A, B, and/or C are true, so probably is D**

**Think: How would the suspect have done this?**

**Think: How would someone similar to the suspect have done this?**

**Think: How would someone not at all like (the opposite) the suspect have done this?**

**Think: How would you (the investigator) have done this?**

**Four Points for Refusal**

**-Identify Service Address**

**-Identify Person**

**-Identify Documents**

**-Identify Where You Left Documents**

**Declaration, Statement, and Affidavit**

**Efficiency**

**Effectiveness**

**Elicitation**

**Evidence Sufficiency:**



**Guilt Beyond a Reasonable Doubt 95%**

**Clear and Convincing Evidence 75%**

**Preponderance of the Evidence 51%**

**Probable Cause 25%**

**Reasonable Suspicion 15%**

**Mere Suspicion (No Evidence) 0%**

**Databases: Clear, TLO, Social Media, FOIA, PACER, Court Records, and Accurint**

**Field Tools: GPS, Audio Recorder, Video Cam, Cell Camera, Camera Glasses,**

**Hypnosis Testing**

**REM Sleep Testing**

**Narco Analysis Testing**

**Vocal Analysis**

**Lineup Method works with Positive Identification**



**Kinesics which is the interpretation of body language.**

**Interview Accounting**

**Drive Time (To And From)**

**Report Writing Time**

**Download and Copy Time**

**Filing Time**

**Delivery Time Back To The Client**

**Case Index**

**Long term**

**Short term**

**Plan for the impossible to get the most out of your day**

**Status of Interviewer**



**Complainant**

**Victim**

**Witness**

**Suspect**

**Subject**

**Other**



**An Investigator should always:**

**Plan**

**Strategize**

**Evaluate**

**Implement**

**Reassess, reevaluate, and update the plan**

**Interview Accounting**

**Drive Time (To And From)**

**Report Writing Time**

**Download and Copy Time**

**Filing Time**

**Delivery Time Back To The Client**

**Case Index**

**Long term**

**Short term**

**Plan for the impossible to get the most out of your day**



**Status of Interviewer**

**Complainant**

**Victim**

**Witness**

**Suspect**

**Subject**

**Other**

**Final Summary Report**

**Attachments and Exhibits**

**Postdraft Report**

**Report Distribution**

**Investigative Notes and Evidence**

**Smith, Hall, and Tunson Legal Services P.O. Box 350217 Westminster, CO 80035  
www.shtlegalservices.com Electronic Communications Privacy Act, 18 U.S.C. §2510-  
2521**