



# THE CAROLINA INVESTIGATOR

## February 2018 Edition



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# LETTER FROM THE PRESIDENT

Since being elected President at the Cherokee conference, I have worked to learn more about the various aspects of the NCAPI and thought about what I hope to bring to my new role. After the installation at the annual meeting, I shared a few goals for the year with attendees and want to share further specifics.

### 1 - Improve communication between the Board of Directors and our members.

We are nothing without our members and you as our members deserve to know what's going on with the Association. One way that we aim to achieve this is through the bimonthly publication of the newsletter, distributed the week following the bimonthly NCPPSB meetings (April, June, August, October, December). By following this schedule, we can update members on key takeaways from the PPSB & NCAPI meetings for those unable to attend. Please see the meeting schedule on page 15.

Additionally, our BOD voted to move forward with a new web design and management company, MemberClicks. This is the same entity that designed and supports many of our sister organizations like NCISS and WAD. Over the next couple months, we will be working with Memberclicks to reinvent our website with improved functionality and improved ability to track, share and store information. My hope is that our new site will provide one-stop-shopping for members, whether registering for an event, posting a job opportunity or renewing membership.

Also, if you aren't already following us on Facebook, please do so! This is a great way to stay in touch & in tune with the latest news from our association & industry. <https://www.facebook.com/NCAPI-280167801485/>

### 2 - Raise awareness of the NCAPI within our industry and amongst new licensees

Even though the NCAPI is over 30 years old, it is a regular challenge to ensure that those newly licensed know about us. In collaborating with NCPPS, we are developing new ways to connect with licensees. For example, at the next PPSB meeting, Director Brian Jones will discuss including a letter from the NCAPI BOD outlining the benefits of membership in all licensee packets when wall licenses and identification cards are mailed. We look forward to working more closely with the new Director and his team to build on the NCAPI's relationship with NCPPS.

### 3 - Increase involvement of membership to strengthen NCAPI and build relationships.

Volunteers are the lifeblood of any organization. I have volunteered in one non-profit or another throughout my life, and have seen how critical every volunteer is to the fabric of any organization. We have volunteers that have been working with the NCAPI for over 20 years, some since inception. We could not survive without the knowledge, steadfastness and contributions of these long-time members and supporters. These 'lifers' will only get us so far though. To sustain our organization for the next generation, we need new blood. We need new ideas. We need new volunteers. We need YOU!

There are eight standing committees and we look for 5 or more volunteers for each. Five of the committees correlate with a Board member's role - Legal & Legislative, Membership & Public Relations, Budget & Finance, Ethics & By-laws, and Program & Education. We also have committees for Political Action, Benevolence Fund (as needed), and Elections. New this year, there is now a Scholarship Committee, to evaluate the applications to award our first scholarship. Some of these committees are active all year, others may have a certain purpose with certain timing. Whether you have 1 hour or 20 hours a month to spare, every hour helps shape the organization now and for the future.

Beyond these committees, I hope to find a few willing volunteers to help on a couple new projects.

First — we would benefit from a Website or IT Liaison(s) as we bring new functionality & capabilities to [ncapi.com](http://ncapi.com) as a platform to interact, connect and communicate with our members.

Second — a Member Liaison, who keeps an ear to the ground and alerts the BOD when members are in crisis or experiencing tragedy, to convey the NCAPI's support in times of need. I want the NCAPI to be a support network for its members, not only if you have surveillance to assign in Asheville, but also if your spouse is diagnosed with cancer or you lost a loved one. If a card or flowers from the Association brings a smile and lets someone know that they aren't alone, it is a worthwhile mission.

#### 4 - Adhere to Constitution and By-laws

The Constitution and by-laws were established over 30 years ago to provide a foundation on which to build. In reviewing them more closely after becoming President, I noticed elements of the Constitution that we follow and others that we may have overlooked. There also are typos, contradictions and areas that could use some clarification, which we hope to address in the future. For now though, let's go back to the basics and follow the founding guidelines. As a BOD, we have already taken steps to get us on the right track including requiring copies of PI licenses with membership applications and working to establish an annual budget.

Adhering to the Constitution and by-laws is important even when it is not easy or seems to upend a precedent. One example relates to our previously elected Secretary William Wilke. Although a very capable and enthusiastic new member of the NCAPI — after review of our founding documents, he realized that he did not meet the minimum requirements to be on the BOD, i.e. licensed as a Private Investigator for 2 years, and member of the association for 2 years. While I was sad to see him resign from the position, I appreciate his deliberate effort to follow our Constitution. As the NCAPI President, I will strive to do the same.

I am honored and humbled to serve the industry as part of the NCAPI, and will do my best in the coming year to make it count. I am excited to work with our BOD and members to develop and grow this organization. To this end, I welcome your ideas, feedback, suggestions or concerns at [president@ncapi.com](mailto:president@ncapi.com) and look forward to hearing from you.

**TAMARA D. RABENOLD**  
**NCAPI President**



**REMEMBER TO LIKE US ON FACEBOOK**

<https://www.facebook.com/NCAP1-280167801485>

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## Get to know Heather H. Brown



**N**ever thought I would find myself being Secretary of the NCAPI after battling breast cancer but here I am! I am honored that I have been approached several times to fill a position on the board, I guess God has been trying to tell me something! I have been a supporter of the NCAPI for many years. In my past life, I was a police officer with the Charlotte Mecklenburg Police Department (CMPD) for 11 years, where I assisted with developing and updating key departmental policies and procedures. I worked as a School Resource Officer and also helped establish the agency's Uptown Guide program; pairing college students interested in law enforcement with CMPD personnel to provide an inside look at the profession.

My work experience also extends from a local to the nationwide level. I was the project manager for a federally funded program that conducted background investigations for Federal Flight Deck Officers. I have performed background investigations for local agencies and I have conducted undercover investigations for companies such as Kroll and ISS.

My educational background began with obtaining a Bachelor of Science Degree in Criminal Justice with a minor in Psychology from the University of North Carolina at Charlotte. I received my Advanced Law Enforcement certificate in May 1999 and my Private Investigators License in September of 2009.

I have lived in Hong Kong and have traveled extensively throughout the world. Until my cancer diagnosis, I was a volunteer as a Guardian Ad Litem for the 26th Judicial District for Mecklenburg County. My passion at the moment is the non-profit organization I started called Hope for Hair Foundation. Our goal is to

provide support to cancer patients at risk for hair loss as a result of chemotherapy in two ways: Financial aid for DigniCap or other cooling cap methods and by educating and providing products which will help to ensure success while using the DigniCap. I look forward to working with the board to better our organization.

# TREASURER REPORT

**W**e have had a financial review of our bookkeeping for 2017 by a CPA who is not affiliated with NCAPI to ensure honesty and integrity of our records. No issues were noted.

Last year we were able to assist a long term association member that fell on hard times through our benevolence fund so if you would like to donate to that please send a check to me at 133 E Council St Salisbury NC 28144 or if you want to assist us with the PAC fund so we can continue to fight legislation that could potentially hurt our industry send it to the same address.

As we begin a new year the association needs you to contact other investigators you know to have them renew their membership and encourage new members to join. This is the only way the association can keep providing the NCAPI services to our membership. As with every year our membership starts out small and grows throughout the year so your help is vital to keeping the association alive.

Come join us at the bi-monthly PPS meetings and learn more about your association. We need your input and thoughts so we can continue to give the membership more and more things to enjoy. I am in need of at least three members to be on my committee this year so if you would like to do so please contact me at [kpi@kikerpi.com](mailto:kpi@kikerpi.com).

I look forward to working with all of you again this year.

Jeff Kiker, Treasurer NCAPI

# Benevolence Fund

Our fundraising raffle for the Benevolence Fund at the Fall Conference brought in \$1321.00! Add to that the monies brought in from sales at the NCAPI merchandise table \$340.00 for a total of \$1661.00.

We greatly thank all those that bought tickets for the numerous items that were raffled off and those that made purchases at the NCAPI merchandise table. Monies in this fund come solely from these sales and voluntary donations from our general membership.

As we get closer to our Fall Conference in November we will be looking for items to be raffled during the event. Please consider donating when we do our drive for raffle items. Should you want to make a monetary donation, you may do so at any time by sending a check to:



NCAPI Benevolence Fund  
c/o NCAPI  
133 East Council St.  
Salisbury, NC 28144

It is important to remember that the Benevolence Fund has been established to offer relief to fellow NCAPI members, who through no fault of their own, have a legitimate need for financial assistance. Once a member's need is known, our Benevolence committee verifies the need and makes a recommendation to the NCAPI Board of Directors. This fund has been utilized over the past few years as needs have been identified and we would like to be able to continue helping our own.

## NCAPI Scholarship Program

NCAPI is now accepting applications for our scholarship program! Applications will be accepted through June 1, 2018 and must be received by this date to be considered. The 2018 Scholarship amount will be \$2000.00 and will be awarded at the Board of Director's regular scheduled meeting in August, 2018



**Eligibility:** Any dependent child, grandchild, or adopted children of a member of NCAPI in good standing shall be eligible to apply to the scholarship fund for each academic year of their degree or technical program. Children of a deceased member who was in good standing at the time of his or her passing shall also be eligible to apply for a scholarship. For purposes of eligibility, the parent or grandparent of the applicant must be a current member of NCAPI and must have been an active member for a minimum of two consecutive years.

**Purpose:** Awarded scholarship monies must be used to help cover the cost of attending any two (2) or four (4) year college, university or technical school. Once a scholarship has been awarded, the student must maintain at least a 2.7 grade point average ( B- GPA) in order to apply for scholarship assistance for additional years of education assistance.

The application process shall include: The completed official application, a copy of the letter of acceptance from the school the student will be attending and a 1000 word essay on a topic to be chosen yearly by the Board of Directors. All applicants shall use the same essay topic for the scholarship cycle.

**The 2018 Scholarship Essay topic:** "How would you encourage/help somebody to stand-up &/or move forward from bullying?"

Please see the application included in this newsletter. Applications for the scholarship shall be submitted by first-class mail to the NCAPI Secretary at NCAPI PO Box 1846, Huntersville, NC 28070.

The scholarship eligibility requirements, essay topic and application are all also available on our website at [ncapi.com](http://ncapi.com).

**DEBORAH WORLEY,**  
NCAPI Vice President/Committee Chair

*(Application is attached at the end of the newsletter)*

# LEGAL AND LEGISLATIVE REPORT

**A**t the Annual NCAPI meeting, it was brought up to the Board that a new bill called HB236 was introduced and passed regarding the removal of social security numbers and drivers license information from the records of the Clerk of Courts and the AOC should a person request such a redaction in writing. The law passed with no resistance and actually went unnoticed by nearly everyone in the industry including other lobbyists for NCISS.

**HOUSE BILL 236 — SECTION 26.3. G.S. 132-1.10** reads as re-written:

“§ 132-1.10. Social security numbers and other personal identifying information. ...

(f1) Without a request made pursuant to subsection (f) of this section, a register of deeds, clerk of court, or the Administrative Office of the Courts may remove from images or copies of publicly accessible official records any of the identifying and financial information listed in subsection (f) of this section that is contained in that official record. Registers of deeds, clerks of court, and the Administrative Office of the Courts may apply optical character recognition technology or other reasonably available technology to publicly accessible official records in order to, in good faith, identify and redact any of the identifying and financial information listed in subsection (f) of this section. Notwithstanding the foregoing, law enforcement personnel, judicial officials, and parties to a case and their counsel shall be entitled to access, inspect, and copy unredacted records.



Once sworn into the BOD as the Legal and Legislative Chairman, I put together a committee to take a proactive approach to address this bill. Larry Flannery and Jerry Pitman contacted members of the House and Senate to voice our concerns on this matter numerous times. While this is still an ongoing project, the response received from these members of the Legislature has been positive and appear to be friendly towards creating a future exemption for our industry. I would strongly suggest that other members of the NCAPI voice their concerns to their local representatives and inform them of the harm House Bill 236 may inflict upon our industry if Private Investigators are unable to gather information due to redacted social security numbers or drivers licenses. Currently, the only exemptions provided under this law is for “ law enforcement personnel, judicial officials, and parties to a case and their counsel shall be entitled to access, inspect, and copy unredacted records.” We hope to add Licensed Private Investigators to this list through these efforts.

Also, on March 20th, 2018, Greg Hatten, Bob Dunn and I will be attending the annual “Hit the Hill” event along with other members of NCISS to speak to our members of Congress. The event will consist of personal meetings with Congressmen or their representatives to voice industry concerns and speak to the impacts they may cause on our profession. As always, some of the topics to be discussed with these Congressmen will be continued legalization of GPS devices, surveillance, and access to private information such as social security numbers and drivers licenses. A new bill has been resurrected which aims to curtail our industries use of GPS devices for “cyber-tracking” and this will be one of the main focuses of our conversations. Our goal is to show the positive and responsible use of these devices and how our industry self-regulates use during our investigations. Although the topic of GPS legislation has been discussed for years, many in Congress simply wish to protect consumers from unapproved monitoring from electronic devices or applications such as your cell phone or Google or Apple etc. However, due to how GPS devices work, it is our responsibility to emphasize the need for an exemption for these devices to be used in our profession to avoid them being “lumped” in with legislation intended to curtail other activities outside. If any members have questions or concerns that they would like to discuss with myself or members of my committee, please let me know by via email at [legal.legislative@ncapi.com](mailto:legal.legislative@ncapi.com). I appreciate any information members may have that will assist me in performing my duties and openly welcome members who may also wish to serve on the Legal and Legislative committee. Please do not hesitate to contact me regarding your interest, I am always looking for more volunteers.

Thank you,  
**Shaun Marso**  
2018 BOD Vice President  
Chairman of Legal and Legislative Committee  
Email: [Legal.Legislative@NCAPI.COM](mailto:Legal.Legislative@NCAPI.COM)  
Cell: (919) 988-0617

# FROM THE DESK OF the Membership and Public Relations Committee Chairman:

**A**s your Membership and Public Relations Committee Chairman, I am happy to inform the membership that real progress is being made with the newsletter. As we all know this is a work in progress and it takes all of our members to make the letter a success.

I would like to thank Paula Hayes and Sharon Call-Diaz for volunteering their time to serve on the Membership and Public Relations Committee.

I would like to thank NCPPSB for their contributions and support of our letter. What a great way to keep our members informed of all the current changes and regulations.

At this point, I am going to stop, as time and space will not allow me to ramble on. There are a great number of issues, ideas and things that the M&PR Committee will be working on in the coming months, so stay tuned and watch for changes.

As many of you already know, it will be a very busy year for our board members dealing with issues that affect our industry and our association which has a direct impact on our profession. I welcome our new board members; James M. Geiger, Shaun Marso and Heather Brown. I would like to thank all the members of the association who have given their time and support to these efforts.

It was great to see everyone at the 2017 Conference and I am looking forward to seeing you again at the 2018 conference.

As a reminder, the membership renewal period is January 1, 2018, so for those of you who have not renewed your membership I urge you to do so. Remember there is strength in unity and numbers. I welcome all renewing members and new members.

In closing, I feel there is a lot more work to be done in the areas of membership, recruitment and public relations, as members of this association please email me with your ideas, suggestions or comments on things you would like to see addressed. Remember this is our association; we make it what it is, please come out and support it.

Until next time,  
Best regards,

**Bob Dunn,**

Vice President- Membership & Public Relations Committee Chairman

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## THE NCAPI NEWSLETTER NEEDS YOUR HELP!

We want to know your ideas! We need input from you.

The NCAPI Newsletter is by our membership and for our membership.

The newsletter staff would like your opinions on what you would like to see in our upcoming issues. Here are just a few things we would like to add.

- Articles of interest to the Private Investigation World
- Technical articles on equipment you may have used on cases or know about and want to share information with other colleagues.
- Current events in which you or other PI's in your area have been involved in.
- Advertise your company, offer your services to other PI's, help your business grow (please see advertising section for details).

It is all about what YOU want and what is interesting to YOU! Please take just a few minutes and help make our next newsletter a roaring success by contributing.

Please submit ideas, comment or questions to Hope at [news.editor@ncapi.com](mailto:news.editor@ncapi.com)

## ADVERTISEMENTS

To advertise in the newsletter please contact [secretary@ncapi.com](mailto:secretary@ncapi.com) or [news.editor@ncapi.com](mailto:news.editor@ncapi.com). Advertising fees are on a per edition basis with the advertiser providing the advertisement in a PDF format.

Advertising fees are:  
FULL PAGE: \$125  
HALF PAGE: \$100  
QUARTER PAGE: \$50  
BUSINESS CARD: \$25

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Over the coming months, we will be working on a new website for our organization. In evaluating a couple options and based on our prior experience, your Board voted to team up with MemberClicks for the project. For right around \$4,600, MemberClicks is designing our new site, will handle all required updates and maintenance for the next 12 months, and provide back-end membership management software to help us better support our members.

Features include event ticket orders, registrations & calendars, member customized profiles & walls, discussion forums, topic-specific opt-in e-mail discussion, e-mail notifications/updates, payment processing with responsive receipting, etc... This also includes unlimited training & customer service support as we learn our way with this new platform and make changes throughout the year, which is especially critical when a website is only one aspect of a multifaceted job that we are tasked with as your Board. We need someone to do it for us when we don't have the time or volunteers to get it done. Additionally, MemberClicks platform is highly secure with security protocols to the same standards as those used by Amazon.com.

As we are in the Technology Age, it would be ideal to have a handful of tech-savvy members to volunteer and run point on our NCAPI website and other techy needs. Anyone interested in lending some of your skills & time to the Association? If yes, please contact Tamara at [president@ncapi.com](mailto:president@ncapi.com).



# MemberClicks



## Renew Your 2018 NCAPI Membership Today!

**A**s you glance at the membership application in this newsletter, we want to highlight a key new component that has been lacking for the past couple years.

In our Constitution, Article II, under Membership, Section 4, there are guidelines on what must be included as part of our membership application. Over time and with many members joining through [ncapi.com](http://ncapi.com) along with transitions on the Board, one aspect of the application process fell through the cracks! This requirement is obtaining "F. Copy of appropriate Private Investigator, Private Investigator Associates (or the like) or Private Detective license." With cameras on every cell phone, it is easier than ever to snap a photo of your wall license or pocket identification card and provide it with your application.

For anyone who has joined for 2018, please e-mail a copy or photo of your license to Heather at [secretary@ncapi.com](mailto:secretary@ncapi.com) if you have not already done so.

Additionally—there are three all important questions at the end of our NCAPI application. It is easy enough to quickly mark your answer without a second thought, but we want to bring one of those questions to your attention—**Will you support & Follow the intent and spirit of the NCAPI Code of Ethics?** This is so important to truly consider, practice daily and take to heart in a world where we need more cheerleaders and fewer naysayers. As done at one time, paper applications will resume having our Code of Ethics on the back, and we will not send out an application without the Code of Ethics included. How can we expect people to embrace the same mentality & positive spirit, if we don't bring it more to the forefront of our organization? The time is **NOW**.

Memberships expired on December 31, 2017, and must be renewed annually. If you have not renewed yet for 2018, you may renew online at [NCAPI.com](http://NCAPI.com) or by filling out the attached form and mailing it along with a copy of your license and your renewal payment of \$100 to the following address:

**NCAPI**  
**Attention Treasurer**  
**133 E. Council Street**  
**Salisbury, NC 28144**



This application is for new & renewing NCAPI memberships. Please complete all fields. Membership dues are **\$100.00 annually**. Renewals are in January of each year. Only Principal Members may vote &/or hold office in the NCAPI. Questions? Please contact [membership@ncapi.com](mailto:membership@ncapi.com)

Date: \_\_\_\_\_

Membership Type:   \_\_\_ Principal   \_\_\_ Affiliate/Non-Voting   \_\_\_ Non-Licensed/Non-Voting

First Name: \_\_\_\_\_ Last name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street Address (physical location): \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

PI License Number: \_\_\_\_\_ State of Licensure: \_\_\_\_\_

Licensed Since (Year): \_\_\_\_\_ # Years of Experience: \_\_\_\_\_

NC License Renewal Date: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Other Professional Affiliations: \_\_\_\_\_

Professional Certifications: \_\_\_\_\_

Are you willing to serve of one of an NCAPI committees if asked to do so? \_\_\_ Yes \_\_\_ No

If yes, which committee is of greatest interest to you?

\_\_\_ Programs & Education   \_\_\_ Ethics & Bylaws   \_\_\_ Legal & Legislative   \_\_\_ Membership

Do you have any pending charges before any State or Federal Court or any pending alleged violations being considered by the NC PPSB (or equivalent entity in another state)? \_\_\_ Yes \_\_\_ No

Will you support & follow the intent and spirit of the NCAPI Code of Ethics? \_\_\_ Yes \_\_\_ No

Payment method: \_\_\_ Check \_\_\_ Credit card

**To complete the application, please e-mail a photo or copy of your PI license or hard card to [secretary@ncapi.com](mailto:secretary@ncapi.com).**

**Thank you for your interest & support of the NCAPI.**

# Ethics and By-laws Committee Update

Members serving on the NCAPI Ethics & Bylaws Committee for 2018 are:

Michael Cheek, China Grove  
Audra Coleman, High Point  
Gary Corbett, Washington  
James Geiger, Ocean Isle Beach  
Janet Holahan, Clemmons  
Melanie Keene, Wilmington  
Don Miller, Morehead City  
Harvey Morse, Waynesville  
Deborah Worley, Cape Carteret – Chair

Submitted by  
**DEBORAH WORLEY,**  
NCAPI Vice President/  
Committee Chair

The committee will begin our work by reviewing suggestions made at the Fall Conference. We ask the membership to please feel free to submit comments, concerns or questions to our committee at [ethics.bylaws@ncapi.com](mailto:ethics.bylaws@ncapi.com).

## CODE OF ETHICS

### **PREFACE**

A private investigator is dedicated to a search for truth and the furtherance of his client's interest consistent therewith. This search for truth makes possible the establishment of the American ideals of fairness and justice for the benefit of the client in every case that the investigator works on. It should be the intention of every investigator to deal honestly, justly, and courteously with all persons and to practice his profession according to this Code of Ethics.

### **PROFESSIONAL RELATIONS**

The Private Investigator will extend the effectiveness of his profession by cooperating with other investigators and related professions, and by the exchange of information and experience so long as the interests of his clients or employers are not violated.

**HE/SHE** will not advertise his work, skill, or merit in an unprofessional manner or in dramatic, misleading, or exaggerated fashion, and he will avoid all conduct or practice likely to discredit or do injury to the dignity and honor of his profession.

### **RELATIONS WITH THE PUBLIC**

The Private Investigator will, when the appropriate opportunity presents itself, explain to the public, the role of his profession in the furtherance of the administration of justice.

**HE/SHE** will not knowingly violate any right or privilege of any individual citizen which may be guaranteed or provided by the United States Constitution, any State constitution, or the laws of the State and Federal Governments or any subdivision thereof.

**HE/SHE** will make all his reporting based upon truth and fact. He/She will not disclose or relate or betray in any fashion that trust of confidence placed in him by either client, employer, or associate, without that person's consent. He/She will not suggest, condone, or participate in any fashion or degree, for any purpose whatsoever, in entrapment.

**HE/SHE** shall refrain from accepting an assignment or employment if a personal conflict of interest lies therein. He/She will deal fairly and equitably with his client or employer, and will clearly explain his duties and the basis for his charges in each case.

**HE/SHE** will guard against employing those techniques, or utilizing such equipment or devices that may threaten the life or safety of another.

**HE/SHE** will not allow personal feelings or prejudices to interfere with factual and truthful disclosures on the assignments in which he/she has been employed or consulted.

### **RELATIONS WITH INVESTIGATORS**

**HE/SHE** will endeavor to provide the opportunity, education, and skill for the professional development and advancement of investigators in the profession.

**HE/SHE** will not directly or indirectly injure the professional reputation, prospects, or practice of another investigator. If he/she considers that an investigator is guilty of unethical, illegal, or unfair practice or designs, he/she will present the information to the proper authority for action.

**HE/SHE** will uphold, and never abuse, the principle of appropriate and adequate compensation for those engaged in investigative work. He/She will not criticize another investigator's work except in the proper forum for technical discussion and criticism.

**HE/SHE** will not compete illegally with other investigators in the solicitation of work and not engage in the unauthorized practice of law.

# NCAPI 2017 ANNUAL CONFERENCE

## Cherokee, NC



Speaker Kelly Riddle

## 2017 CONFERENCE STATS

- **205** registered attendees
- **20** Exhibitors including industry vendors & sister organizations
- **Top Revenue Raisers:**
  - Member & Non-member registration fees = \$6,192.00
  - Sponsor/Vendor participation fees = \$5,600.00
  - Ads in conference program = \$1,125.00
- **Total Conference Revenue = \$13,617.00**



Opening Speaker, Director Brian Jones



Color Guard from American Legion  
Steve Youngdeer Post #143

## ■ Top Expense Categories:

- Meeting facilities, set-up, A/V, food, beverage, etc... = \$10,618.00
- Speaker travel & lodging = \$4,072.00
  - Conference printed programs: \$1,782.00

■ Total Conference Expenses = \$18,037.00

■ NCAPI Out-of-Pocket Costs: \$4,194.00

■ Total raised for Benevolence Fund = \$1,661.00

■ Total raised for PAC Fund = \$1,660.00

■ Total collections for Toys for Tots = 85 toys, 74 stocking stuffers & 8 books



Marine Corps Reserve Toys for Tots Coordinator Randy D. Hughes accepted the generous donations from the NCAPI members.



Vendors at the Conference

■ There were 105 completed surveys collected at the end of the conference.

■ Based on a scale of 1 (not beneficial at all / very dissatisfied) to 5 (very beneficial / very satisfied):

■ 83.2% of respondents rated the meeting location as 4 or 5

■ 81% of respondents rated the event structure as 4 or 5

■ 68.5% of respondents rated the food/snacks as 4 or 5

■ 91.6% of respondents rated vendors/exhibits as 4 or 5

■ 86.3% of respondents rated value of conference relative to cost as 4 or 5

■ 93.7% of respondents rated their overall satisfaction of the conference as 4 or 5

*Thanks to Jim Geiger for tallying the survey data!*



Vendors at the conference



Mike Crowe from the Cherokee Friends and Museum of the Cherokee Indian addresses attendees after tribal dance showcase.

# STATES WITH LIMITED RECIPROCITY

The North Carolina Private Protective Services Board currently has limited reciprocal agreements with seven (7) states for Private Investigations. Those states are:

California  
Florida  
Georgia  
Louisiana  
South Carolina  
Tennessee  
Virginia

These reciprocal agreements allow for licensed private investigation agencies and private investigators from each of these specific states to enter North Carolina to conduct investigations of certain cases without having to be licensed by the North Carolina PPS Board. In addition, these agreements allow North Carolina licensed private investigators to enter each of these states to investigate certain cases without having to obtain a license in that state. There are specific conditions and limitations to these agreements as indicated below:

1. Agencies and Investigators must be licensed (or registered, if applicable) and in good standing in their home state.
2. The case being investigated must have originated in the home state.
3. Out-of-state investigators may not solicit private investigative business or open an office while in North Carolina.
4. North Carolina investigators may not solicit private investigative business or open an office while in one of these other states.
5. Investigations are limited to thirty (30) days per agency per case in all states, with the exception of Tennessee, which limits investigations to fifteen (15) days.
6. Investigations exceeding the above time limits must be handled by a private investigator licensed in the state where the investigation is being conducted.
7. Investigators conducting any investigations that do not fall into the above described category must obtain a license from the particular state prior to conducting such investigations.

Source: <https://www.ncdps.gov/document/states-limited-reciprocity>



Please plan to attend our annual conference November 4 – 6, 2018, at the DoubleTree Hilton in Atlantic Beach.

The conference focus is on small PI businesses & the private investigator entrepreneur. Interesting and appropriate topics, presented by experienced and entertaining professionals, will be the hallmark of our conference.

We are seeking members who want to volunteer their graphic/art talents to help with conference materials. Please contact [programs.education@ncapi.com](mailto:programs.education@ncapi.com) to get involved!

**JIM GEIGER**

NCAPI Board of Directors  
Programs & Education Chairman  
[Programs.education@ncapi.com](mailto:Programs.education@ncapi.com)



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# UPCOMING MEETING DATES

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Circle these dates now upcoming meetings for NCPPSB & NCAPI. Visit the NCPPSB's website for meeting updates and schedules at <https://www.ncdps.gov/about-dps/boards-commissions/private-protective-services-board/meetings-and-minutes>

## April 25-26, 2018 – Raleigh, NC

**NCAPI Executive Meeting** on Wednesday, 4/25 -- 3:00pm in the Mordecai Room

**NCPPSB Committee Meetings** on 4/25 & General Session on 4/26

**NCAPI BOD Meeting** held 30 minutes after the conclusion of the PPSB meeting in the Mordecai Room  
Location: Holiday Inn North, 2805 Highwoods Boulevard, Raleigh, NC 27604

## June 20-21, 2018 – Raleigh, NC

**NCAPI Executive Meeting** on Wednesday, 6/20 -- 3:00pm in the Mordecai Room

**NCPPSB Committee Meetings** on 6/20 & General Session on 6/21  
Four Hours of training classes available after this meeting from 1:00 – 5:00pm

**NCAPI BOD Meeting** held 30 minutes after the conclusion of the PPSB meeting in the Mordecai Room  
Location: Holiday Inn North, 2805 Highwoods Boulevard, Raleigh, NC 27604

## August 22-23, 2018

**NCAPI Executive Meeting** on Wednesday, 8/22 -- 3:00pm in the Mordecai Room

**NCPPSB Committee Meetings** on 8/22 & General Session on 8/23  
Four Hours of training classes available after this meeting from 1:00 – 5:00pm

**NCAPI BOD Meeting** held 30 minutes after the conclusion of the PPSB meeting in the Mordecai Room  
Location: Holiday Inn North, 2805 Highwoods Boulevard, Raleigh, NC 27604

## October 24-25, 2018 – *(voted on by PPSB at 2/22 meeting)*

**NCPPSB Committee Meetings** on 10/24 & General Session on 10/25  
Location: Holiday Inn North, 2805 Highwoods Boulevard, Raleigh, NC 27604

\*No NCAPI BOD Meetings held this month.

## December 19-20, 2018 – Raleigh, NC

**NCAPI Executive Meeting** on Wednesday, 12/19 -- 3:00pm – TBD in the Mordecai Room

**NCPPSB Committee Meetings** on 12/19 & General Session on 12/20  
Four Hours of training classes available after this meeting from 1:00 – 5:00pm

**NCAPI BOD Meeting** held 30 minutes after the conclusion of the PPSB meeting in the Mordecai Room  
Location: Holiday Inn North, 2805 Highwoods Boulevard, Raleigh, NC 27604

# IN CASE YOU MISSED IT

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## Summary from PPSB & NCAPI Meetings in Raleigh (2/21-2/22)

The following are a few highlights on relevant topics discussed during the bimonthly PPS & NCAPI BOD meetings. We will endeavor to keep you informed of changes that have the greatest impact on our members in each newsletter.

### NCPPSB MEETING:

The Board is aware of HB236, which took effect on January 1, 2018. There was a meeting with nine members of the legislature who agreed to look into possible revisions or adding private investigators as an exemption to the bill. The DPS liaison said that none of the typical keywords were used to flag it as an issue which is the reason it surprised so many, along with the effect on the industry. [For more on this see Legal & Legislative Report in this newsletter.]

Although it is in the very early stages, PPSB is evaluating options to eventually raise license application and renewal fees in the coming years through a new bill or amendment to an existing bill (74C-9). Most of the current fees are maxed out under existing legislation.

**Permitium:** Online WebEx, phone, and in-person trainings are scheduled to go through March 30th, every Monday, Wednesday, and Friday from 10:30 – 11:30 am. Friday trainings are only online. There are 1,500 licensees in the system. Staff is working diligently to catch up but there is still a significant backlog. If requesting your login credentials to access Permitium, it could still take 30 days for a response with your username & password.

The Director's report noted that 30% of renewal applications are missing a copy of the required updated criminal record check. As stated on renewal paperwork, **All applicants shall submit a criminal record check which must be obtained through [www.PPSBcheck.com](http://www.PPSBcheck.com) or by calling 1-877-272-0266 ext. 1029 for each county/state where an applicant has resided for the past twenty-four (24) months.** Criminal records check results will NOT be accepted if over sixty (60) days old when received by PPS.

*\* Based on feedback from someone who recently went through this, you may want to allow an extra couple days to receive your criminal record, even if you opt for e-mailed delivery of results.*

### NCAPI BOD Meeting:

Most of what we covered at our BOD meeting is addressed in greater detail within this newsletter, including the new website, HB236, and association application requirements.

The Fall Conference planning is well underway and all speakers have been confirmed. This year's conference is focused on providing content to benefit small PI businesses, including management strategies, marketing tactics, legal pitfalls to avoid and more. We will be publishing the registration costs in the near future. There will be reduced registration fees for those who join the association BEFORE May 31, 2018.

Attempts to 'patch' and 'update' the NCAPI Bylaws and Constitution through the years has resulted in inconsistencies and ambiguity. The BOD is considering legal review of these documents with the possibility of a complete rewrite to improve clarity and better address the ongoing & future needs of the Association.

Options are also being reviewed and considered in order to make voting on related Association changes and elections more inclusive via proxy or online voting through a third-party provider. We want to hear your voice and are working to make this possible for everyone who wants to be heard.

Membership packets are coming! To avoid any delay, please e-mail Heather at [secretary@ncapi.com](mailto:secretary@ncapi.com) with a copy of your current PI license. We also are adding a number of new member benefits to increase the value of joining the NCAPI so stay tuned.

# Private Protective Services



**A**s you're aware, the Private Protective Services Board (PPSB) is transitioning to an online registration and licensing system provided by Permitium. If you have not already done so, please email PPSM@ncdps.gov and provide your company's name, business permit number(s) (BPNs), qualifying agent's name, a telephone number where you can be reached, and the qualifying agent's email address to obtain your login information. We greatly appreciate your patience as our staff members process login requests and provide the information to Permitium to create user accounts.

As a reminder, you may still submit paper applications during the transition; however, Private Protective Services will no longer accept paper applications after May 1, 2018. During the transition, the PPSB has decided to pay the \$4 convenience fee, but users will be responsible for the convenience fee after May 1, 2018.

There are several opportunities to obtain registration training during the transition. Beginning February 5, 2018, users can participate in training through video conferencing or may come to the Private Protective Services office each Monday and Wednesday from 10:30 a.m. until 11:30 a.m. An additional video conference training opportunity will be available each Friday from 10:30 a.m. until 11:30 a.m. Training will cover numerous topics, from logging in and familiarizing yourself with the dashboard, to more complex processes such as transferring registrants. You can access training sessions by calling 415-655- 0002. When prompted, enter the access code 730 509 231. If you would like to participate via video conference, please visit our website for the link. The sessions are scheduled to conclude on March 30, 2018, but needs will continuously be evaluated to determine whether additional training is warranted. As always, please feel free to call our office for assistance. Additionally, you may obtain assistance directly from Permitium by calling 855-642-2453 or by emailing help@permitium.com. If you leave a voicemail, please provide a telephone number and email address where you can be reached.

Lastly, I am committed to addressing the registration backlog and have taken proactive measures to do so, which include utilizing temporary employees and providing overtime compensation to existing employees. Additionally, we have taken steps to streamline the data entry process. While this measure greatly increases efficiency, some registrants may not receive plastic registration cards. Rather, registrants will receive a paper notice that resembles our identification card and contains all relevant information. This is a temporary measure to expedite data entry and will conclude when the backlog is eliminated.

Brian R. Jones,  
Director North Carolina Private Protective Services



## Replacing PPS2000

PPS introduced PPS2000 almost two decades ago (1999) and the application has served us well throughout the years.

The screenshot shows a web application interface with a navigation menu at the top containing: Complaints, Sponsors/Associates/Trainees, Individual Information, Address Information, Registrations, Licenses, Certifications, Endorsements, and Employment. The 'Address Information' tab is active. Below the menu, there are input fields for 'Start Date' and 'End Date', followed by a 'Supplemental Line' field. The main form area is divided into several sections for address entry: a row with columns for '#', 'Dir.', 'Prefix', 'Street Name', 'Suffix', 'Dir.', 'Suffix', 'Secondary Unit', and '#'; a row with columns for 'City', 'State', 'Zip', 'County', and 'Country'; and a final row with a dropdown menu for 'Country' and a '#' field. The 'State' dropdown is currently set to 'NC'.

Although departing from PPS2000 has been met with mixed emotions, we understand technology has moved forward by leaps and bounds. Just consider, here's all the tech that wasn't around when we implemented PPS2000.

- Blackberry -1999 ♦ TIVO - 1999 ♦ Bluetooth -1999 ♦
- Text-Messaging - 2000 ♦ Toyota Prius - 2000 ♦ GPS Enabled Devices - 2000 ♦
- Apple iPod - 2001 ♦ Wikipedia - 2001 ♦ Napster - 2001 ♦ WI-FI - 2003 ♦ Microsoft X-Box Live - 2003 ♦
- Genome Sequencer - 2003 ♦ YouTube - 2005 ♦ Google Maps - 2005 ♦
- Nintendo Wii - 2006 ♦ Facebook - 2006
- Apple iPhone - 2007 ♦ Android - 2008 ♦ Kindle - 2008 ♦

## Who is Permitium?

Ten years ago a small group of friends got together and started building web-based enterprise document management and workflow management software for the government marketplace. We created Permitium to focus solely on providing cloud-based, document-centric, niche solutions to the Sheriff and Register-of-Deeds marketplace.

Our mission was simple – provide innovative document-centric solutions through innovative funding methods. With this business model in place, Permitium has grown quickly and we are adding new counties daily!”



## Some of the Benefits of PPSM

PPSM gives companies the power to initiate and track changes. **As a QA you will be able to:** add a designee to a BPN (to be approved by PPS) or remove the designee in the application instantly.

Instead of writing applications by hand, mailing or bringing them to the office, **you will be able to:** enter an application in the PPSM application.

In place of sending the photos of applicants via email, **you will be able to:** attach a photo to the application (jpg, pdf, gif, etc.) without wondering if we received it via email.

Prior to PPSM you had to calculate the fees owed, hoped you got it right, and did not receive a receipt for fees paid. **With PPSM:** the software will automatically calculate fees owed, you will pay fees online (using a credit/debit card, P-card, or ACH Check), and receive a receipt for those paid fees.

Previously, when you needed a copy of your rosters or a report, you'd have to call to the PPS office. **You will be able to:** query your own rosters/reports. They are available for viewing on the screen and you can export to Excel!

Previously, if you wanted to know the status of a registration, you would have to call into the PPS/ASLB Office. **You will be able to:** review the status of your registrations in your company dashboard.

Terminations just got easier. Previously, you had to email termination reports to the PPS/ASLB office. **You will be able to:** terminate employees in the company dashboard and rehire employees without waiting for PPS staff to do it.

## WHAT'S NEXT?

### The Initial Email

In order to receive your login information, we must have each qualifying agent's email address. Please email [PPSM@ncdps.gov](mailto:PPSM@ncdps.gov) and provide your company's name, Business Permit Number(s) (BPNs), the Qualifying Agent's name, and a telephone number where you can be reached.

You will receive a welcome email from Permitium. This email will contain the application URL, your username and password to access your company dashboard. It will also contain the training URLs.

### Logging In

Next, you will go to the application URL, use the username and password provided to access your company dashboard.

### Completing Your Profile

Once you have accessed your company dashboard you will need to update your company profile.

### Checking Your BPN Numbers

Make sure that all of the BPNs under your profile are correct and complete. If they are not, you will contact the Permitium helpdesk.

### Adding Your Designees

Before your company can enter applications into the system you will need to add designees to your profile.

### Reviewing Your Roster

You will need to compare the roster in the new system against the information on file with your company.

### Creating Applications

Choosing and filling out a registration application has been streamlined into an online form where you will supply information, add attachments, and save work in progress if needed.

### Submitting Applications

Once an application is ready to submit to PPS, you will receive a total of the amounts owed for the transaction and a checkout process that will accept credit cards, debit cards, procurement cards, and ACH checks.

## Company Dashboard Main Menu

NC PPSB Dashboard   Orders   Registrants   Company   User   Signed in as: sjs1589 for office: 000477P5M   Logout

Orders

Export Orders

Status: Open   Type: All   BPN: All   User: All

Search Orders

Count: 103

Order Status	License Type (Product)	Order #	Applicant	Created	User Type	User	BPN	Actions
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**PHOTOS:** The photos in our legacy system PPS2000 will not be merged into PPSM. Therefore, all companies will have to upload photos for all applications types for a period of time, even if you have submitted a photo to PPS in the past for an applicant. This means the photo upload will be a requirement in PPSM.

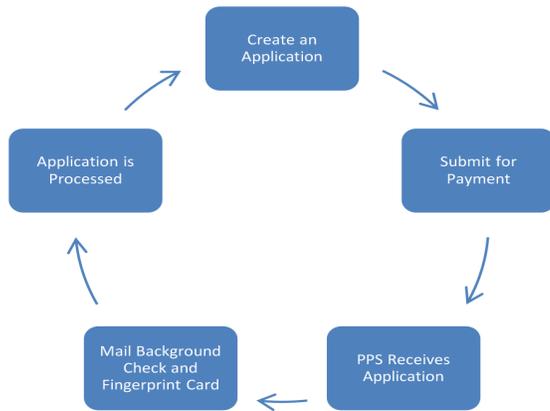
### Rosters

For applications being processed by PPS:

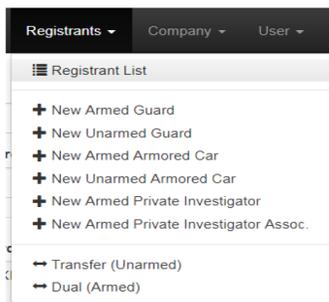
- A new option is the “Orders” page that lets you view and see the status of all your “orders” (which will be the term used for any of your new hire apps, renewal apps, transfers apps, and so on that are waiting on PPS approval).
- On the “Orders” page you can see in real time the status of any application, be it a new hire, renewal, transfer, or duplicate, and can check as often as one wishes.
- On the Orders page you can filter down even further and look for only specific type of apps. Some examples of filtering options are: Open (for apps that have been saved but not ready for submission to PPS), Payment Received, Order Approved, Application Started, Review Requested, Order Denied, Order Cancelled, and there are other options, or one can look under All, and be able to look at and review all our “Orders” (of applications submitted).
- If the Licensee/QA has multiple offices (BPNs), the Licensee/QA can now view the aforementioned categories for each BPN. Designees can also review and filter with the same options for their specific BPN.

### For information on your active and inactive guards:

- With the active and inactive guards (those that have been termed under your license and BPN), this information is found under the “Registrant” section. By clicking on the “Registrants List” tab, you can view your list of guards that have been approved either having an active guard card or had an active guard card under your BPN, and those are now listed as “inactive” on this list.
- Part of the new filtering capabilities will allow you to separate (filter) the inactive and active to have a better view of guards and current status and count.
- The new system is capable of giving you the options (to a specific guard in their current status) to renew, duplicate card request, terminate, late renewal depending on their current status.
- Another option concerning only the active guards on this list will allow you to further filter the list to reveal who is coming up for renewals within the next 90 days.
- With some inactive guards found on your “registrants list,” you’ll be able to process their rehire if they are within the allowed timeframe of their card expiration status.
- One can filter the “registrants list” to either active, inactive, pending renewal, or late renewals, or All, and as on the “Orders” page, the Licensee/QA can filter through their different BPNs, as can the designee for the BPN (s) they are assigned to.
- Under the PPSM system the Licensee/QA or Designee for their assigned BPN can terminate and rehire without having to send paperwork to the PPS offices.
- On any of the “Orders” and “Registrants List” pages you can also export the roster from the Permium website (dashboard), into an Excel spreadsheet on your computer, and once there you can further customize your roster to your needs.



## 1- Creating an Application



Applications will be accessed through your company dashboard.

- STEP 1.** Go to the Registrants dropdown list.
- STEP 2.** Choose the application type.
- STEP 3.** Fill out the Application.

## 2- Submitting Application for Payment

Once you have successfully completed filling out the application:

- STEP 1.** Click on the Submit for Payment Button.
- STEP 2.** Proceed through the payment screens using a credit card, P-Card or ACH check.

## 3- Submitting Background Check

PPSM is set up to automatically process PPSBCheck.com background checks within the application using their unique token and the applicant's social security number. You can still attach an electronic copy of a background check to the application for submission for NC address history.

## 4- Fingerprint Card

Fingerprint cards and the fingerprint authority for release of information forms will still be required to be mailed to Private Protective Services – 3101 Industrial Drive, Suite 104; Raleigh, NC 27609

### 6 Month Grace Period

**6 months**  
from the day of launch

**The Private Protective Services Board** has graciously decided to pay the \$4 convenience fee for the first six months.

**Licenses will still be** responsible for the credit card fee. When you pay, you'll notice that the convenience fee will still be charged; however, the registration fee will be reduced by \$4.

**Licenses can still** submit paper applications until May 1, 2018.

**After the initial** implementation period, the registration cost will return to the original amount and the \$4 convenience fee will remain.

### PPSM Technology Requirements

#### System Requirements

Desktops, Laptops and tablets with access to the Internet are all that is required to access the PPSM Web Application.

#### Internet Connection

PPSM is available using Ethernet cord connection or Wi-Fi connection to the Internet.

#### Browser Requirements

*In order of preference:* Google Chrome, Firefox, Opera, Internet Explorer and Safari

### Where do I go for Help?

#### Licensing & Registration Questions

For questions about licensing and registration, please call Private Protective Services at 919-788-5320 and listen to the directory options.

#### Permitium Software Questions

For Permitium technical support assistance, please call 855-642-2453 or email [help@permitium.com](mailto:help@permitium.com).



# North Carolina Association of Private Investigators SCHOLARSHIP APPLICATION

## I BACKGROUND INFORMATION

### A. APPLICANT INFORMATION

Full Name: (Please Print): \_\_\_\_\_

SS# Last **Four**: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### B. NCAPI SPONSOR INFORMATION

Full Name: \_\_\_\_\_ Relation to Applicant \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ e--mail: \_\_\_\_\_

NCAPI Member Since : \_\_\_\_\_

## II EDUCATION INFORMATION

### A. HIGH SCHOOL INFORMATION

For each school attended, please provide the following information. If more than one, list most recent first.  
 (An official certified copy of applicant's transcript must be attached for each school attended)

High School Address / Phone	Dates of Attendance	GPA on a Scale of X	Class Class Size	Did You Graduate? Major
1.				
2.				
3.				
4.				

# APPLICATION

**B. Learning Institution Entrance Exam Results**  
**(Fully Accredited College, University, Trade School, or Community College)**

ACT: Score: \_\_\_\_\_

SAT: Score: \_\_\_\_\_

Date Taken: \_\_\_\_\_

Date Taken: \_\_\_\_\_

**C: Please provide letter of acceptance for entrance to the Learning Institution.**

**D: Learning Institution Information:**

For each learning institution attended, please give the following information.  
 If more than one, list most recent to the oldest.

Learning Institution's Name Address / Phone	Dates of Attendance	Major/ Minor	Did You Graduate? Projected Graduation Date	GPA	Scale
1.					
2.					
3.					
4.					

### III FINANCIAL INFORMATION

**A.** How do you intend to pay for your education? \_\_\_\_\_

**B.** If you received more than three scholarships, please complete the following:

Scholarship Name	Date Received	Renewal Terms	Amount
1.			
2.			
3.			
4.			

**Note:** If you have received more than three scholarships or have attended more schools than those listed on these pages of this application, please supplement this application with additional pages.

**C.** Have you previously applied for a NCAPI Scholarship ? \_\_\_\_\_

If yes, when? \_\_\_\_\_ Were you a NCAPI Scholarship Recipient ? \_\_\_\_\_

# APPLICATION

## Essay

Please type, double space , and submit your essay on 8 1/2 x 11 paper. For each page included, please type your name and the year of your birth in the upper right hand corner.

**Essay to be submitted:** A 1000 word essay written on the topic chosen by the NCAPI Board of Directors for that year.

## CRIMINAL HISTORY

Have you ever been charged/and or convicted with/of a crime. YES \_\_\_\_ NO \_\_\_\_\_. If YES, then please state the following:

---

Date: \_\_\_\_\_ State/County: \_\_\_\_\_ / \_\_\_\_\_

Nature of Crime/Charges: \_\_\_\_\_

Disposition: \_\_\_\_\_

---

I hereby certify that the forgoing application is true and correct to the best of my knowledge. I also authorize the publication of my photograph posted at the NCAPI annual conference and on the NCAPI website.

APPLICANT'S NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## NCAPI SPONSOR

I have reviewed the foregoing application and have determined it to be true and correct to the best of my knowledge. I certify that the above applicant is my son/daughter/legal ward/grandchild. I further certify that I am an active NCAPI member in good standing and that my dues are paid in full to date.

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Mail the Original to:  
(please keep copy for your records)

**NCAPI Scholarship Application**  
**Vaudra International**  
**Attn: NCAPI Secretary**  
**PO Box 1846**  
**Huntersville, NC 28070**