

CANDIDATE INFORMATION BULLETIN

Professional Licensing Boards Division

Georgia State Board of Private Detective and Security Agencies

Private Detective Examination



Examination Development and Testing Unit

This bulletin has been prepared by the Examination Development and Testing Unit (EDTU) of the Professional Licensing Boards Divisions. Please review this bulletin carefully. It provides you with information about your licensing examination.

Table of Contents

Introduction

BEFORE THE EXAMINATION

- A. LOCATION, DATE, AND TIME
- B. EXAMINATION PREPARATION
- C. VETERANS PREFERENCE POINTS
- D. SPECIAL ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES

AT THE EXAMINATION

- A. WHAT TO BRING TO THE EXAMINATION
- B. CONDUCT DURING THE EXAMINATION
- C. VISITORS AT THE EXAMINATION SITE
- D. DESCRIPTION OF THE EXAMINATION

AFTER THE EXAMINATION

- A. PASS/FAIL STATUS
- B. SCORE REPORTING
- C. STATISTICAL REVIEW OF EXAMINATION PERFORMANCE
- D. REEXAMINATION PROCEDURE

Introduction

The Georgia Board of Private Detective and Security Agencies was created by the Georgia legislature to protect the public from incompetent professional practice. In order to achieve this goal, minimum standards and requirements were established by the Board for entry into the profession, and a licensure examination was developed. Passing the examination is one of the requirements to obtaining a license to practice as a Private Detective.

BEFORE THE EXAMINATION

A. Location, date, and time

Please refer to your examination notice for the location, date, and time of the examination. We recommend that you locate the testing site and parking locations before the morning of the examination. Candidates who arrive late to the examination site will not be admitted to the examination once it has begun.

B. Examination preparation

Like many professions, the private detective profession is very broad and covers many subject areas and sub-specialties. Some of the knowledge used in the profession is gained through experience and through contact with other professionals. Therefore, it is not possible to produce a single list of references, which will provide all the knowledge required to pass the examination.

A current copy of the state laws and board rules is available at <http://www.sos.state.ga.us/plb/detective/>.

Test taking tips

1. Read all instructions carefully, and be sure you understand them. Ask questions about anything which is unclear.
2. Be sure to mark an answer for all questions, even the ones about which you may be unsure. There is no penalty for guessing, and your score is based upon the total number of questions you answer correctly.
3. For each question, select the BEST answer of the options listed. More than one choice may be partially correct, but for each question there should be only one best answer.
4. Be sure to mark your answers on the answer sheet provided. No credit will be given for any work done in your examination booklet or answers marked in your booklet.
5. Scratch paper will not be needed at the examination. You may perform any computations or make any notes you wish in the examination booklet.
6. Do not make stray marks on your answer sheet. You may wish to make a note in your examination booklet next to any questions you wish to review before you turn in your examination.

C. Veterans preference points

Georgia law (General Provisions Volume 30, Title 43-1-9 (1)(2)(3)) provides that veterans meeting certain conditions are eligible for the addition of five or ten percentage points to their examination scores.

To qualify, veterans must have served for a minimum of one year in active duty status, and must have served during a period of conflict or war for a minimum of 90 days. The law provides that you may also qualify for veterans preference points if you were "discharged for injury or illness incurred

in [the] line of duty...if [your] disability is rated at 10 percent or above at the time of taking the examination.”

To apply for veterans’ preference points candidates must submit a copy of their DD-214 form and documentation of disability if applicable, to the Board office at the time of application.

D. Special accommodations for candidates with disabilities

The Georgia State Board of Private Detective and Security Agencies wants to ensure that all qualified individuals with a disability have the opportunity to take the licensing examination.

Wheelchair access is available at all established test centers. Candidates are requested to advise the Board, in writing, at the time of application, that wheelchair access is necessary.

Qualified candidates with sensory, mental or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations. Candidates should contact the Board office at the address below, to obtain the “Request for Disability Accommodation Guidelines.” Application materials, including information requested in the “Guidelines” must be received by the Board by the application deadline and are available from:

The Georgia State Board of Private Detective and Security Agencies
237 Coliseum Drive
Macon, Georgia 31217-3858

AT THE EXAMINATION

A. What to bring to the examination

1. **Admission notice** -- contains date, time, and location of examination.
2. **Identification** -- must be current and have both the candidate’s photograph and signature. The preferred form of identification is a current driver’s license. Candidates who do not have a driver’s license may use a current state identification card, a current passport and resident alien card, or an Immigration and Naturalization Services (INS) work permit. Candidates without proper identification will not be admitted to the examination.
3. **Pencils** – two, sharpened, number two pencils, mechanical pencils are not allowed.

B. Conduct during the examination

Smoking is **NOT** allowed at the examination site.

No food or drink may be brought into the examination room. Dress comfortably but professionally (no shorts, tank tops, hats, etc.). Individuals have different temperature preferences and it is not possible for us to please everyone. We recommend that candidates bring a sweater or jacket so that they can be comfortable in different conditions.

You are expected to conduct yourself in a professional manner during the examination. Any candidate found to have engaged in conduct which subverts or attempts to subvert the examination process may be dismissed from the examination, may have scores withheld and/or declared invalid, may be disqualified from the practice of the profession, or may be subject to other Board sanctions.

1. You may not bring any books or other reference material into the examination or use any performance aids during the examination.
2. You may not bring cell phones, cameras, tape recorders, beepers, or electronic recording or transmitting devices into the examination.
3. You may not take notes or memoranda from the examination room.

4. You may not remove from the examination room any examination materials
5. You are not to reproduce or reconstruct any portion of the licensing examination or aid others in doing so.
6. The examination supervisors cannot answer any questions about the content of any examination questions. Candidates are asked to record comments or questions about examination items on the Candidate Comment Form.
7. You may not leave the examination room except with the examination supervisor's express permission. If you are permitted to leave and return, you will not be granted any extra time to complete your examination.
8. You may be dismissed from the examination room and/or may be denied a license for irregularities including, but not necessarily limited to:
 - a. talking to, signaling, or disrupting other candidates;
 - b. attempting to copy answers from another candidate;
 - c. allowing your answers to be copied;
 - d. impersonating another examination candidate
 - e. failing to follow the examination supervisor's instructions

C. Visitors at the examination site

ABSOLUTELY NO VISITORS WILL BE ALLOWED AT THE EXAMINATION SITE.

D. Description of the examination procedure

After presenting identification and your examination notice, you will sign in and be admitted to the examination room. The examination proctor will give you specific instructions for your examination. The examination will consist of 80 multiple-choice questions. Five of the questions are being tested for use on future examinations and will not count toward your final score. You will have two hours to complete your examination. If you complete your examination before two hours, you may turn in your materials to the proctor and leave the examination site. Once you have turned in your materials, you may not retrieve them after leaving the examination site, even if there is additional testing time remaining.

Examination content areas:

Subject Area	Approximate Percentage of Questions
Legal	17%
Observation/Surveillance	15%
Gun Safety and Handling	15%
Obtaining and Preserving Evidence	21%
Interviewing/Interrogations	21%
Client Relationships/Administration	11%

Note that the exact percentage of questions in the above content areas may vary slightly, depending upon the particular examination form which is generated and any specific scoring adjustments for the examination. In no case should the percentage deviate more than 5% from the above specifications.

Sample Questions

The following three questions are of the type that appear on the Private Detective Examination.

1. Someone who holds a permit from the board to carry an exposed weapon may carry a
 - A. weapon up to .45 caliber capable of holding not more than seven shots.
 - B. revolver or semi-automatic hand gun of no greater than .32 caliber with a 2" to 6" barrel length that can hold not more than six shots.
 - C. .38 semi-automatic hand gun with a clip of not more than six shots.
 - D. .38 special revolver, six shots or less, with a 2" to 6" barrel length.

2. You are a private investigator hired to get evidence that a customer of ABC grocery store has filed a fraudulent claim against their insurance carrier. The customer claims to have sustained a permanent neck injury from a fall in the store that has caused him extensive medical bills, much pain and suffering, and may permanently impair his ability to return to his employment as a house painter. In attempting to investigate this case, which of the following actions would violate the eavesdropping law?
 - A. Going to the tavern and bingo parlor frequented by the suspect to attempt to catch him bragging about putting one over on the ABC store.
 - B. Talking to people who know the suspect and asking them questions about him.
 - C. Following the suspect to see if he does anything that a person with an injured neck probably could not do.
 - D. Renting a vacant store across the street from the suspect's rooming house, setting up a camera with a telephoto lens, and attempting to take pictures of him without his knowledge.

3. Of the four questions below, which one is most leading?
 - A. "Then what did you do?"
 - B. "After the suspect ran down the hall, did you follow her?"
 - C. "When did you first notice that the door had been forced?"
 - D. "Where did you find the tire iron?"

AFTER THE EXAMINATION

A. Pass/fail status

Passing scores

The minimum score required to pass the examination is a scaled score of 75.

Scaled Scores

Scaled scores are based on the number of items answered correctly and the level of difficulty of the exam. The use of scaled scores insures that the passing point on each form of the examination represents a score that meets the standards established by content experts. No one is "helped" or "harmed" by score scaling and the use of scaled scores is not the same as "grading on a curve."

B. Score reporting

You will be notified by mail of your results approximately 4-6 weeks following your examination. Examination scores are confidential and will not be released over the telephone. Examination scores are confidential and will not be released over the telephone so please do not call the Examination Development and Testing office or the Board office for this purpose.

As a courtesy to failing candidates, a breakdown of your performance in different subject areas of the examination will be provided for your convenience. Please note, however, that this examination is not designed to be a diagnostic instrument, and that this breakdown is based only upon a sampling of knowledge in each subject area. It will not provide a comprehensive evaluation of your knowledge in each subject area.

C. Statistical review of examination performance

A statistical analysis of the examination and a review of candidates' comments are performed after the administration of each examination. This analysis assures the validity and reliability of the examination.

D. Re-examination procedure

Candidates failing the examination must retake and pass the failed examination in order to become licensed. If you are eligible to sit for a future exam, you will be required to pay another fee in order to be rescheduled. Reapplication is handled by the Board Office (see address and telephone number above). Please contact them for information regarding reapplication forms, fees and deadlines, or visit the Board site at <http://www.sos.state.ga.us/plb/detective>

Examination review/hand score

In order to minimize exposure of the question banks, examination reviews by candidates are not allowed.

If you did not pass any part of the Georgia State Examination, you may request that your examination be hand scored. Please note that if your score was within five points of passing, your answer sheet has already been hand scored by the examination technician. If you would like your examination answer sheet hand scored, send your request in writing, within thirty (30) days of the postmark of your examination results notice, along with a check for \$20.00 per exam requested made payable to the Secretary of State to the address below.

Exam Development and Testing Unit
237 Coliseum Drive
Macon, Georgia 31217-3858
ATTN: PD hand score

Licenses

The Board Office will mail passing candidates their licenses. Any questions regarding licenses should be directed to the Board Office at 237 Coliseum Drive, Macon, GA, 31217-3858; telephone: (478) 207-1460.

The Professional Licensing Boards Division does not discriminate among candidates on the basis of age, sex, race, religion, national origin, or disability.

The Examination Development and Testing Unit gratefully acknowledges the assistance of other state licensing programs in the development of this candidate information bulletin. Portions of this bulletin were based on candidate information bulletins of other states.

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