

Lion Investigation Academy

Private Investigation Diploma Program Brochure

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Bureau of Private Licensed Schools
Licensed by Pennsylvania Department of Education
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Mission Statement

Lion Investigation Academy will provide the student with a profound basic knowledge within the realm of private investigations along with current changes in private investigations and security. Therein, providing the general public and the courts with a well-rounded investigator who provides competent investigative results.

Lion Investigation Academy provides our students with competent staff and consultants adding to the personal touch of what we call a "Class of One." The private investigative field differs somewhat from the criminal justice field. Therefore, a formal education in the private sector is much needed. Our mission is to provide this education in a manner that is easily understood by the novice.

Basic knowledge refers to standard applications of various techniques that the investigator utilizes. A standard technique such as surveillance stakeouts have and will always have basic elements.

Message from the Dean, Joseph Alercia

Welcome to Lion Investigation Academy (LIA). LIA offers a Diploma in Private Investigations through distance learning; this was designed to help students start a career in this fast growing profession and to enhance those who are already in this profession.

Earning your diploma through distance learning lets the student set their own studying schedule, working on the course material when they want in the comfort of their own home; we pride ourselves on the fact that we treat each student as a class of one. The Dean, is dedicated to helping each student complete the diploma program and is always available to assist the needs of all LIA students.

History

Joseph Alercia II, a practicing private detective in the states of Pennsylvania, New Jersey, New York, Massachusetts, Nebraska, North Carolina, and formerly the District of Columbia, founded Lion Investigation Academy in 1974. Since its inception as a non-residential educational institution, Lion Investigation Academy has provided a distance education program in the field of investigation and security for students throughout the world. The material received by students has been prepared by practicing investigators, based upon experience and background, and is written in concise, succinct and understandable language.

Tests include both objective and subjective type questions. Students are required to write in a clear and concise manner as would be required in the investigative realm.

Philosophy

In today's world, education is being offered and obtained in a variety of ways. The cost of attending a residential institution, the time required in attendance, and an economy in which one is often required to support a family while obtaining an education are contributing factors and supportive arguments toward the popularity of non-traditional educational programs.

Lion Investigation Academy was founded with the intent of educating those who have already been involved in this field and those interested in pursuing the lucrative investigative realm. The educational philosophy of Lion Investigation Academy can best be described as:

- Equal education opportunity for those who do not have the time or funds to attend a resident school.
- Education at a reasonable cost.
- Education designed to give the student a profound knowledge of the private investigation and security realm; dispel the fallacies of the TV detective; teach the student step by step the skills necessary to apply oneself professionally upon completion of the course.

Contact Information

Office hours Monday –Friday 7:30 AM - 3:30PM. LIA is closed all major holidays, however, if a student/prospective student needs to contact us they can call the toll free number and leave a message someone will return your call the next business day.

Students can also email the academy at liadean@aol.com

An Equal Opportunity Educator

Lion Investigation Academy, offering a Diploma in Private Investigations, admits applicants without regard to race, religion, sex, age, color, national origin or physical disability.

Individual Assistance

Any student who desires educational assistance may write to the Academy or telephone the Academy office. Questions will be recorded by the Academy secretary or answered by an instructor, if present. If an instructor is not present, one will return your call as soon as possible or your questions will be answered via mail/e-mail.

Lion Investigation Academy makes every effort to assist the student and provide the help required of the student's educational goal.

Records

Lion Investigation Academy maintains permanent student academic records. The contents of these records are confidential and will not be divulged except upon the written request of the student.

Transcripts

Other transcripts of academic records will be made available to the student or to a designated person at the student's request. The first transcript is available at no charge. A fee of \$5.00 will be required for each additional transcript request.

Refund Policy

- Lion Investigation Academy accepts refund requests in any manner.(example: email, written, verbal or in person)
- The application fee is non-refundable.
- For a student canceling after the fifth calendar day following the date of the enrollment, but prior to receipt of course material all monies will be refunded less the application fee.
- If a student withdraws after the submission of the first lesson refunds will be calculated as follows:
 - Up to and including completion of 10% of the program, LIA will refund 90% of the total tuition.
 - Beyond 10% and up to and including 25% completion, LIA will refund 75% of the total tuition.
 - Beyond 25% and up to and including 50% completion, LIA will refund 50% of the total tuition.
 - Beyond 50% completion of the program, students are not entitled to a refund.

OBJECTIVE

In support of its philosophy, Lion Investigation Academy seeks:

- To provide a program that will improve the knowledge and skills of an individual currently engaged in this field of endeavor.
- To provide a program covering all of the basics an individual currently must know before entering this field of endeavor.
- To provide through field assignment situations and experiences that an individual, as an investigator, will encounter.
- To develop the skills necessary to write clear and concise reports.
- To develop self-discipline, individual initiative, the ability to accept responsibilities, and a positive attitude toward self-improvement.
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Admission Procedure

The completed application for admission must be sent to the Academy with official evidence of high school completion. A (non-refundable) registration fee must accompany the application. If the applicant is academically qualified and fully aware of his/her financial obligation, the applicant will be accepted and promptly notified by the Academy. Instructional materials will be mailed to the student after the student has submitted payment outlined in the payment schedule under STUDENT SERVICES.

PAYMENT SCHEDULE

- All applicants are required to submit a \$50.00 non refundable registration fee with their application.
- Please refer to our various payment options on the application for enrollment.
- The student will be responsible for all postage on tests and assignments returned to the Academy. The Academy will be responsible to pay for all postage on lessons, tests, and field assignments.
- Payments to the Academy can be made by personal check, money order, and credit card (Master Card, Visa, and Discover). **If a personal check is sent materials will not be sent to the student until the bank clears the check.**
- A calculated one time fee will be required for Overseas Air Mail for students residing in Africa, The near and far East, Europe, South America, Central America, and the West Indies who do not have access to the US Postal Service. The fee is required after a student is accepted into the Academy and is to be sent with the first payment, you will be notified of such payment.

GRADING SYSTEM

Lion Investigation Academy uses a letter system of grading. The lesson assignment/examination grades count as one-quarter. Letter grades are converted to quality points for the purpose of computing the Quality Point Average for each semester and the Cumulative Quality Point Average for more than one semester. Quality points range from 4.0 for and A to a 0.0 for an incomplete grade.

A	Excellent	90-100	4.00 Grade Points
B	Good	80-89	3.00 Grade Points
C	Average	70-79	2.00 Grade Points
D	Passing	60-69	1.00 Grade Points
F	Failing	59-0	0.00 Grade Points
W	Withdrawal		0.00 Grade Points

The grade-point average (GPA) is computed by dividing the total number of grade points by the number of credit hours completed.

CURRICULA

The curriculum is designed with the proper balance of general and specific subjects, which provide the students with a broad background in both theory and practical application. The program is supplemented by a broad acquaintance with related subjects.

PRIVATE INVESTIGATION DIPLOMA PROGRAM

Objective of this course: To teach men and women the art of investigation in a manner for beginners or for those who only wish to gain basic knowledge.

Student Policy: The student is permitted to study the course at his/her own pace. Although the student has one year to complete the course, he or she should endeavor to submit one (1) test per month or every other month. The student should strive to complete every field assignment.

Lesson Information: The Diploma program in Private Investigations of the Lion Investigation Academy consists of four parts, each part having five lessons, resulting in a total of twenty lessons. After each part, there is a test. The student must earn a passing grade of 75% on this test. In the event the student fails the test, he/she will be allowed to take the test again, up to three times. The course requires completion of a final exam, and the student must attain a passing grade of 75%. The test questions are a combination of true/false, multiple choice and narrative.

Special Note: If a student should fail a test after 3 attempts, he/she will not be allowed to retake the test. However, he/she may still graduate as long as he or she attains a 75% average grade upon completion of the course.

COURSE OUTLINE

<u>PART I</u>		<u>CLOCK HRS.</u>
Lesson I	Introduction, Definition of Private Investigations	4
Lesson II	Reports and Report Writing (in-depth study)	8
Lesson III	Basic Fingerprinting	1
Lesson IV	Plaintiff & Defense Investigations	6
Lesson V	Applied Security	4
Test	45 Questions	

<u>PART II</u>		<u>CLOCK HRS.</u>
Lesson I	Missing Persons (including Investigator's checklist)	2
Lesson II	Civil Investigations	6
Lesson III	Surveillance, Stakeout, & Shadowing (Mobile & Fixed)	8
Lesson IV	Undercover Investigations	6
Lesson V	Private Investigator Equipment	1
Test	45 Questions	

<u>PART III</u>		<u>CLOCK HRS.</u>
Lesson I	How to Properly Testify in Court	1
Lesson II	Shoplifting Detection and Prevention	2
Lesson III	Types of Private Investigations	2
Lesson IV	Sources of Information	1
Lesson V	Criminal Justice System	2
Test	28 Questions	

<u>PART IV</u>		<u>CLOCK HRS.</u>
Lesson I	Criminal Investigations	6
Lesson II	Interrogations & Investigative Procedure	6
Lesson III	Investigative Court Procedures	4
Lesson IV	Security Operations	8
Lesson V	The Basics of Opening and Conducting a Private Detective	2
Test	55 Questions	
TOTAL CLOCK HOURS		80

Final Examination:
100 Questions

Course Description

INTRODUCTION TO PRIVATE INVESTIGATION

A study of the need for investigative and security trained personnel. The primary aspects and fundamentals of civil investigations and the laws by which an investigator is required to abide by. The course material introduces the student to the entirety of the forthcoming material in preparation for a conscientious pursuit of the course.

REPORTS AND REPORT WRITING

This lesson contains information and testing on the purpose and importance of reports. You will be studying; (1) sample reports, (2) reports regarding personal background, (3) importance of reports, (4) construction of reports, (5) details of reports, (6) the distinction between police reports and private reports, (7) surveillance reports, (8) confidential reports, (9) undercover operation reports, (10) principals of reports (11) crime scene investigation reports.

BASIC FINGERPRINTING

This lesson, on the subject of fingerprinting is designed to familiarize the future private investigator with the fundamental concepts of fingerprinting. This program does not provide a complete examination of the science of fingerprinting.

PLAINTIFF AND DEFENSE INVESTIGATIONS

This course material provides the student with those skills and techniques necessary to develop evidence on behalf of a plaintiff and or his or her attorney. In addition, fraudulent insurance claims, the techniques necessary to expose such frauds and the techniques of writing investigative reports are also discussed.

APPLIED SECURITY II

This course provides a practical study of guard and security services and their employment possibilities in plants and factories and their conduct and use in civil disturbances, strikes and riots.

MISSING PERSONS

This lesson will provide the student with a basic knowledge in devising a proper course of action in regards to locating a missing person.

CIVIL INVESTIGATIONS

This course provides a comprehensive study of civil damage suits tort cases and demonstrative evidence. Industrial safety procedures including causes of accidents, organizing for safety inspections and accident inspection are also among the topics covered in this course.

SURVEILLANCE AND STAKEOUT

A study of the various surveillance and stakeout techniques. The course involves the use of motion and still cameras and the various types of accessory equipment. Emphasis is placed on the importance of writing clear and concise surveillance reports.

UNDERCOVER INVESTIGATIONS

This course provides a practical study of pretext and undercover as methods of obtaining information or evidence. Course content includes sample pretext and the guidelines for entrapment and roping.

PRIVATE INVESTIGATION BASIC EQUIPMENT

Description of different basic equipment you will need to obtain/utilize as a private investigator.

HOW TO PROPERLY TESTIFY IN COURT

This lesson will provide the student with sound knowledge on how to properly testify in a court of law.

SHOPLIFTING: PREVENTION AND DETECTION

This lesson will provide an outline of prevention and detection of shoplifting, undercover shopping services and internal theft.

TYPES OF PRIVATE INVESTIGATIONS

This study will give an outline of the various kind of investigations you as a private investigator may encounter.

SOURCES OF INFORMATION

This lesson will provide the student with various ways to obtain information that may assist you as an investigator.

CRIMINAL JUSTICE SYSTEM

A study of the United States criminal justice system's fundamental areas that a private investigator needs to be familiar with. This lesson will give you the basics.

CRIMINAL INVESTIGATION

This lesson will provide the student with a basic knowledge in how to conduct a criminal investigation in the private sector.

INTERROGATION AND INVESTIGATIVE PROCEDURES

A study of the laws governing interrogations. Interrogation, investigative procedures, techniques and the fundamentals of report writing: defining those terms commonly used in investigative reports.

INVESTIGATIVE COURT PROCEDURES

A course designed to provide the investigator with the proper methods of preserving evidence, the rules of evidence, and the legal technicalities of courtroom presentations.

SECURITY OPERATIONS

This lesson will give the student a general knowledge of security operations in a large agency.

BASICS OF OPENING AND CONDUCTING A PRIVATE DETECTIVE AGENCY

This section will provide the student with basic knowledge, and requirements needed to operate a business.

ADMINISTRATION AND FACULTY OF LION INVESTIGATION ACADEMY

Joseph Alercia II

Joseph Alercia II is the owner and director of Lion Investigation Academy and a licensed and practicing Private Investigator in the states of Pennsylvania, New York, New Jersey, Nebraska, Massachusetts, North Carolina, and formerly the District of Columbia. His four decades of practical experience in the Private Investigation and Security realm provide the student with the added advantage of a complete instructor who not only corrects exams but can give practical answers to the students' questions based on the knowledge has acquired through work on thousands of cases.

He is a graduate of many distance learning institutions and as such, understands the need and direction of distance learning education. As follows is a sampling of Mr. Alercia's educational history:

- LaSalle Extension University, Chicago, Illinois Diploma, American Law and Procedure
- LaSalle Extension University, Chicago, Illinois Bachelor of Law, the study of Basic Law
- Institute of Applied Science. Science Crime Detection (fingerprints, police photography, firearms, ID of handwriting, typewriting, MO)
- Universal Detectives, Universal City, CA. Investigation Training
- North American Institute of Police Science, Chicago, IL. Investigation and Police Science
- Universal Schools, Little Falls, NJ. Legal Investigation
- American Police Academy, Washington DC. Certification of Instruction, Arson Investigation
- Paralegal Institute, Phoenix, AZ. Research of Federal and State Laws
The study of litigation and trial practice
- Police Science Institute, Newport Beach, CA. General law enforcement, police training
- Diploma, Forensic Handwriting Examiner
- Kensington University College of Law, Glendale, CA Doctor of Jurisprudence
- Graduate, Newspaper Institute of America. A writing course specializing in fiction writing and basic concepts of newspaper writing
- Legal Investigations Training, Universal School, Dallas, TX
- American Hotel & Lodging Association, Security & Loss Prevention Mgmt.

MEMBERSHIPS

- Former International Police Congress, Regional Director, Washington, DC (15 yrs)
- Former member and contributing editor of Professional Security Officer International
- Middle Eastern Police Chiefs Association of America (Former)
- Marine Corps League, Northampton County, PA, Past Commandant
- New Jersey Private Detective Association (Former)
- Academy of Security Educators and Trainers
- National Association of Legal Investigators (Former)
- Former International Narcotics Enforcement Officer's Association

- Association of Licensed Detectives of NY (Former)

AWARDS

- Certificate of Achievement in Criminal Investigation, issued by the American Law Enforcement Association
- Membership Award in the International Academy of Criminology
Named to *Who's Who in American Law Enforcement 1980*, a collection placed in the Library of Congress and in each state library for historical and educational purposes. Mr. Alercia has also participated in a private security seminar designed to impart information concerning the standards and goals published by the National Advisory Committee of the Law Enforcement Assistance Administration and to contribute to a statewide Industry consensus regarding these recommendations.
- John Edgar Hoover Memorial Gold Medal for distinguished public service
- Distinguished Service Award, Marine Corps League

COMMISSIONS

- Past commission of the National Association of Police Chiefs as Pennsylvania Vice President
- Past Board of Directors, Private Detective Association, State of New Jersey. Duties included reviewing of legislative bills, formulating passage of internal laws and concepts of this association
- Commissioned as a Notary Public by the Commonwealth of Pennsylvania

LICENSES

- Licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools to teach Private Investigation and to conduct an Investigation academy within the Commonwealth of Pennsylvania
- Licensed as a Private Investigator/Private Detective in the states of Pennsylvania, New Jersey, New York, Massachusetts, Nebraska, and North Carolina.
- Act 235 Pennsylvania Lethal Weapons Training certified by Pennsylvania State Police and licensed to carry a weapon in the state of New Jersey

BUSINESS OWNED

- Lion Investigation Academy, Pennsylvania – Est. 1974
- American Detective Agency, Pennsylvania – Est. 1975
- Sentry Detective Agency, New Jersey – Est. 1976
- M & J Investigations, New York – Est. 1980
- American Detective Systems – Est. 1983
- American Detective Agency, Washington DC – Est. 1988
- American Detective Agency, Nebraska – Est. 1995
- American Detective Agency, Massachusetts – Est. 2001
- American Detective Agency, North Carolina – Est. 2008

MILITARY HISTORY

- United States Marine Corps, 1959–1963(Active), 1963-1965(Inactive reserve status). Honorable Discharge, and two tours of overseas duty.
- Past Commandant, Marine Corps League, Northampton County, Pennsylvania 1978 – 1979

MISCELLANEOUS

- Former Senior Arbitrator for the Better Business Bureau Certified through the National Panel of Consumer Arbitrator
- Appeared on an episode of the television program *Unsolved Mysteries* in February, 1996, when the program profiled an unexplained death case investigated by Mr. Alercia in 1993
- Produced, directed and hosted a live radio talk show on the topic of the private investigation realm during 1987,1989,1998-2002
- Regularly provides internship opportunities via American Detective Agency for students from various Universities (such as Penn State University and Bloomsburg University in Pa.) as a component of the final semester of their criminal justice program. This internship is a requisite for the fulfillment of their respective degree.

John D. McCann, CFE

- Assistant Director/Instructor of the Lion Investigation Academy
- Owner/Director of McCann International, a counterintelligence firm specializing in minimizing business risks
- Licensed private investigator, bonded locksmith, highly trained countermeasures technician and a counterintelligence specialist
- Sits on the “Advisory Board” for Dutchess Community College, Poughkeepsie, NY where he advises on the Criminal Justice Curriculum
- Lectured at various locations around the country including Yale University
- Licensed Private Investigator in the State of New York.
- Former Drill Instructor, Paris Island, SC, US Marine Corps