

# Inspector General Criminal Investigator Academy



We train those who protect our nation's taxpayers from fraud, waste, and abuse. [www.ignet.gov/igcia](http://www.ignet.gov/igcia)

The IG CIA provides Inspector General (IG) investigators with mission-critical training necessary to conduct effective IG investigations. IG CIA programs are developed and continually updated by experienced IG criminal investigators and other subject matter experts, and delivered by an esteemed group of guest faculty. The IG CIA provides IG-specific investigative training that directly impacts your job performance, and the rare opportunity to network with and learn from your peers working IG investigations.

## 1 Advanced Interviewing for IG Investigators

**Who Should Attend** – IG investigators.

**“I never imagined I could learn so much great information in such a short period of time.”**

**What You Will Learn** – Advanced law enforcement interviewing techniques that are most effective when conducting the types of interviews common in the IG community. Through case studies and practical application, learn how to:

- Better elicit truthful information from witnesses, and truthful and complete admissions and confessions from suspects.
- Effectively plan law enforcement interviews, develop active rapport, establish and maintain control of interviews, and handle denials.
- Successfully identify and analyze physical and verbal behaviors.

**Program length** – 3 1/2 days

## 2 Public Corruption Investigations Training Program

**Who Should Attend** – IG investigators and others who support public corruption investigations. *Completion of this program satisfies your annual ethics training requirement.*

**“...an excellent example of learning through a real-life case that was highly effective.”**

**What You Will Learn** – The fundamentals, techniques, legal issues, and best practices of working several types of internal and public corruption investigations, via case studies and the discussion of lessons learned. Experienced criminal investigators, Department of Justice trial attorneys, an accomplished defense attorney, a published university professor, Office of Government Ethics (OGE) personnel, and senior executives from the IG community share their expertise and provide instruction.

**Program length** – 4 days

## 3 Undercover Investigations Training Program

**Who Should Attend** – Criminal investigators with minimal or no experience as an undercover agent.

**“I am excited about my job again after this course! It helped develop my skill set for interviewing, rapport building, and surveillance.”**

**What You Will Learn** – The fundamentals and skills required to safely conduct short-term undercover operations. Gain competence and confidence in realistic and IG-specific training scenarios, including instruction on the best use of:

- Aliases, cover stories, backstopping and street theater.
- Elicitation and counter-elicitation techniques.
- Informants and store-front operations.
- Covert electronic surveillance equipment.

**Program length** – 2 weeks

## Inspector General Criminal Investigator Academy

### 4 Undercover Operations for OIG Managers

**Who Should Attend** – Anyone responsible for managing IG investigations.

**“I am going to recommend that all our SACs attend this training.”**

**What You Will Learn** – Specific information needed to effectively assess, plan, and safely manage undercover operations in accordance with the Attorney General and CIGIE guidelines, through discussion and in-class exercises focused upon:

- Important legal concerns and best practices in undercover investigations.
- Critical guidance on and pitfalls of backstopping, handling informants, and storefront operations.
- Fundamentals of planning, technical equipment, and financial management.

**Program length** – 2 days

### 5 Periodic Refresher Training Program

**Who Should Attend** – Experienced IG investigators due for a legal update (as recommended in the CIGIE Quality Standards for Investigations every 3 years). This program satisfies the “periodic refresher” legal training requirements specified in the *Attorney General Guidelines for OIGs with Statutory Law Enforcement Authority*.

**“Of my 19 years of law enforcement experience ... this was the best, most engaging, and most informative training I have ever received.”**

**What You Will Learn** – IG-specific instruction on the most important legal issues related to investigations and trial, as well as updates on relevant 4th amendment and federal criminal and civil case law. Instructors include a federal judge, Assistant US Attorneys, a defense attorney, OIG counsels, DOJ trial attorneys, and others who share best practices on:

- Law enforcement interviews and trial testimony.
- Collecting electronic evidence and important Discovery issues.
- Parallel proceedings, Civil False Claims Act, Qui Tams, and Program Fraud Civil Remedies Act.
- Administrative investigations, hearings and personnel actions.

**Program length** – 3 days

**About CIGIE and the CIGIE Training Institute** The Council of the Inspectors General on Integrity and Efficiency (CIGIE) facilitates cross-cutting oversight initiatives, acts as a clearinghouse for best practices within the Inspector General (IG) community, and promotes the professionalism of the IG workforce. Its Training Institute provides specialized training and professional development that is custom designed to meet the unique needs of the IG community. For more information, please visit our website at [www.ignet.gov](http://www.ignet.gov).

#### MANDATORY PROGRAMS

### 6 IG Investigator Training Program

**Who Should Attend** – Newly hired IG criminal investigators, within their first year of OIG employment. **This program has been accredited by the Federal Law Enforcement Training Accreditation (FLETA) Board.**

**“...without question enhanced my skill and knowledge regarding interviewing, situational awareness and my knowledge of OIG purpose, mission, and legislative authority.”**

**What You Will Learn** – Critical skills and knowledge required to effectively conduct IG investigations and improve competence in essential law enforcement skills. Through practical application, case studies, and small group exercises, you will gain competence and confidence in firearms, defensive tactics, interviewing, writing, and surveillance, and learn:

- The IG community’s important role, mission, and authorities; the Inspector General Act of 1978 as amended; and the CIGIE Quality Standards for Investigations.
- IG-specific legal issues and investigative topics unique to the IG community, such as IG subpoenas; contract, grant and program fraud; employee misconduct; civil and administrative remedies; and suspension and debarment.

**Program length** – 17 days

### 7 Transitional Training Program

**Who Should Attend** – Experienced criminal investigators who have recently transitioned to the Inspector General (IG) community, ideally within 3–6 months of OIG employment.

**“This was very informative and has motivated me in my IG career transition.”**

**What You Will Learn** – The unique authorities, types of investigations, and legal issues that are essential for IG investigators to be effective, including the following:

- The IG community’s important role, mission, and authorities; the Inspector General Act of 1978 as amended; and the CIGIE Quality Standards for Investigations.
- IG-specific legal issues and investigative topics unique to the IG community, such as IG subpoenas; contract, grant and program fraud; employee misconduct; civil and administrative remedies; and suspension and debarment.

**Program length** – 4 days



# Inspector General Criminal Investigator Academy



We train those who protect our nation's taxpayers from fraud, waste, and abuse. [www.ignet.gov/igcia](http://www.ignet.gov/igcia)

The IG CIA provides Inspector General (IG) investigators with mission-critical training necessary to conduct effective IG investigations. IG CIA programs are developed and continually updated by experienced IG criminal investigators and other subject matter experts, and delivered by an esteemed group of guest faculty. The IG CIA provides IG-specific investigative training that directly impacts your job performance, and the rare opportunity to network with and learn from your peers working on IG investigations.

## 1 IG Interviewing for Fraud; Auditors, Inspectors, and Evaluators

**Who Should Attend** – Federal, state/local and military IG auditors, analysts, evaluators, fraud examiners and inspectors.

“... awesome training for any professional who conducts interviews to solicit information. I can take what I learned here and apply immediately to my daily audit activities. Highly recommended for all auditors.”

**What You Will Learn** – How to conduct more effective interviews, and obtain information that can assist in preventing and detecting fraud, including how to:

- Assess verbal and non-verbal behavior.
- Utilize non-confrontational interview techniques.
- Identify indicators of potential fraud and analyze fraud vulnerabilities.

**Program length** – 3 days

## 2 Essentials of IG Investigations

**Who Should Attend** – IG personnel who conduct civil and/or administrative investigations, or who support criminal investigations, including general investigators, auditors, attorneys, analysts, evaluators, inspectors, hotline operators, and investigative research specialists.

“The best training I have ever attended.... All instructors were highly knowledgeable and professional.”

**What You Will Learn** – Basic criminal, civil, and administrative investigative techniques, legal concepts and procedures, and fraud schemes typically worked within the IG community. During this interactive program, you will conduct interviews, write investigative reports, and participate in mock presentations of a criminal case and an administrative hearing, while being mentored by an experienced IG field investigator.

**Program length** – 2 weeks

## 3 Hotline Operator Training Program

**Who Should Attend** – Anyone responsible for responding to electronic or telephonic hotline complaints.

“Great for new and seasoned operators.”

**What You Will Learn** – How to accurately collect critical information via telephonic interviews and electronic correspondence. Instruction includes practical application during realistic scenarios facilitated by experienced practitioners, as well as:

- Legal issues related to confidentiality and whistleblower protection.
- Best practices for documentation.
- How to handle hostile and threatening callers.

**Program length** – 4 days

**About CIGIE and the CIGIE Training Institute** The Council of the Inspectors General on Integrity and Efficiency (CIGIE) facilitates cross-cutting oversight initiatives, acts as a clearinghouse for best practices within the Inspector General (IG) community, and promotes the professionalism of the IG workforce. Its Training Institute provides specialized training and professional development that is custom designed to meet the unique needs of the IG community. For more information, please visit our website at [www.ignet.gov](http://www.ignet.gov).

