

Refer to #3 on the *Legend of Recommendations* for all underlined X's in the course columns on the left of the table

**TRAINING AND TESTING
SPECIFICATIONS FOR LEARNING DOMAIN #61
ADMINISTRATIVE PROCEDURES**

January 1, 2004 July 1, 2007

RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	
					X	

- I. LEARNING NEED
- Investigators should ~~understand~~ know that government agencies have limited inspection authority and related powers defined by statute. (14)
- LEARNING OBJECTIVES
- A. State the statutory grounds for inspection warrants
 - B. Explain the ~~issuance~~ requirements for issuance of an inspection warrant (4)
 - C. Explain the ~~execution~~ requirements for execution of an inspection warrant, including operational planning (4)(3)
 - D. Describe the investigators' role in collecting and preserving evidence
 - E. ~~Discuss~~ State the uses the statutory grounds ~~of~~ for an administrative subpoena (4) (14)
 - F. Discuss parties authorized to issue an administrative subpoena
 - G. ~~Describe~~ Differentiate between the necessary components for issuance of an affidavit in support of an administrative subpoena duces tecum and an administrative subpoena. (4) (14)
 - H. Discuss the service requirements of an administrative subpoena
 - I. Discuss the service requirements of an administrative subpoena duces tecum
 - J. Discuss the requirements of service to a minor

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	832	III	II	I	SIBC	
					X	
					X	
					X	
					X	
					X	
					X	
					<u>X</u>	
					<u>X</u>	
					<u>X</u>	

II. LEARNING NEED

Investigators should ~~understand~~ know how legal procedures may relate to administrative, civil and/or criminal hearings, and the basic mechanics of administrative hearings. the requirements for a special master when executing search warrants. (4)

LEARNING OBJECTIVES

- A. Describe ~~privilege regarding disclosure of official information~~ the purpose of a special master (4)
- B. Describe circumstances in which a special master is required for search warrant execution
- C. Describe a search warrant execution with a special master
- D. Discuss the need for a court order to release or dispose of evidence
- E. ~~Discuss possible disciplinary actions by an agency~~ (MOVE TO CHAPTER III) (5)
- F. ~~State the standards of proof that apply to administrative hearings and criminal trials~~ (MOVE TO III)

III. LEARNING NEED

Investigators should know how legal procedures may relate to administrative, civil and/or criminal hearings, and the basic mechanics of administrative hearings. (3) (5)

LEARNING OBJECTIVES

- A. Describe how official information may be exempt from disclosure (3)(5)
- B. Discuss possible disciplinary actions by an agency (3) (5)
- C. Explain the standards of proof that apply to administrative hearings and criminal trials. (3) (5)

III IV. REQUIRED TESTS

None

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RBC	Other Basic Courses					Requal
	832	III	II	I	SIBC	
					X	
					X	
					<u>24</u> <u>16</u>	

~~IV~~ V. REQUIRED ~~INSTRUCTIONAL~~ LEARNING ACTIVITIES (6)

- A. The student will participate in a ~~classroom~~ learning activity ~~requiring~~ that requires the preparation of an affidavit in support of an administrative subpoena duces tecum or a search warrant which includes a special master. (4)
- B. The student will participate in a ~~classroom~~ learning activity ~~requiring~~ that simulates the preparation of an operational plan for execution of an ~~inspection~~-warrant including receipt, return and narrative report. (4)

~~V~~ VI. HOURLY REQUIREMENTS

Students shall be provided with a minimum number of instructional hours on administrative procedures.

~~VI~~ VII. ORINATION DATE

July 1, 2002

~~VII~~ VIII. REVISION DATES

January 1, 2004
July 1, 2007