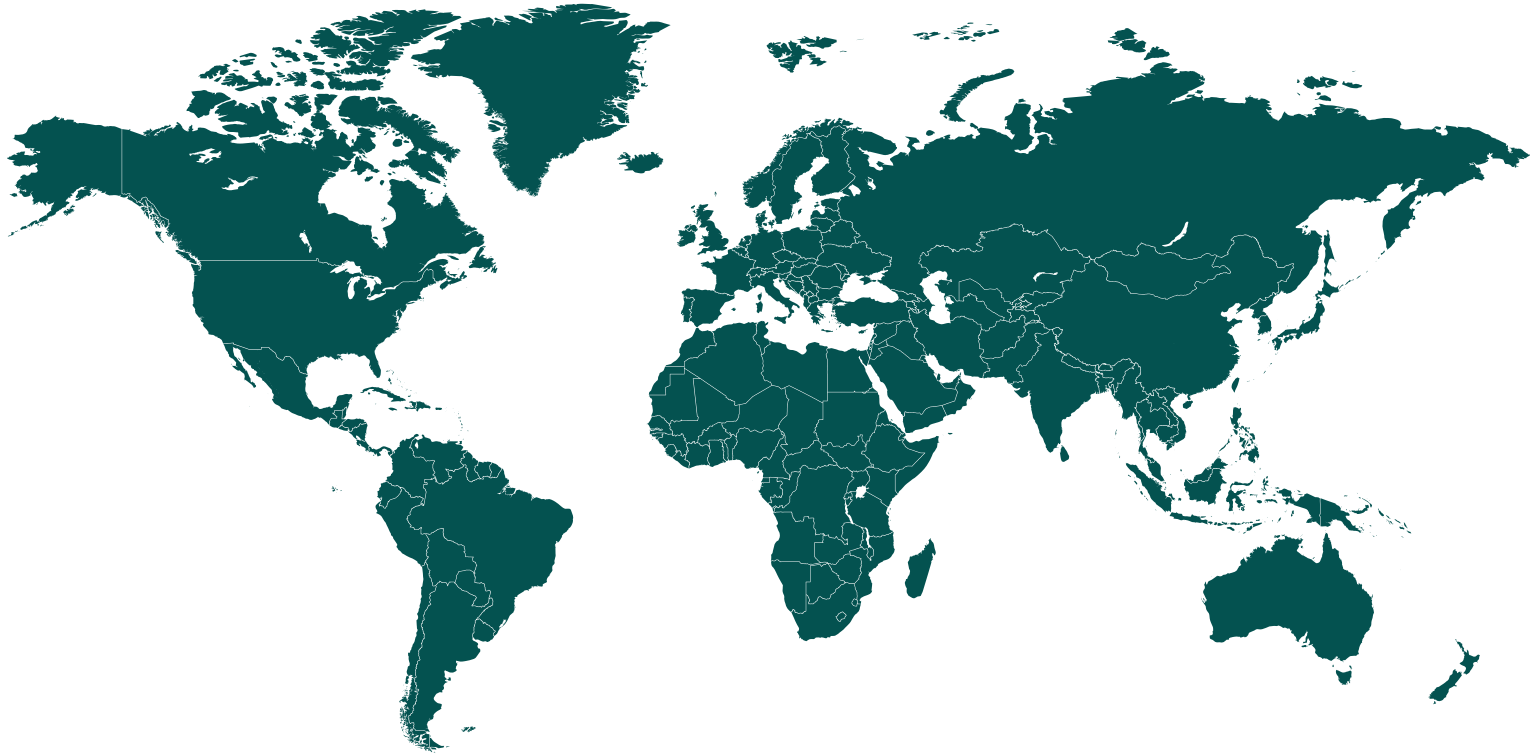


# World Association of Detectives

## Membership Guide



We are proud to represent over  
**950 qualified**  
members across the World

# Welcome to the World Association of Detectives



As President, together with the Executive Management and the Membership, it is a pleasure to welcome you to the World Association of Detectives.

The WAD was founded in 1925 in the United States and now it covers nearly the entire globe with almost 1000 members all over the world in more than 90 countries in all continents.

It is growing every year more because private detectives realize that a global vision, involving the latest technologies, is needed to oversee better investigations in a boundless world, and on the other hand a very keen, knowingly local perspective is needed to perform crucial operations at the local level, knowing all the local peculiarities with an extra fail-safe.

We exchange experience in every field of our job, through WAD we can know the international legislations and the laws in other countries, even learn from case-histories and acquire new knowledge which can be useful in the future for our business. WAD puts you in a better position to develop your professionalism, to increase your business opportunities even at the first step with your clients who are aware immediately that you have been accepted in a relevant world-wide association, that you have a global vision of your job and that you have the ability to work internationally as well.

WAD is a well connected network. You can receive and get immediate professional help and advice through our quick list-serve. So, you might need help abroad, but many WAD members need your help in your own country.

Every year we meet twice in all continents. In Spring for the Mid-Term meeting and in Fall for the Annual General Meeting, always with interesting technical seminars on international subjects.

WAD perfectly integrates the great job made by your local association, which support the private investigators on a local level specifically with a unique and incessant lobbying towards institutions and mass-media.

This guide will help you to know our association better and we all are at your disposal for any need you have.

***A global gathering of private eyes, international investigations, an excellent network of local operatives, personal meetings on a regular basis, exchange of experience and professional support.***

***This is WAD.***

Your sincerely,

Laura Giuliani  
President 2018-19  
World Association of Detectives



Get help internationally  
**instantly**  
by using WAD colleagues



# WAD can help your business

The collective knowledge of WAD members is here to help you.

Between us we have decades of experience in conducting investigations across the globe. This handbook gives you a flavour of how you can benefit from being a WAD member.

## International Business Support

Almost all investigators will now encounter cases that have an international element. The easiest way of getting help internationally is by using the services of a colleague abroad. They will have better knowledge of local law and different languages. You will also avoid excessive travel, which can be costly and time consuming.

Being a member of WAD gives you direct access to colleagues in the relevant country so you can determine whether they are the right people to help you on your specific case. WAD members are generally renowned as having a good reputation and have been in business for at least three years.

There is no guarantee that every WAD member you contact is the most experienced in the type of business you need, but there are some useful tips in this handbook to help you determine that for yourself.

Clearly in the same way that you might need help abroad, there will be many WAD members in the same position overseas who may be looking for help from you. It is very likely that you will receive enquiries from fellow members asking for help in your own country.

This is a great opportunity to open up new avenues of your business.

Making contacts through WAD puts you in a much better position to develop your skills further and improve your business prospects.



## Increase Business Opportunities

As a WAD member you are automatically listed in our directory enabling you to be found from anywhere in the world so make sure it contains up to date information.

You can add extra information such as specialist areas of business, languages spoken and you can upload a photo.

Make sure your clients know you are a WAD member and tell them about your ability to work internationally through your network of colleagues.

Please use our logo on your letterhead and all forms of communication.

## Make use of the list server

The list server is an extremely powerful email distribution system which gives you access to your fellow members via one email address: **WADmembers@wad.memberclicks.net**

You can use this service to reach out to other members in order to get support on cases, as well as professional information and tips and to distribute association messages. It is there specifically for you to get and receive professional help and advice.

WAD has some brief rules you should bear in mind when posting:

1. In the reference line of your post, provide a clear summary and the country, city or location you need help in to help those who receive messages determine whether it is relevant for them.
2. Please keep your email as brief as possible, bear in mind that some of your audience are non-native English speakers so be clear as possible and make sure it contains your full contact details so your fellow members can get in touch with you easily.
3. Never mention any case details in a public posting. Once you have made contact with a colleague who can help you can exchange details privately.
4. If replying to posts of general information, please avoid posting replies to the whole membership as it can generate unnecessary emails.
5. You should never use insulting or defamatory language in a post or ask anyone to enter into illegal activities. WAD is registered in the US so all posts are covered by US law. The executive office can advise if you are unsure of the legality of any post.
6. Blatant marketing is forbidden on the list server. It is designed for asking for and receiving professional help and advice only. If you are unsure whether a post is suitable, please ask the executive office for clearance before posting.

Using the list server within these rules will certainly improve your international network of contacts and increase your chances of working for others who are abroad. Make sure your clients are aware of the international element of your business. You are likely to pick up more business as a result.

## Join us at WAD meetings

While you can communicate with members via email, **there is no substitute for meeting in person.**

Every WAD meeting is a great opportunity for you to learn about your colleagues. It is far easier to evaluate the quality and professionalism of someone if you have had the chance to meet.

WAD offers opportunities to present yourself to the membership and learn about the work of others so you can boost your network of contacts. We also organise interesting seminars at our Annual Meetings where you can gain valuable professional knowledge for your business.

Travelling to a WAD meeting helps broaden the mind, gives you a greater understanding of other nations and cultures and stimulates you to take away ideas working in other countries and use them in your business. WAD meetings are also great language education helping you improve your verbal English skills.

Obviously the cost of travelling to a WAD meeting has to be taken into account but we firmly believe that the opportunity to meet colleagues from around the world and pick up invaluable help, advice and possibly even future work makes it a very worthwhile investment.

If you are attending a meeting for the first time, we always have a welcoming committee who will take special care of you and introduce you to other members and allow you to settle in.

Exchange business cards with as many colleagues as you can and make notes on the back about what you may have discussed with them. They may have particular specialist knowledge or certain language skills that you could find useful in future. You may want to bring some marketing material with you, or become a sponsor for a WAD event. Please contact the executive office for more details.

A single WAD meeting will not change your business instantly but we are confident that attending meetings regularly over time and following some of the tips mentioned in this brochure will certainly make a positive impact on your business and your international turnover.





Regular opportunities to meet  
**like-minded**  
professionals across the World



## The Language Barrier

Although English is still the international language of business, the majority of our members do not speak English as a first language, so **you are not alone**.

English is mainly used at our meetings but it is very likely that you will meet people speaking your own language there too so come along and join in. If you are already learning English, you will probably find that your language skills will improve as a result of joining like-minded colleagues.

## Become an active part of WAD

There are many opportunities to be an active member of the association. We encourage those who are prepared to take on responsibilities within WAD.

Clearly, concentrating on your own business may mean you are unable to take on a greater role but if you are able to become more involved we would greatly welcome your help.

**We need WAD Ambassadors in every country** who can promote us and be available for colleagues on a national level. We also have a number of committees you can join, even if you are a relatively new member. After a few years' membership and regular attendance you could be voted onto our board of directors.

Being an active part of WAD will bring you greater experience and improve your international business. Your name will also be promoted more widely, not only within the organisation but outside too.

# Tips on conducting international business

If you have not previously worked at an international level, there are risks and pitfalls to be aware of.

We have compiled some general information about how to be successful internationally. This is just a guide and we always advise seeking legal or professional help if you are unfamiliar with a particular jurisdiction.

## Availability of information

Make sure you have a basic **knowledge about the country** you are looking to work with someone in. The internet can be a valuable resource about political and legal structures, the economy, its culture and other important issues.

There are cultural differences to accessing data. Gaining access to online databases in the US is far easier than in many parts of Europe so it is worth checking beforehand that the information you are asking for is in fact accessible.

There is always a black market for gaining information, but be aware that you don't have the chance to double check anything you buy on the black market without knowing its source. You are also taking a risk if the information is obtained illegally. You could be liable if this is exchanged with your client in an unsuccessful case.

WAD never encourages illegal activity and we would advise you to steer clear of black market information.

## Communication

When asking a colleague to carry out work on your behalf, make sure you **clarify exactly what you need** in detail and get confirmation that the instructions are understood. In different parts of the world, background or due diligence checks can mean various things, so be clear in your instruction.

Avoid using jargon which may not translate well or be universally familiar and confirm pricing for the work. Once you are both happy with the terms you should issue a clearance to proceed.

## Pricing

You are absolutely free to set your own pricing and WAD has no stipulation on minimum or maximum fees, although many WAD members offer their colleagues prices that are substantially below those offered to their own clients. Discounts are entirely optional but you may well price yourself out of assignments if you do not take this into consideration.

Expect to pay more if you need to work with a colleague in a more expensive city. If you need to engage a colleague in a war zone or high risk area you will certainly pay a premium for their services. The WAD list server may help you get a good price but you should never post your pricing openly on the list server as it may damage your opportunities.

Make sure each case is priced on a realistic basis to ensure you can make it profitable rather than just securing the job. If calculation is difficult, it may be wise to make a conditional offer with advice that the budget may alter if factors change. For such cases, it is advisable to ask for a maximum budget with the option to make another offer if that amount is reached.

Realistic pricing, good communication and clarity are always key to a successful transaction.

## Retainers

If you are concerned about the risk of not getting paid, you could ask for a retainer.

Many WAD members work without it, particularly for smaller jobs, but it may be advisable on larger pieces of work. We would urge you to never work without a retainer payment if you are risking an amount of money you can't afford to lose.





## Contracting

Whenever you hire a WAD colleague you establish a contract between his or her agency and your own.

A contract does not have to be in written form, however remember that as legal evidence emails are considered verbal rather than written communication. It is worth considering the contract that is appropriate for the size of the case. Many colleagues interact with each other without any contract in place, particularly if they either know them well or they are co-operating on a small job.

Some countries insist on a paper contract when hiring an investigator so it is worth having a form in place in case it is needed which can be filled in, emailed and signed by your colleague.

## Legal Risks

Whenever you do international business the legal risks potentially increase. As you are unlikely to know all aspects of the law in another country, it is always worth double-checking any information you are not sure about by seeking independent professional advice.

It is always worth getting advice of the legal implications of asking someone to work in a country as you will be liable if something goes wrong.

Data protection is another important factor to consider. For example it is an offence to export personal data outside the European Union if the person receiving it does not adhere to European standards. This can affect other parts of the world too so it is worth being aware of the legal situation.

Some countries do not even allow private investigators to operate as such. However there are often lawyers, consultants or security professionals who can carry out operations but just do not advertise themselves as investigators.

## Issue Management

If a case is not proceeding to plan with the colleague you have engaged to work for you, it is worth assessing whether there has been some form of miscommunication or misunderstanding between you. It may be worth considering contacting your colleague by Skype/telephone to discuss the situation rather than email as this can be misunderstood.

If relations have broken down, WAD can act as mediator between fellow members but only over unresolved work and not non-payment of fees. As a last resort, we can suspend members who infringe who have infringed professional standards but please try and resolve issues yourself before making a formal complaint to our officers.

## Contact the WAD

Hopefully this guide has helped you find out more about the association and how you can improve your business by being a member of WAD.

If we can be of any help, please contact:

### **Executive Director**

Bob Heales

Email: [bob@wad.net](mailto:bob@wad.net)

### **Administrative Manager**

Karen Beers  
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Evans, CO 80620  
USA

Email: [wad@wad.net](mailto:wad@wad.net)

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[www.wad.net](http://www.wad.net)