

## **INTERNAL AFFAIRS INVESTIGATOR/POLYGRAPHER TRAINEE - SWORN**

### **POSITION DESCRIPTION**

**Classification Responsibilities:** An Internal Affairs Investigator/Polygrapher Trainee - Sworn learns to perform highly specialized technical work in conducting polygraph examinations for pre-employment applications, criminal investigations, and internal matters. An employee in this class learns to perform the full scope of duties required of a certified Internal Affairs Investigator/Polygrapher. Duties learned during the training period include: formulating and discussing test questions with the subject being polygraphed; analyzing examination charts; noting unusual circumstances and factors affecting test conditions; submitting reports regarding polygraph results; advising investigators about legal limitations and individual rights pertaining to the polygraph; meeting with members of the City and County Prosecutor's offices to develop court cases or discuss confessions; submitting reports to attorneys involving the polygraph; and appearing as an expert witness in court. An Internal Affairs Investigator/Polygrapher Trainee - Sworn maintains polygraph equipment including calibration on a regular basis. An incumbent may also be required to conduct internal investigations involving interviewing sworn members. This class is responsible for performing related duties as required.

**Distinguishing Features:** Internal Affairs Investigator/Polygrapher Trainee - Sworn is a sworn position. Work performed is of a highly sensitive confidential nature. An Internal Affairs Investigator/Polygrapher Trainee - Sworn is required to attend and successfully complete a polygraph school designated by the Mesa Police Department. An Internal Affairs Investigator/Polygrapher Trainee - Sworn receives on-the-job training from an Internal Affairs Investigator/Polygrapher - Sworn under the supervision of a Police Lieutenant who also participates in and directs the training. As training progresses and certification requirements are met, employees in this class are expected to exercise independence and good judgment in conducting polygraph examinations. An Internal Affairs Investigator/Polygrapher Trainee - Sworn may progress by noncompetitive promotion to the classification of Internal Affairs Investigator/Polygrapher - Sworn after successful completion of the polygraph school, certification requirements, and the one-year promotional probation. An Internal Affairs Investigator/Polygrapher Trainee - Sworn may be required to work some swing shift hours and weekends. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** Requires at least five years experience as a Police Officer with the Mesa Police Department. A Bachelor's Degree from an accredited college/university is preferred.

**Special Requirement(s).** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must be available to attend in-state or out-of-state polygraph schools of various durations.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualification(s).** None.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with Police Department job applicants and other examinees, law enforcement personnel, other City personnel, and attorneys in order to conduct polygraph examinations and assist with the development of court cases. Conducts interviews on criminal and non-criminal matters. Provides testimony as an expert witness in court regarding polygraph findings. Writes detailed reports regarding polygraph findings with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

**Manual/Physical:** Operates polygraph equipment. Maintains polygraph equipment including calibration on a regular basis. Enters data and information into a personal computer. Observes and monitors examinees' behavior and polygraph charts to determine polygraph questions and compliance with prescribed operating and safety standards. Uses schematic drawings (polygraph chart) to interpret polygraph results.

**Mental:** Interprets/analyzes polygraph charts and distinguishes deceptive responses. Determines factors that would affect testing conditions for an examinee. Formulates test/interview questions for examinees. Comprehends and makes inferences from written material including literature on polygraph techniques, departmental policies and procedures, and court cases regarding legal aspects of polygraphy. Evaluates reports of investigations. Learns job-related material in a classroom setting, through structured lecture and reading, and through on-the-job training.

### **Knowledge and Abilities:**

Knowledge of:

the organization and operations of the Mesa Police Department;  
interviewing techniques; and  
the elements of crime.

Ability to:

evaluate evidence;  
maintain confidentiality and security of records and information; and  
establish and maintain effective working relationships with police personnel, other law enforcement agencies, City personnel, and the general public.

Revised to add Substance Abuse Testing 12/10

KB/la

CS4403.DOC

EEO-Tech

NDOT Safety-Yes

NDOT Random-Yes

DOT Safety-No

RESP-No

PAY RANGE: 44

SH-03

Security-Yes

CDL-No