

## **POLICE POLYGRAPH EXAMINER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Polygraph Examiner performs highly specialized technical work in conducting polygraph examinations for pre-employment applications, criminal investigations, and internal matters. A Police Polygraph Examiner conducts pre-test interviews to determine factors affecting test conditions. Duties include: formulating and discussing test questions with the subject being polygraphed; analyzing examination charts; noting unusual circumstances; 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. A Police Polygraph Examiner maintains the computerized polygraph equipment. This class is responsible for performing related duties as required.

**Distinguishing Features:** Police Polygraph Examiner is a civilian classification. The work performed by a Police Polygraph Examiner is of a highly sensitive, confidential nature. The Police Polygraph Examiner class can be distinguished from the Internal Affairs Investigator/Polygrapher - Sworn by the latter's responsibility for conducting internal investigations. Supervision is received from a Police Sergeant or a higher-ranking officer. Work assignments are broadly defined; performance is measured through evaluation of reports and results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school. Considerable (3 - 5 years) polygraph examination experience.

**Special Requirements.** Graduation from an accredited polygraph school recognized by the American Association of Police Polygraphists or the American Polygraph Association. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation.

**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 Qualifications.** Graduation from an accredited college or university with a Bachelor's Degree is preferred. Experience preferably in law enforcement and criminal/pre-employment screening examinations, supplemented by college coursework in psychology, criminal justice, or related subjects. Knowledge of and proficient with the Law Enforcement Pre-Employment Test (LEPET) format.

## **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 structure, punctuation, and grammar.

**Manual/Physical:** Operates polygraph equipment. Maintains computerized polygraph equipment 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 primarily through structured lecture and reading.

### **Knowledge/Skill/Abilities:**

Knowledge of:

the psycho-physiological aspects of polygraphy;  
polygraph techniques, including interrogation and investigative procedures;  
polygraph chart analysis and interpretation;  
the legal limitations of polygraphy;  
interviewing techniques;  
the elements of crime; and  
the LEPET format.

Skill in operating and maintaining polygraph equipment.

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.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 12/19

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EEO-Tech

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 52

IND-7720

SWORN-No