

INTERNAL AFFAIRS INVESTIGATOR/POLYGRAPHER - SWORN

JOB DESCRIPTION

Classification Responsibilities: An Internal Affairs Investigator/Polygrapher - Sworn performs highly specialized technical work in conducting polygraph examinations for pre-employment applications, criminal investigations, and internal matters. An Internal Affairs Investigator/Polygrapher - Sworn 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. The Internal Affairs Investigator/Polygrapher - Sworn maintains polygraph equipment including calibration on a regular basis. An employee of this class conducts internal investigations and submits reports regarding the findings. In addition, this class is responsible for performing related duties as required.

Distinguishing Features: The Internal Affairs Investigator/Polygrapher - Sworn is a sworn classification. The work performed by an Internal Affairs Investigator/Polygrapher - Sworn is of a highly-sensitive, confidential nature. Supervision is received from a Police Lieutenant or a higher-ranking officer. Work assignments are broadly defined and performance is measured through evaluation of reports and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to considerable (3 - 5 years) polygraph examination experience preferably in law enforcement and criminal/pre-employment examinations, supplemented by college coursework in psychology, criminal justice, or related subjects.

Special Requirement(s). Graduation from an accredited polygraph school recognized by the American Association of Police Polygraphists or the American Polygraph Association. An Internal Affairs Investigator/Polygrapher - Sworn must maintain Police Officer Certification through the Arizona Peace Officers Standards and Training Board (AZPOST). Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

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

Preferred/Desirable Qualification(s). Graduation from high school or GED preferred.

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. Conducts internal investigations. 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 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. Maintains the ability to perform all duties of a Police Officer, including making forceful arrests and firing a weapon.

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; and
the elements of crime.

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 this job change.

Revised to Update Safety and Security 8/10

KB/jm

CS4660.DOC

PAY RANGE: 50

EEO-Tech

SH-03

NDOT SAFETY-Yes

SECURITY-Yes

NDOT RANDOM-Yes

DOT SAFETY-No

CDL-No

RESP-No

IND-7720

JOB FCTN-ADM

SWORN-Yes

PAY STEPS-1-7