



<b>Job Title</b>	<b>Polygraphist I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>18490</b>

## Class Specification – Polygraphist I

### **Summary Statement:**

The purpose of this position is to utilize a standard departmental format, interviews, and conducts polygraph examinations of applicants for positions which have access to criminal offender record information; interviews witnesses, suspects, investigators, and others involved in criminal matters to determine issues in the case; develops an interrogation format for each case and conducts polygraph examinations to determine if the subjects are truthful or deceptive; analyzes and interprets the results of the interviews and examinations from the polygraph charts and prepares comprehensive written reports which summarize the findings of the examinations; performs routine maintenance and keeps current on the polygraph instruments and tape recorders; testifies in court as an expert witness on the polygraph examinations; and maintains records from the interviews and examinations.

### **DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the Polygraphist series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Administers polygraph screening tests to employment applicants of the Police Department and other law enforcement agencies. Reads and interprets polygraph chart responses in order to determine the results of polygraph examinations as to the truth or deception of the information provided. Prepares polygraph reports in order to summarize results of polygraph examinations using modern office equipment.
25%	Formulates questions to be asked during the polygraph examination regarding criminal cases, internal investigations, and employment screens to ensure that pertinent information will be addressed; controls quality of examinations to render appropriate decisions and recommendations; and reviews and approves polygraph reports, charts, notes, and preparation documents.



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20%	Remains current on job-specific issues through meetings, classes, conferences, and publications. Communicates with law enforcement agencies throughout the state in order to provide assistance in the investigation of criminal cases. Evaluates all incoming requests for polygraph services to determine scheduling feasibility.
15%	Defends and explains polygraph office competence, procedures, opinions and techniques to various levels of authority. Prepares monthly and quarterly statistical reports. Provides expert testimony in court in order to explain polygraph examination results for criminal cases. Maintains polygraph instruments by cleaning, repairing or replacing parts to ensure the proper function of components. Reviews polygraph examinations administered by non-departmental examiners for quality control purposes.

<b>Competencies Required:</b>	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of	



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the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in psychology, criminalistics, or a related field.

Experience: Three years of full-time experience directly related to investigating serious felony crimes, including experience conducting interviews and interrogations.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
  
Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Polygraph Certification	Within 6 months of hire
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**

Position has no responsibility for the direction or supervision of others.

**Supervision Received:**

Receives Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.



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**Physical Demands:**

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Several times a month
Physical Hazards	Several times a month
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Occasionally

**Machines, Tools, Equipment, and Work Aids:** Computer, keyboard, telephone, fax machine, copier/scanner, video recording equipment, Quickscribe, and Nextel cellular telephones.

**Specialized Computer Equipment and Software:** Polygraph instrument and polygraph software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: June 2015