

**TASK LIST**  
POLYGRAPH EXAMINER – 2017 (Class Code 2240)

1. Administers polygraph examinations to police candidates for pre-employment testing, suspects or witnesses in criminal investigations, and to police officers or civilian employees seeking specialized assignments.
2. Reviews Personal History Statements (PHS) completed by police candidates for predisposed information (e.g., background information, demographics, and criminal background) in order to conduct the polygraph examination.
3. Determines issues that need to be tested in a criminal examination by communicating with detectives and reviewing crime reports.
4. Assesses physical and mental suitability of examinees (i.e., police candidate, suspects, police officers, civilian employees) in order to determine if examinee is able to take the polygraph examination.
5. Explains the polygraph process to examinees in order to diminish anxieties for accurate test results and to meet acceptable standards and legal requirements set forth by the American Polygraph Association.
6. Develops questions to be used during the polygraph examination based on information about the examinee, incident, and principles of psychology in order to implicate or exculpate the examinee.
7. Selects and applies the appropriate polygraph technique, such as the Air Force Modified General Question Technique, You Phase Zone Comparison Technique, or Law Enforcement Pre Employment Test based on ?? to administer a valid polygraph examination.
8. Reviews all questions with the examinee during the pre-test phase of the examination to ensure that the examinee understands the meaning of each question and makes changes as necessary for potential vocabulary deficiencies.
9. Attaches and adjusts components of the polygraph instrument, such as blood pressure cuff, fingerplates, and pneumograph tubes, to the examinee in order to record physiological responses of sufficient amplitude to record and evaluate data.

10. Performs functionality checks on the components of the polygraph instrument and makes repairs or replaces components as necessary.
11. Evaluates chart data utilizing a seven position scale to determine whether the data reflects truthful, deceptive, or inconclusive results.
12. When appropriate, advises the examinee of the polygraph examination results in order to comply with professional standards and code of ethics.
13. Notifies investigating officers of preliminary result subject to quality control review.
14. Writes reports describing polygraph results to document the polygraph examiner's expert opinion for various uses such as employment decisions or court testimony.
15. Provides the investigators and attorneys with written reports (e.g., polygraph results) to comply with court orders.
16. Appears in court in order to comply with court orders and provide expert testimony or appear as an expert witness to explain polygraph procedures and results.
17. Prepares for court testimony by reviewing data and reports used in investigation and polygraph examination.
18. Serves as subject matter expert to explain polygraph procedures and results in administrative hearings.
19. Continues education in polygraph profession and interrogation by reading professional publications, maintaining membership in professional organizations, and attending professional training seminars in order to maintain a high level of proficiency in all aspects of polygraph.
20. Makes formal presentations to community groups and professional organizations to educate and promote the use of polygraph in criminal investigations.
21. Compiles statistics on previously administered polygraph examinations by division and type of case in order to determine the direction of training efforts.
22. Assists the officer-in-charge by preparing administrative and statistical reports for tracking and budgetary purposes.
23. Communicates city policies (e.g., Equal Employment Opportunity, sexual harassment, etc) to employees to outline expectations and ensure compliance in the work place.

24. May provide functional supervision (.e.g., training or assigning work) to sworn personnel on loan to the Polygraph Unit because of workload or training purposes.
25. Reviews and approves all requests received in writing or by telephone for polygraph examinations.
26. Conducts quality control review of all examinations, and approves and disseminates reports to authorized personnel to provide official results.