

Summary of Duties: Administers polygraph examinations using standardized polygraph techniques on a multi-channel instrument; and, as appropriate, interviews and interrogates suspects, victims, witnesses and other persons involved in City related investigations; prepares written reports in order to document polygraph examination questions and results, and testifies in court as an expert witness; or assigns, reviews and evaluates the work of Polygraph Examiners and support personnel and performs the more difficult examinations; and does related work.

Distinguishing Features: An employee of this class is a specialist in interviewing and interrogating persons in accordance with accepted techniques of police questioning. Most examinations are conducted with the use of a polygraph instrument. Accuracy is essential, since errors may result in false arrest and other serious consequences. A Polygraph Examiner instructs classes in polygraph use, interrogation techniques, and may be required to testify in court as an expert witness on matters related to such examinations.

When in a supervisory position, a Polygraph Examiner is responsible for the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

Examples of Duties: A Polygraph Examiner:

- * Visits the scene of a crime, or other locations in order to facilitate an effective interrogation and determine specific details of the case or investigation;
- * Evaluates data obtained from reports and investigations in order to determine whether the polygraph examination should be conducted;
- * Interviews subjects using investigative techniques to determine suitability of the subject for polygraph examination;
- * Explains the polygraph examination process to the subject in order to diminish inappropriate anxieties and to meet acceptable standards set forth by the American Polygraph Association and the American Association of Police Polygraphists;
- * Formulates questions to be used in the polygraph examination based on information about the subject, incident, and principles of psychology in order to implicate or exculpate the subject;
- * Selects the appropriate polygraph technique in order to produce charts that record accurate physiological responses;

- * Attaches and adjusts components of the polygraph instrument such as blood pressure cuff, fingerplates, and pneumatic tubes to the subject in order to record physiological response patterns;
- * Establishes the cause of inconclusive results by looking for errors such as improper psychological set and mental suitability to determine whether further testing is necessary;
- * Repairs polygraph instruments, replacing blood pressure cuffs, pneumatic hoses and stem valves, in accordance with the manufacturer's specifications to achieve accurate recordings;
- * Writes reports and/or completes forms using polygraph results to document polygraph examiner's expert opinion;
- * Reviews written reports and polygraph charts completed by other staff members to ensure quality control;
- * Furnishes investigators or attorneys with written reports when required and/or tape records for legal or administrative proceedings;
- * When in a supervisory position, communicates equal employment/affirmative action information to employees;
- * Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- * Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- * Conducts polygraph examinations in the more complex investigations or crimes;
- * Assists the sworn officer in charge in preparing administrative and statistical reports and the units' budget.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * Polygraph procedures necessary to conduct polygraph exams;
- * Investigative procedures such as tactics, strategy, and questioning;
- * Purposes and methods of criminal interrogation;
- * How to attach components such as blood pressure cuff, fingerplates, and pneumatic tubes in order to properly record physiological response patterns;
- * Current legislative changes and statistical trends and their effects;
- * Rules and regulations sufficient to comply with standards and legal requirements set forth by the State of California;
- * Court procedure with regard to testimony on polygraph

examinations;

- * Supervisory principles and practices including: planning, delegating and controlling the work of subordinates;
- * Techniques of training, instructing and evaluation of subordinate work performance;
- * Techniques for counseling, disciplining, and motivating subordinate personnel;
- * Procedures for grievance handling;
- * Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- * Effective safety principles and practices.

A working knowledge of:

- * Memoranda of understanding as they apply to subordinate personnel.

A general knowledge of:

- * City personnel rules, policies and procedures.

The ability to:

- * Interrogate subjects effectively so as to obtain a confession or an admission;
- * Recognize and resolve possible causes of inconsistent responses in polygraph test procedures;
- * Maintain good relationships with employees, supervisors, and persons being examined, often under difficult circumstances;
- * Communicate orally in order to provide or obtain job-related information;
- * Maintain records and write reports in a clear and concise manner;
- * Use cognitive skills necessary to conduct polygraph examinations and prepare for court or administrative testimony;
- * Analyze data at a level sufficient to understand technical, statistical, and theoretical reports;
- * Read and follow street maps;
- * Inspect polygraph instrument for malfunction and make minor repairs;
- * Analyze polygraph examination results;
- * Make impartial and technically correct decisions;
- * Establish and maintain a work environment to enhance both employee morale and productivity;
- * Apply sound supervisory principles and techniques;
- * Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements:

1. Graduation from an approved Polygraph School accredited by the American Polygraph Association or completion of a U.S. Government Polygraph Training Program and

2. Completion of a minimum of 250 specific polygraph examinations.

License: A valid California driver's license and good driving record is required.

Physical requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds; frequent walking and standing; good speaking and hearing ability; good eyesight and color perceptions.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.