

SUBJECT: POLYGRAPH EXAMINATIONS

EFFECTIVE DATE: January 8, 2002

The purpose of this procedure is to establish guidelines for the use of criminal and pre-employment polygraph examinations.

I. SCHEDULING CRIMINAL EXAMINATIONS

A. TCSU maintains three polygraph instruments for the assistance of police investigators. The three instruments are located at the Centerville Police Department, the Kettering Police Department and Springboro Police Department.

1. Officers wishing to schedule a polygraph examination should contact one of the following persons:

Centerville – Lt. Bruce Robertson	433-7661
Centerville – Officer Donna Peacock	433-7661
Kettering - Sgt. Robert Green	296-2598
Kettering - Det. Michael Winters	296-2577
Springboro – Det. Tim Parker	748-4362

B. All examinations will be conducted within five (5) working days of the request. This time frame is possible provided that the instruments are available and that the polygraphists have not been temporarily assigned to some other task.

1. All examinations will be handled on a first come – first served basis within the five-day limit.

2. In the event of scheduling conflicts, the requests for exams will be scheduled under the following priorities:

- a. Criminal cases of TCSU members;
- b. Administrative cases of TCSU members;
- c. Criminal cases of non-TCSU agencies.

C. When a schedule conflict occurs, the polygraphist will determine how best to resolve it within the above stated guidelines.

D. TCSU Polygraphists shall not conduct criminal examinations after a CVSA criminal test.

- D.1 TCSU polygraphists shall not conduct criminal examinations as a backup for a CVSA pre-employment test.

## II. SCHEDULING PRE-EMPLOYMENT EXAMINATIONS

- A. A background Investigation must be completed before the polygraph examination is scheduled.
  - a. The requesting agency must provide the completed background form to the polygraphist at least three working days before the examination is scheduled.
- B. Prior to the scheduling of a pre-employment polygraph examinations the background investigator shall have the candidate return the completed Doctor's Certification form. This original document shall become part of the candidate's TCSU polygraph file.
- C. The background investigator will then contact a TCSU polygraphist to schedule a pre-job offer polygraph. At least one working day prior to the scheduled polygraph, the background investigator will provide the polygraphist with a copy of all documents relating to the candidate. These documents will include at least all completed applications and any background information completed to date.
- D. Should the candidate be offered a job, the background investigator will contact the same polygraphist that gave the pre-job offer polygraph for scheduling of a post-job offer polygraph. The background investigator will assure that the polygraphist is provided with any additional information learned since the pre-job offer polygraph. At a minimum this should include a completed background investigation and medical history (application).

## III. Scheduling Non-TCSU Pre-Employment Examinations

- A. The agency head of the requesting non-TCSU agency must complete and sign a TCSU ADA Compliance Form.
- B. A background Investigation must be completed before the polygraph examination is scheduled.
  - a. The requesting agency must provide the completed background form to the polygraphist at least three working days before the examination is scheduled.
  - b. TCSU Polygraphists shall not conduct pre-employment polygraph examinations as a back-up for a CVSA pre-employment test.

- C. Prior to the scheduling of a pre-employment polygraph examinations the background investigator shall have the candidate return the completed Doctor's Certification form. This original document shall become part of the candidate's TCSU polygraph file.
- D. The background investigator will then contact a TCSU polygraphist to schedule a pre-job offer polygraph. At least one working day prior to the scheduled polygraph, the background investigator will provide the polygraphist with a copy of all documents relating to the candidate. These documents will include at least all completed applications and any background information completed to date.
- E. Should the candidate be offered a job, the background investigator will contact the same polygraphist that gave the pre-job offer polygraph for scheduling of a post-job offer polygraph. The background investigator will assure that the polygraphist is provided with any additional information learned since the pre-job offer polygraph. At a minimum this should include a completed background investigation and medical history (application).

#### IV. Scheduling Internal Polygraph Examinations

- A. The Chief or his designee requesting the examination shall contact one of the TCSU Polygraphists listed in I. A.1. to schedule the examination.
  - 1. All examinations will be conducted as soon as possible.
  - 2. The requesting Chief or his designee must extensively discuss the case facts with the Polygraphist.
  - 3. After reviewing the case facts the polygraphist may decline to conduct the examination.
  - 4. Internal polygraph examinations that can not be conducted by TCSU Polygraphists shall be referred to a private polygraphist for resolution.

Revised and Reviewed August 11, 2006  
Director Charles J. Gift

## **PRE EMPLOYMENT POLYGRAPH EXAMINATIONS**

The following information is intended to assist investigators wishing to request a pre-employment polygraph examination.

- I. AMERICAN WITH DISABILITIES ACT OF 1990 (ADA)
  - A. All pre-employment polygraph examinations conducted by TCSU polygraphists shall be in compliance with ADA and any other applicable federal, state or local laws.
  
- II. PRE-EMPLOYMENT POLYGRAPH EXAMINATIONS
  - A. All TCSU polygraphists will utilize the Scientific Interviews (Part I and Part II) and the pre-offer and post offer polygraph questions as provided by Scientific Lie Detection Inc.
  
  - B. Pre-employment polygraphs may be conducted for non-TCSU agencies.
  
- III. REPORTS
  - A. After each pre-employment polygraph (pre- and post-job offer) the polygraphist will prepare a written report for the chief of police of the department requesting the polygraph. These reports are considered **CONFIDENTIAL** and are only for the eyes of the respective chief and/or his designee. A copy of this report will be maintained with the respective applicant's TCSU polygraph file.
  
  - B. Pursuant to the American with Disabilities Act of 1990 (ADA) the post-job offer report is considered a medical record and must be maintained in a separate file apart from the applicant's other records.

### FORMS ATTACHED:

Doctor Form Letter with questionnaire  
Pre-Officer Background Investigation Form  
Post Offer – Medical File Confidentiality Form  
Non-TCSU Agency ADA Compliance Form