

City of Fort Worth, Texas Job Description

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| Classification Title | Polygraph Examiner | | |
| Job Code: | PS5120 | Job Family: | Public Safety |
| Pay Grade | 513 | Date Reviewed: | 06/27/15 |
| FLSA Status | Nonexempt | Date Revised: | |

GENERAL SUMMARY

Performs polygraph examinations and evaluates results supporting criminal investigations of the Police Department. Interviews participants and obtains confessions or admissions. Conducts pre-employment screening for the Police Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Conducts polygraph examinations and evaluates results to determine participant's truthfulness or deceptive responses.
2. Interrogates participants who failed the examination. Obtains confessions, admissions and any other vital information pertinent to criminal investigations.
3. Schedules and reviews all requests for polygraph examinations. Constructs test questions utilizing established polygraph techniques, rules, regulations and formats.
4. Prepares a variety of written and verbal reports interpreting polygraph examination results and submits to investigative and prosecuting personnel.
5. Conducts pre-employment screening for the Police Department. Examines employment applications to determine truthfulness of information.
6. Performs routine maintenance duties on the polygraph equipment; ensures proper operations.
7. Prepares, maintains and updates a variety of files and records regarding polygraph examinations and results. Ensures compliance with applicable Federal and State guidelines.
8. Performs other duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Methods and techniques used to conduct polygraph examinations.
 - Principles and practices of polygraph result evaluation.
 - Methods and techniques used to interrogate exam participants.
 - Principles and practices of criminal investigations.
 - Operational characteristics of a polygraph machine.
 - Modern office procedures, methods and computer equipment.
 - Principles of business letter writing and basic report preparation.
 - Principles and procedures of record keeping.
 - Pertinent Federal, State, and local laws, codes and safety regulations governing the use of polygraph equipment and administration of polygraph examinations.
- Skill in:
 - Making observations.
 - Operating assigned equipment.
 - Making sound decisions.
 - Using good judgment.
 - Time management.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Conduct polygraph examinations, evaluate results and determine truthfulness of results.
 - Construct test questions utilizing established polygraph techniques, rules, regulations and formats.
 - Interrogate participants who failed the examination.
 - Conduct pre-employment screening for the Police Department.
 - Prepare clear and concise reports.
 - Testify in court as an expert witness.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in psychology, criminalistics or a related field and three years of increasingly responsible criminal investigation experience including experience in administering polygraph examinations.

OTHER REQUIREMENTS

Valid polygraph license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.