

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

POLYGRAPH EXAMINER III

POSITION CODE: 33003
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direction, regularly performs the most complex detection of deception work involving polygraph examinations and interrogations with multiple subjects, multiple issues, or high public exposure, confidential and sensitive external agency internal investigations, and examinations of major crime figures, positions of public trust such as law enforcement personnel or other public figures; conducts expert re-examinations where test results are inconclusive or questioned; and/or functions as lead over a small number of lower level polygraph examiners and/or, provides on-the-job training to examiner interns within a structured program as an approved intern trainer; provides for consultant services and training to local law enforcement agencies in interrogation and interviewing techniques and detection of deception procedures, organizing, training seminars for user agencies; performs public relations speaking in the community.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Regularly performs selected polygraph examinations and in-depth criminal interrogations on a regular basis which are the most complex, involving sensitive external agency, internal security matters, criminal-investigations of major crime figures, law enforcement personnel, public figures, and cases with high public exposure; complexity is indicated by the presence of multiple subjects and/or issues, and may involve multiple agency contact.
2. Conducts re-examinations of inconclusive tests performed by another agency examiner; conducts expert re-examinations of questioned test results performed by outside examiners; prepares a written summary to synopsize the key events and history of the case.
3. Provides work leadership and direction to a small number of examiners and/or trainees in a forensic science laboratory. Makes work assignments, reviews the technical quality and accuracy of reports, spot checking or reviewing in detail the charts and report recommendations made by lower level examiners; prepares associated reports as required.
4. Performs administrative support functions to include, but not be limited to, coordinating instrument and equipment maintenance, inventory and ordering of laboratory supplies, writing safety and work procedures, and preparing bid specifications for the procurement of new analytical equipment.
5. Provides for a program of consultation and organizes training seminars for agency and local law enforcement personnel in the techniques of interviewing witnesses and interrogating suspects; also explains procedures used in the detection of deception, and the application of the polygraph in criminal investigations; assists with the investigation of major criminal cases and advises on matters pertaining to criminal law and procedures in regard to detection of deception techniques.
6. As an intern trainer, approved by the Detection of Deception Examiner Committee of the Department of Professional Regulation, provides close work supervision of trainees, and on-the-job instruction in accordance with the regulations on training programs promulgated by the above named agency; reviews all tapes and reports prepared by trainees for accuracy, quality and comprehensiveness, and in accordance with professional standards; the trainer assists the trainee in evaluating case facts, formulation of questions, conducting the examination, and properly interpreting the polygraph charts and preparing the final analysis and report of examination results; periodic progress reports are prepared by the examiner trainer on the work of trainees. This activity typically constitutes less than a full time position, and is coordinated through a designated school instructor.

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7. Prepares detailed evidence for presentation in court proceedings, and testifies in court in support of examination results; testifies as witness to incriminating statements or admissions made during the examination.
8. Travels to site of investigations, where necessary, transporting and setting up polygraph instrument in a suitable location; travels to local facilities in conjunction with seminar presentations; makes travel arrangements as required.
9. Attends professional meetings and seminars relative to the detection of deception field, to keep abreast of changes of developments; serves as a public relations speaker representing agency program services at law enforcement meetings, civic meetings, colleges, etc.
10. Prepares and maintains operating records and reports, and assures that case files are properly maintained in accordance with agency policies.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of a bachelor's degree from an accredited college or university, preferably with coursework in areas such as forensic science, police administration, physiology, psychology, sociology, basic statistics, and criminal law.

Requires a valid Illinois license as a Detection of Deception Examiner.

Requires four years of progressively responsible professional detection of deception examination work experience, preferably including substantive experience in criminal cases.

Knowledges, Skills and Abilities

Requires extensive knowledge of physiology, psychology and criminal law as these fields apply to the detection of deception profession.

Requires extensive knowledge of the care and operation of polygraph equipment and the procedures used to administer the full range of polygraph examinations and interpret and report on findings.

Requires extensive knowledge of modern methods of criminal investigation, identification and interrogation techniques.

Requires extensive knowledge of the rules of evidence in criminal law.

Requires working knowledge of statistical methods as applicable to chart interpretation.

Requires ability to establish and maintain satisfactory working relationships with staff and coworkers, various law enforcement personnel, and examinees.

Requires ability to present ideas clearly and effectively in both oral and concisely written report form.

Requires ability to manage workloads, make work assignments and evaluate the quality and timeliness of work products.

Requires ability to pass an agency security check.

Some positions in this class may require an appropriate valid driver's license and/or an ability to travel.