

LINN COUNTY CLASSIFICATION

TITLE: POLYGRAPH EXAMINER
NUMBER: 697
PAY RANGE: 20
CATEGORY: DSA

APPROVAL ORDER
NUMBER: 2001-333
DATE: July 3, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Conduct polygraph examinations for Linn County and all criminal justice agencies requesting assistance. Scientific instruments are used to determine the changes in psychological and physiological body functions of those being questioned concerning specific crime or crimes. This level of investigation is distinguished from that performed by Deputy Sheriffs by the greater intensity and scope of investigations as well as the greater responsibility for effectively interrogating persons and for preparing the more complex cases for presentation in Court. Advise Uniformed Officers and Detectives in the investigation of crimes. Counsel and advise as to the most judicious use of the polygraph as an investigative tool. Recommend investigative techniques as necessary, interpret office policy and procedures, approve case priorities and regularly review partial and completed investigation reports.

SUPERVISION RECEIVED: Works under the general supervision of the Detective Sergeant who assigns cases, provides advice and counsel upon request.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of positions in this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform all duties of a Detective.
2. Perform highly skilled criminal investigation work involving felony and misdemeanor crimes.
3. Conduct initial and follow-up investigations; interrogate persons, gather and analyze evidence and prepare cases.
4. Review cases with investigators, set up times and dates for polygraph examinations. Conduct examinations and interrogations. Report in writing to the investigator or agency requesting polygraph as to opinion of examination results.
5. Investigate misdemeanor and felony crimes including murder, robbery, arson, rape, narcotics, burglary and theft. Assignments include initial crime scene familiarization and follow-up information initiated by a Deputy Sheriff or other Uniformed Officer for later use as it may apply to polygraph testing.
6. Collect, evaluate and preserve evidence; conduct initial and follow-up investigations, interview witnesses and suspects; prepare cases for presentation to the District Attorney. Re-investigate cases on basis of District Attorney or Supervisor recommendations; prepare cases for Court and testify.

7. Use scientific types of equipment in the investigation of crimes to determine truthfulness or deceptiveness.
8. Instruct Department members in polygraph evidence and investigative techniques.
9. Interview witnesses, informants; determine their relative reliability, evaluate their information and pass on leads provided.
10. Prepare comprehensive reports of all activities and investigations for use in evaluating the soundness of cases and preparing Court case documentation. Maintain records of past test information.
11. As Deputy Medical Examiner, investigate all manner of deaths including those which are accidental, unattended, industrial or suspicious in nature.
12. Investigate internal affairs complaints and conduct background investigations for other law enforcement agencies.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

15. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of criminal investigation techniques and practices, the rules of evidence, arrest for probable cause and similar laws and statutes relating to the judicial system. Considerable knowledge and ability to interpret the laws and ordinances enforced by the Sheriff's Office. Considerable knowledge and skill in the use of photographic equipment and fingerprint removal and analysis techniques.

Must have the ability to put the subjects being tested at ease before and during an examination and the ability to interpret charts (polygrams) accurately to determine examinee's truthfulness. Must be a good interrogator and possess techniques that will bring the subject to the point of truthfulness. Ability to effectively interview persons involved in a crime and to review a multitude of information related to a criminal incident, identifying key elements and from this develop a case which can be successfully prosecuted. Must be able to testify in all Courts of Law as to qualifications, the conditions at the time of the examination, the procedures used, the fact the instruments were operating correctly, that accepted procedures were utilized, and qualify as an expert in the field. Must have the ability to testify clearly, cogently and credibly in Court. Must make correct decisions as the decisions can have a damatic effect on the lives of those examined.

Ability to plan and organize work independently. Ability to prepare comprehensive and accurate reports. Ability to advise others in the investigation of a crime scene. Ability to develop and maintain effective working relationships with other deputies, supervisors, representatives of other law enforcement agencies, suspects, witnesses, court personnel and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Must have at least an Associate Degree or possess 60 semester or 90 quarter approved college credits. Must have at least five years in intensive criminal investigation work in law enforcement. Must have successfully completed a Polygraph Examiner's School which has been approved by the American Polygraph Association.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States and be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possess the Department of Public Safety Standards and Training Advanced Certificate and the State of Oregon Polygraph Examiners Intern License at the time of appointment and possess and maintain a General License within two years. Successfully pass a general physical examination as required by the Department of Safety Standards and Training and must pass a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.