



Indianapolis Metropolitan Police Department

GENERAL ORDER

POLYGRAPH EXAMINATIONS FOR SENSITIVE POSITIONS

5.8

POLICY

To maintain and preserve the image, integrity, and level of professionalism expected of a law enforcement agency, it is the policy of the Indianapolis Metropolitan Police Department to administer polygraph examinations to sworn and civilian employees working in designated sensitive positions as determined by the Chief of Police.

The polygraph examination is used only as a tool in part of an overall investigation to identify criminal behavior and/or corruption. Because of the nature of polygraph examinations, certain safeguards have been established to protect an employee from consequences that could be considered detrimental to the employee's integrity and reputation, such as reassignment from a sensitive position based solely on the results of the polygraph examination.

PROCEDURE

I. Internal Investigations

Any employee who is the subject of an internal investigation concerning a criminal or corruption matter may be subject to a polygraph examination, as outlined in the department Rules and Regulations manual for sworn officers and the Civilian Employee Administrative Policies and Procedures Manual for civilian employees. The Chief of Police or designee may require a polygraph examination in any case where evidence amounting to reasonable suspicion indicates that a potential criminal offense and/or act of corruption has occurred.

II. Administrative Testing for Employees in Sensitive Positions

Sworn officers and civilian employees assigned to sensitive positions within the Indianapolis Metropolitan Police Department must submit to entrance and random polygraph examinations as a condition of assignment to a sensitive position. Sensitive positions, as designated by the Chief of Police, are listed in the Manning Table under the following units, sections, and/or branches:

- ATF Achilles Liaison Section
- Crime Action Team Section
- Criminal Gang Section
- District Narcotics
- Forfeiture Unit
- Grand Jury/Prosecutor's Liaison Unit
- Identification Section
- Intelligence Section
- Narcotics Branch
- Property Section (Property Room)
- Vice Section
- Violent Crimes Section



III. Authority

The Administration Division Support Services section lieutenant serves as the Polygraph Program Manager and will oversee and coordinate the scheduling of:

- A. Entrance Examinations; and
- B. Random Testing Examinations

IV. Types of Examinations

A. Entrance Examinations

1. All employees requesting assignment to a designated sensitive position must submit to a polygraph examination as a conditional part of the selection process.
2. If an employee requesting transfer from one sensitive position to another has already taken a polygraph examination (entrance or random), an entrance examination may be waived upon approval of the branch commander of the new assignment.
3. If an employee requesting transfer from one sensitive position to another has not taken a polygraph examination (entrance or random), an entrance examination will be required as part of the selection process to the new position.

B. Annual Random Testing

1. Twenty-five percent of officers working in sensitive positions, and twenty-five percent of civilians working in sensitive positions will be tested annually. Testing will occur monthly through a blind draw conducted by the Polygraph Program Manager.
2. It is the responsibility of the Polygraph Program Manager to notify the employee and his or her branch commander of the scheduled polygraph examination.
 - a. Employees will be provided with three (3) days notice of their scheduled polygraph examination.
 - b. All scheduling conflicts will be directed to, and resolved by, the Polygraph Program Manager.
3. Examinations will include questions limited in scope to the employee's last 12 months of activity within his or her assignment.

V. Polygraph Examination Results and Findings

- A. The Polygraph Examiner will hand-deliver the results of employee polygraph examination to the Chief of Police within 72 hours. The Chief of Police is responsible for reviewing the test results.
- B. The Office of the Chief will retain all test results for a period of five (5) years.



VI. Polygraph Resolution Process

- A. Employees will be notified of the results of their polygraph examination within three (3) business days or less by a supervisor with the rank of captain or above.
- B. In the event the results of an employee's examination shows deception or identifies criminal or corrupt behavior, the employee may request an outside examination:
 - 1. The employee requesting an outside examination must submit a written request to the Chief of Police within three (3) business days of receiving the unsuccessful polygraph notice.
 - 2. The Office of the Chief will coordinate with the Polygraph Program Manager and the employee to arrange for the outside examination.
 - 3. The outside examination must be conducted by a certified polygraph examiner from an official law enforcement agency. No private or independent examinations will be permitted or accepted.
- C. If the follow-up polygraph examination still indicates deception or identifies criminal or corrupt behavior, the employee will be subject to further investigation.

VII. Administrative Action

- A. In the event an employee successfully completes a polygraph examination, but makes admissions during the examination reflecting questionable judgment or the need for additional training, the Chief of Police may:
 - 1. Direct the employee to remedial training;
 - 2. Take disciplinary action; or
 - 3. Transfer the employee to another assignment.
- B. If an employee in a sensitive position is found to show deception during a polygraph examination, which is substantiated through further investigation, the employee may, at the discretion of the Chief of Police or designee, be transferred from the unit and be ineligible for reassignment to another sensitive unit for a period of five (5) years.
- C. If the investigation shows no evidence of wrong-doing, the employee will be considered exonerated by the department and no further action will be taken.

Reference – IMPD Rules and Regulations

Section III., Sub-Section IX. – Failing to Cooperate or Be Truthful

- A. Members shall be cooperative and truthful when testifying in any court or administrative hearing or Internal investigation, in accordance with the "Police Officer's Bill of Rights."
- B. Members shall be truthful in all official reports and correspondence.
- C. Upon the order of the Chief of Police or his designee, or a supervisor, members shall answer truthfully all questions specifically, directly, and narrowly relating to the performance of their official duties or their fitness for serving as a police officer.