

OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



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TOPIC: POLYGRAPH EXAMINATION
EFFECTIVE DATE: 01/18/2017
SUPERCEDES: 08/23/2016

SIGNATURE: /s/ Frank Donchez
Chief of Police

/s/ Simon Happer
Bureau Commander

I. PURPOSE

II. PROCEDURE

- A. POLYGRAPH EXAMINERS & EQUIPMENT
- B. SPECIFIC-ISSUE CRIMINAL AND INTERNAL INVESTIGATIONS
- C. POLICE APPLICANT POLYGRAPHS
- D. RECORDS RETENTION

CALEA references: none

I. PURPOSE

This written directive establishes guidelines and procedures for the Department's polygraph program.

II. PROCEDURE

A. POLYGRAPH EXAMINERS & EQUIPMENT

Unless approved by an OPPD Division Commander, only authorized Members will operate or handle Department polygraph equipment.

The administration and evaluation of results of polygraph examinations will only be conducted by examiners who have graduated from an American Polygraph Association (APA) accredited school or one which is recognized by the American Association of Police Polygraphists (AAPP).

Active polygraph examiners will be required to meet the ongoing training requirements for polygraph examiners set forth by the American Society of Testing Materials (ASTM). These requirements include the following:

- Forty hours of continuing education every two years.
- The two year calendar period to obtain this continuing education and training begins at the conclusion of the examiner's initial polygraph school.
- The forty hours must include at least twenty hours of training specific to the field of polygraph, and the other twenty may be in fields that would support

or relate to the field of polygraph, i.e. interviewing, report writing, statement analysis, law, psychology, physiology, research, etc.

- Active polygraph examiners will only provide polygraph examinations and examination scoring methods that have been validated or approved by either the American Polygraph Association (APA) and/or the American Association of Police Polygraphists (AAPP).
- Active Polygraph Examiners will maintain membership in the APA and/or the AAPP, as well as the Kansas Polygraph Association. Membership in these entities will allow access to low cost or local periodic training seminars and technology updates.

B. SPECIFIC-ISSUE CRIMINAL AND INTERNAL INVESTIGATIONS

Polygraph examinations conducted for other agencies must be requested in writing and approved by the Chief of Police, or a designee.

Polygraph examinations on specific issue criminal investigations or internal investigations will be conducted anytime the polygraph examiner and involved investigators/supervisors feel it would be beneficial to the investigation. Specific issue criminal investigations or internal matters will take priority over applicant screening examinations.

C. POLICE APPLICANT POLYGRAPHS

Unless otherwise directed by the Chief of Police or designee, all applicants being considered for either commissioned or non-commissioned positions within the Department will undergo a polygraph examination prior to being hired. In most, but not all circumstances, these tests will be conducted pre-conditional offer. As part of an overall hiring process, the results of the polygraph examination are prohibited from being utilized as a single determinant of employment status.

Non-commissioned applicants will generally be scheduled for a polygraph based on the recommendations of the section commanders/supervisors who have interviewed and ranked the applicants.

Commissioned applicants will generally be scheduled for a polygraph based on a combination of initial testing scores, experience, and overall competitiveness as demonstrated by the information they provided in their initial application and personal history statements.

All applicants will complete a standardized polygraph pre-test questionnaire and a detailed interview with the polygraph examiner prior to any polygraph examination. Relevant questions in the polygraph examination will be developed directly from the applicant's answers in the pre-test questionnaire and interview, and these relevant questions will be thoroughly reviewed with the applicant prior to the examination being administered.

If the polygraph examiner reaches the opinion the applicant provided physiological responses consistent with deception, the examiner will continue to interview the applicant

post examination in an attempt to determine the reason(s) the applicant displayed these responses. Applicants will not be automatically disqualified based exclusively on this opinion unless there are other facts present which support the opinion. These other facts would include, but would not be limited to, the secondary failure of a specific issue examination by the applicant on the matter(s) in question, other pre- or post-test admissions from the applicant, background investigator findings, etc.

D. RECORDS RETENTION

All polygraphs will be video recorded in their entirety. If technical or geographical issues prohibit video recording, these examinations will be audio recorded in their entirety if possible.

Specific issue criminal investigation polygraph examination reports will be stored in the police report system database. Video of these examinations will be labeled and stored as evidence.

Internal Affairs investigation polygraph examination reports will be stored in the Internal Affairs report database. Video of these examinations will be stored and maintained by Internal Affairs.

Applicant screening examinations will be distributed pursuant to the hiring process guidelines for the position the applicant has applied for. Originals of these reports will be maintained by the polygraph examiner and be stored consistent with City policy regarding personnel records retention standards. Video of these examinations will be stored on a dedicated server maintained by Information Technology Department (I.T.) and accessible only by authorized personnel.

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