



CLASS SPECIFICATION FOR:  
**Polygraph Examiner**

**General Statement of Duties:**

Performs interviews and polygraph examinations on pre-employment candidates considered for hire within the Henrico County Division of Police, and for criminal investigations. Performs various administrative tasks relevant to the Criminal Investigative Section of the Henrico County Division of Police. Assists the polygraph examination instructor at the Basic Police Academy, as well as with other class settings/program requests.

**Distinguishing Features of Class:**

This is a civilian (non-sworn) position that administers both sworn and non-sworn pre-employment polygraph examinations. Work is performance in accordance with standard polygraph procedures and in compliance with Virginia state laws governing the use of polygraph exams. The incumbent works under the direct supervision of a sworn police supervisor, and will follow a chain of command. The schedule for the incumbent will be flexible, and in accordance with the needs of the Division.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Conducts pre-employment interviews and polygraph examinations on interested candidates for hire;
- Conducts criminal polygraph examinations as needed;
- Assists in development of relevant pre-employment interview questions;
- Criminal Background Investigations: use background information necessary to conduct a criminal polygraph examination (Darwin, LinX, etc.);
- Report writing: must articulate all circumstances and detail conducted from a pre-employment examination;
- Involved in scheduling and coordinating Personnel examinations;
- Receive training in utilizing/operation of Adams recording equipment;
- Willingness to assist in training/instructing Polygraph for Academy or In-service training;
- Provides input into the development of the unit's budget;
- Develops and administers work and training schedules for unit;
- Prepares or oversees the preparation of all required forms or paperwork relating to the work of the unit;
- Ensures staffs safety and security and the physical security and/or proper maintenance of equipment, resources and property under the unit's oversight;
- Researches problems and resolves discrepancies;
- Develops and implements new guidelines to improve the quality and efficiency of work performed in the unit;
- Performs related duties as assigned.

**Required Knowledge, Skills and Abilities:**

Considerable knowledge of and familiarity with personal computers and the ability to learn and effectively use a variety of software packages; ability to keep accurate records; good decision-making skills; ability to tolerate high levels of stress; ability to effectively deal with the public in person and by phone; excellent skill in observation; ability to learn related police and legal terminology; ability to learn and develop proficiency on the information, processing and tracking system; knowledge and familiarity with Lafayette computerized polygraph systems.

**Minimum Education and Experience:**

Education: Graduation from high school and must have graduated from an accredited polygraph school approved or recognized by the American Polygraph Association;

Experience: Three (3) years experience in polygraph investigations; must possess prior law enforcement experience OR law enforcement background; and must have experience in computer use including Microsoft Office and Outlook;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.



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**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Must possess a Virginia State Polygraph Examiner's License;
- Requires a pre-employment physical examination, drug test and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the job;
- May require possession of a valid driver's license issued by the State of Virginia.

G.C.U.0099

Career Code:

Date of last Revision: 08-Oct-2011