

IDAHO STATE POLICE PROCEDURE

08.06 POLYGRAPH EXAMINATIONS

I. GENERAL

- A. The polygraph is an investigative tool, not a replacement for thorough police investigation. In considering any polygraph request, the examiner should determine what other steps a requesting agency has taken prior to the request for a polygraph.
- B. ISP polygraph examiners follow the “[Standards of Principles and Practice](#)” of the American Association of Police Polygraphists (AAPP).

II. DEFINITIONS

- A. “[Polygraph coordinator](#)” means the person within ISP assigned to coordinate and provide quality control reviews of polygraph activities.
- B. “Quality control” means that each examiner’s work output is reviewed and evaluated by an associate or supervising examiner, who is a qualified examiner as described in section C. of this procedure.

III. Examiner Qualifications and Responsibilities

- A. Initial examiner qualifications include:
 - 1. successful completion of a polygraph training school certified by the [American Polygraph Association](#) (APA);
 - 2. successful completion of one year internship under the direction of the polygraph coordinator or designee; and
 - 3. accreditation by the training school attended.
- B. Polygraph examiners:
 - 1. maintain membership in the [American Association of Police Polygraphists](#) (AAPP); and
 - 2. attend at least one recognized polygraph seminar every 2 years to maintain “Active/Certified Member” status.
- C. Each examiner is encouraged to achieve and maintain a Certified Forensic Law Enforcement Examiner rating.
- D. Each examiner is responsible for maintaining a log of all training attended.
- E. Each examiner should conduct no more than 3 pre-employment examinations per working day; or no more than 2 criminal/administrative examinations per working day.

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IV. Approval Process

- A. Polygraphs are conducted for the ISP for:
 - 1. pre-employment under ISP procedure [03.09 Pre-Employment Background Investigations](#);
 - 2. administrative investigation under ISP procedure [03.01 Incident Review and Administrative Investigation](#); or
 - 3. criminal investigations if the case is a felony, with approval from the appropriate Major.
- B. Polygraph examinations requested by other agencies for any purpose are approved by the Deputy Director or Operations Major.
- C. Polygraph examiners assigned to ISP Headquarters (HQ) conduct polygraph examinations for the ISP:
 - 1. normally, applicants undergoing pre-employment polygraph examinations must travel to the nearest District Office of an examiner.
 - 2. if the polygraph examination is of a criminal or specific nature or the applicant cannot travel to HQ for the polygraph, the examiner(s) may meet the examinee in a suitable location when approved by the polygraph coordinator and appropriate Major/Manager.

V. Examination In Custodial Situations

- A. No person currently confined in a jail or prison facility may be brought to any ISP office for a polygraph examination.
- B. When a subject being examined is in custody, the requesting agency/officer must provide an officer to guard the subject at all times.
- C. ISP non-sworn staff are never left alone with or responsible for any person in custody.

VI. Case File

- A. The examiner opens a case number indicating the district within which the polygraph is conducted and identifies the requesting agency.
- B. The background investigation case number is a supplement to the original pre-employment polygraph case number.
- C. Each polygraph examination case file contains:
 - 1. investigative report;
 - a. stored electronically with the polygraph charts if for a pre-employment; **or**
 - b. printed if for a specific polygraph;

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2. [Miranda warning](#) form;
 3. [08 06-01 Polygraph Voluntary Permission](#) form;
 4. requesting agency crime reports and supporting documents as available;
 5. background data form or;
 6. [pre-polygraph questionnaire](#) work sheet; and
 7. original polygraph charts (stored electronically on disc in a sealed envelope).
- D. Criminal polygraph case files produced by HQ examiners are stored and maintained in the District 3 Investigations Office pursuant to that office's protocol.
- E. Criminal polygraph case files produced by District examiners are stored in the examiner's District Office.
- F. For ISP pre-employment polygraphs the following original documents are provided to the Human Resources (HR) Office:
- a. investigative report;
 - b. [Miranda warning](#) form;
 - c. [EHF 08 06-01 Polygraph Voluntary Permission](#) form;
 - d. [pre-polygraph questionnaire](#) work sheet; and
 - e. polygraph charts (stored electronically on disc in a sealed envelope.)
- G. A copy of the following should be provided to the requesting detective if the polygraph conducted is a criminal or specific examination:
1. investigative report;
 - b. Miranda warning form;
 - c. EHF 08 06-01 Polygraph Voluntary Permission form; and
 - d. any original case file information provided by the requesting agency in preparation for the examination.
- H. If the examination is for an administrative investigation, all original documents are sent to the requesting agency's representative and/or the ISP-OPS Coordinator.
- VII. Case Management (Tiburon):
- A. For pre-employment and administrative polygraphs:
1. "CIS CMS not CIS Activities" is completed to record time assigned to the examination;
 2. no ARS report is generated in the Tiburon system.
- B. For criminal/specific polygraphs:
1. "CIS CMS not CIS Activities" is completed to record time assigned to the examination;
 2. the report is written in ARS and documented accordingly.

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VIII. Video or Audio Recording of Examinations

Video or audio recordings are made of each polygraph examination in which:

1. a person of the opposite sex from the examiner is the subject of the examination, and the issue to be resolved is sexual in nature; or
2. at the discretion of the examiner.

IX. Post-Examination Confrontations

Examiners must make every effort to conduct a post-test confrontation with any examinee for whom a chart indicative of deception is recorded.

X. ISP Pre-Employment Examinations

- A. Applicants must possess a written conditional offer of employment from the HR Office prior to testing.
- B. Examiners conduct a thorough pre-test interview to ensure that all possible information is disclosed.
- C. If indications of deceptive responses are present in the initial examination charts, the examiner further interviews the examinee and administers a confirming examination on any subsequent disclosures.

XI. Equipment Maintenance/Calibration

- A. Equipment must be maintained and calibrated in accordance with manufacturer's recommendations.
- B. A maintenance log is maintained by the examiner for any maintenance or repairs conducted on the instrument.
- C. A maintenance contract on all polygraph instruments is required.

XII. Examination Log

- A. Examiners must maintain a log of polygraph examinations administered.
- B. The log contains the following information:
 1. date of examination;
 2. name of examinee;
 3. requesting agency;
 4. reason for examination;

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5. examination results:
 - a. “No Significant Response” (NSR) for pre-employment examinations and “No Deception Indicated” (NDI) for specific issue examinations;
 - b. “Significant Response Indicated” (SR) for pre-employment examinations and “Deception Indicated” (DI) for specific issue examinations; or
 - c. “No Opinion” or “Inconclusive”;
6. results of any post-test confrontation.

XIII. Quality Control

- A. Quality control procedures must be independent and objective without undue influence of the original examiner or other sources.
- B. A quality control log is maintained by the polygraph coordinator and/or designee.