

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

POLYGRAPHER

DEFINITION

Conducts polygraph examinations of correctional clients; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Schedules upcoming polygraph examinations.

Prepares for the examination by reading the offender's file and all information pertaining to the scheduled examinations.

Conducts diagnostic post conviction polygraph examinations of primarily sex offender clients. May also conduct maintenance or monitoring polygraph exams, or examinations to verify sexual history.

Reads, explains, and obtains offender signatures on waivers and releases.

Ensures testing site and equipment are in compliance with protocol standards. Sets up polygraph equipment and video equipment in preparation for the examination. Takes down equipment after completion of the examination.

Writes the examination reports following the examination, including a conclusion as to the client's veracity or attempts to circumvent the test.

Attends offender staffings.

Maintains files and transfers records, including examination reports, as necessary.

Travels where necessary to conduct the examinations.

Attends Corrections and polygraph training as necessary to upgrade skills.

COMPETENCIES REQUIRED

Knowledge and understanding of the treatment and rehabilitation programs provided within a correctional setting.

Knowledge of individual habits, attitudes and behaviors.

Knowledge of the underlying principles and practices of the criminal justice system and/or the ability to acquire such knowledge.

Knowledge of community corrections practices and casework philosophy, methods, and practices.

Ability to communicate effectively, orally and in writing.

Displays high standards of ethical conduct. Exhibits honesty and integrity while refraining from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision, demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Ability to perform the essential functions of the position.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Certification as a Forensic Psycho-physiologist (polygraph examiner) from an accredited American Polygraph Association (APA) school and two years of corrections or criminal justice experience.

SPECIAL REQUIREMENTS

Must satisfactorily complete required background investigation, including criminal history data.

Must have the ability to travel as necessary to perform job duties.

Must be a member in good standing with the A.P.A. and the Iowa Polygraph Association (I.P.A.).

May be required to satisfactorily complete LSI training, based on assigned job duties.

Effective Date: 02/04 JG