



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: November 13, 2024

JOB VACANCY MEMORANDUM NO. 24-31

TITLE: Polygraph Examiner

ELEMENT OF ASSIGNMENT: Human Resources Division/Employment Unit

PAY RANGE: 18

STARTING MONTHLY SALARY: \$4,156

VACANCY STATUS: Vacant

EXPIRATION DATE: December 2, 2024

REQUIREMENTS:

Conduct polygraph examinations within the standards of practice of the American Polygraph Association (APA) or the American Association of Police Polygraphists (AAPP) on pre-employment examinations, criminal cases and internal matters.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Review background information on applicants, criminal suspects or internal investigations and formulate questions for the examination.
2. Must have the ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.
3. Provide information on technical, legal aspects and limitations of polygraph examinations to employment personnel, investigators and the Chief of Police or his/her designee on internal matters.
4. Analyze, interpret, and evaluate polygraph charts to determine examinees' truthfulness.

5. Interview applicants and interrogate criminal subjects whose responses have been determined to be deceptive in an attempt to obtain evidence admissible in court.
6. Testify in court proceedings and before administrative tribunals.
7. Prepare and submit written reports.
8. Provide maintenance and calibration for all polygraph equipment.
9. Maintain Certified Forensic Polygraph Examiner status with the American Association of Police Polygraphists (AAPP).
10. Maintain reliable and predictable attendance. May be required to work flexible hours to include overtime, as needed.
11. Perform related duties as required.
12. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must complete course work at a school accredited by the American Polygraph Association (APA) or the American Association of Police Polygraphists (AAPP) and associated certification period under the tutelage of a certified and experienced polygraph examiner. The incumbent must possess a degree from an accredited four-year college or university with major course work in psychology, physiology, criminal justice, or a related field; or have five (5) years of police investigative experience. Prefer advanced training in interrogation and interview techniques.

Incumbent must have strong Microsoft Word skills for report preparation.

Physical Requirements: This position is primarily sedentary and incumbent will be required to sit for prolonged periods of time.

Job Location: (Place where work is performed.)

Position operates in a standard office environment 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Polygraph instrument
- Recording equipment
- Personal Computer
- Copier/Scanner/Fax

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sergeant Ryan Alden, Background Investigation and Secondary Employment Section** by no later than **DATE**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **DATE**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and routine drug screen.

Captain Justin Pinkerton
Captain Justin Pinkerton
Commander, Employment Unit