

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

POLYGRAPH EXAMINER TRAINEE

POSITION CODE: 33005  
Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision of an approved examiner-trainer for a period from 6 to 12 months, participates in a formal agency examiner intern training program leading to a Certificate of Registration as a Licensed Detection of Deception Examiner; interns must complete not less than 6 months of on-the-job training subsequent to registering with the Department of Professional Regulation, including 250 clock hours of formal instruction in the following areas: history of polygraph, polygraph technique, instrumentation, chart interpretation, interrogation techniques, physiology, law and psychology; interns conduct polygraph examinations under the supervision of a licensed examiner, and all intern prepared charts and findings are reviewed for accuracy.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives a formalized course of instruction and on-the-job training in the detection of deception in accordance with the Detection of Deception Examiners Act.
2. Performs various techniques used in the administration of detection of deception examinations under the immediate supervision and control of a trainer approved by the Department of Professional Regulation Examiner Committee.
3. Receives training in agency administrative procedures particularly as they pertain to the polygraph examination program.
4. Learns basic procedures in maintaining quality control of equipment.
5. Analyzes polygraph charts and report data, and prepares written reports of examination results and statistical data relative to assigned examinations.

## POLYGRAPH EXAMINER TRAINEE (Continued)

6. Reviews textbooks, journals, case files, notes, written training materials, and periodicals to acquire the necessary job knowledges and to keep abreast of developments in the field.
7. Prepares evidence for presentation in court proceedings and may testify in court as a witness to statements made by an examinee.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires completion of a bachelor's degree from an accredited college or university, preferably with coursework in areas such as forensic science, police administration, physiology, psychology, sociology, basic statistics and criminal law.

#### Knowledges, Skills and Abilities

Requires elementary knowledge of basic statistical methods and procedures.

Requires elementary knowledge of physiology, psychology and criminal law.

Requires ability to maintain and establish satisfactory working relationships with coworkers, various law enforcement personnel, and examinees.

Requires ability to present ideas effectively in oral and written form.

Requires ability to pass an agency security check.

Upon selection, but prior to employment as a Polygraph Examiner Trainee, the Detection of Deception Examiners Act requires that individuals register as an examiner in training with the Department of Professional Regulation.

May require possession of an appropriate valid driver's license.