

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Polygraph Examiner**

**Department: Police**

**Pay Grade: GS.05**

**Supervision Received From: Police Captain**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 3/05/19**

**Revision Dates: 4/3/25;  
10/20/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification perform duties in the use of polygraph instruments to detect deception in, or verify the truthfulness of, statements made by witnesses, victims, suspects and accused persons involved in criminal investigations or pre-employment screenings. NOTE: This is a regular, part-time, civilian position that will work no more than 1,000 hours on an annual basis.

**SERIES LEVEL:** This is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Use the polygraph device test or question individuals for the purpose of detecting deception or verifying the truth of statements. The device must record visually, permanently, and simultaneously a person's cardiovascular pattern, respiratory or breathing pattern, electro dermal or galvanic skin response pattern as a minimum.

Conducts polygraph examinations for City of Chattanooga Police and other departments.

Formulates questions to be used in polygraph examinations.

Conducts pretest interviews to determine factors affecting test conditions.

Interpret results of psycho-physiological responses noted on charts to determine truthfulness or deception. Conducts further inquiry into case(s) where deception is noted.

Provides reports on results of polygraph tests.

Completes records of interviews, maintain permanent polygraph file of examinations conducted, and maintain indices files of all polygraph examinations conducted.

May administer criminal examinations. May testify as an expert witness in court regarding polygraph findings.

Attends polygraph, interview, and interrogation seminars to improve necessary knowledge, skills, and abilities.

Perform routine maintenance of the polygraph instruments and maintain sufficient supplies to successfully conduct polygraph examinations.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs related duties as necessary.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Associate's degree from accredited college or university or two (2) years of college, and immediately preceding application submission, have been actively engaged in five years of criminal, counterintelligence or private investigative work; or any combination of equivalent experience and education. A Bachelor's degree in criminal justice or related field is preferred. All employees must satisfactorily complete a probationary period of six (6) months.

LICENSING AND CERTIFICATIONS:

American Polygraph Association (APA) certification. Must be a licensed Polygraph examiner in the State of Tennessee.

SUPPLEMENTAL INFORMATION:

Knowledge of physical and physiological aspects of the polygraph. Knowledge of the laws and regulations related to the administration of the polygraph. Skill in interviewing, interrogating, communicating, and operating computerized polygraph systems. Ability to conduct polygraph examinations. Ability to establish and maintain working relationships with other employees and the public. Ability to communicate effectively, both orally and in writing. Ability to maintain confidentiality and security of records and information. Ability to demonstrate high levels of integrity and strong ethical standards.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.