

SDPD Pre-employment Script DLST

IDENTIFICATION

- Establish rapport
- Verify ID

Example:

Bob? (yes) Hi, I am (examiner's name) and I will be your polygraph examiner today.

(Small talk)

Do you have a photo ID on you?

What is your date of birth?

What is your current address?

Thank you (give examinee their ID back).

TURN OFF ELECTRONICS

- **Ensure all electronics are off, including examiner's cell phone, desk phone and computer speakers.**

Example:

Do you have a cell phone with you? (yes/no) Go ahead and turn off any electronics, including your cell phone. I will turn off my phone as well. The reason for this is that we do not want any interruptions during the testing process.

RESTROOM BREAK

Do you need to use the restroom before we begin? (yes/no)

ADDRESS NERVOUSNESS

- **Address that feeling nervous during this process is normal**

Example:

Before we get started, I want you to know that it is absolutely normal to feel a certain level of anxiety or nervousness right now. In fact, if you didn't feel that way; I would be nervous, because that would be unusual. So, if you do feel that way, it is okay.

OVERVIEW

- **Give an overview of the process: suitability, consent, questionnaire, explanation of instrument and sensors, acquaintance exam, question review, test, and result.**

Example:

Let me give you an overview of what to expect today. The exam today may take between two to four hours to conduct, depending on your cooperation. Our time will be recorded (and monitored if this is the case) by audio and video for quality control purposes. I will start off by asking you several questions to make sure that you are suitable to take this polygraph examination today; we will fill out some administrative paperwork; I will ask you several questions about your purpose

of being here today; I will explain the polygraph instrument and sensors. I will explain where they go on your body and what they do; I will administer an acquaintance exam to you to get you acquainted with what it is like to take a polygraph and get you settled in; I will review with you in great detail all of the questions that will be on the examination; I will administer the test, which will be done in several phases; then, I will evaluate the examination results, and I will tell you tentatively how you did on the exam before you leave today. That is basically what to expect today.

SUITABILITY

- Assess if examinee is suitable for exam today

Example:

Let me ask you several questions to make sure that you are suitable to take this examination today.

How many hours of sleep do you normally get?

How many hours did you get last night?

Are you too tired to take this polygraph test today?

Did you have breakfast this morning?

Did you have lunch today?

Are you too hungry to concentrate on this test today?

Is there anything going on today, that you feel may affect the test? Are you in pain, ill, recent surgeries, medications, anything?

RIGHTS/CONSENT/RELEASE

- **Have examinee read and sign consent form**

Example:

Do you have any objections to taking this test today?

Please read and sign this consent form if you agree to take the exam.

Do you have any questions about what you read?

PREVIOUS POLYGRAPH EXAMS

Have you ever taken a polygraph test before? (if so, how many, why, when, how did you do)

PRE-INTERVIEW APPEAL

- The goal is to get this individual talking about what they have done
- Make them feel comfortable giving you new information
- This process is independent from background questionnaire

Example:

Before we get started with a bunch of questions, let me cover a couple of things that are very important. Before I became a polygraph examiner, I took many polygraph exams. See if this sounds familiar to you - One thing I noticed is that between the time that each of those

appointments was set, and the time I took the exam, my mind would start churning. I would start thinking of things that I had not thought about for a long time. Let me tell you, we have ALL done things that we are embarrassed or ashamed about. We have all done things that we wish we never would have done, but we will never do those things again. The person that is sitting in your chair today is not the same person you were a day ago, a week ago, a month ago, or many years ago. Just because you may have made mistakes in the past does not mean that you are a bad person today. If they were only hiring perfect people, no one would work here!

I do not care what you did or did not put on the application. I don't care what you did or did not tell those guys in human resources or backgrounds. All I care about is that you are 100% COMPLETELY truthful with me. You will probably tell me things today that you haven't told anyone. I expect that. But if you are not 100% truthful with me today, then there is no way you will pass this test today. Passing this test is the most important thing you can do. It is normal to be tempted to not be truthful about the dumb things we have all done in life, but do NOT fall for those temptations. You will not tell me anything today that I haven't heard a thousand times, or probably I haven't done myself.

QUESTIONNAIRE REVIEW

(Begin asking the questionnaire questions)

Once the questionnaire questions have been completed, ask "Is there anything else that has been on your mind about your past, which we have not thoroughly discussed?"

RESTROOM BREAK

We are going to take a quick break. I'll give you a chance to stretch your legs, and use the restroom if you need to. Come on back when you are done.

(Examinee returns from restroom)

EXPLAIN CNS/LYING/POLYGRAPH/SENSORS

- Explain how polygraph works (brief), sensor placements, introduce instructions of the test

Example:

Did anything else come to mind during your break that we did not thoroughly discuss?

Have you thought about or wondered how lying affects the body? The human body has something called the central nervous system. The central nervous system is basically divided into two subdivisions - a voluntary division and an involuntary division. The voluntary portion of the nervous system governs things that you and I want to do. For example, in order to drive a car, you have to tell yourself to do a long list of voluntary things - unlock the door to the car, open the door, get inside the vehicle, close the door, turn the ignition on, put the gear in reverse, put the gear in drive, press the break with your foot, press the accelerator with your foot, turn the steering wheel left and right, and so on. Those are all examples of causing your body to do thing voluntarily.

The involuntary portion of the nervous system sort of works in the background. Many times we don't even realize it is working. Let me give you some examples of this: what does your body do to cool down when it is too hot? (Sweats) What does your body do when your body is too cold? (shivers) When you eat something, do you have to voluntarily tell your body to digest it, or does it just do it automatically? Heartbeat, goose bumps, pupils dilating, hair standing up on our arms and so on. There are numerous examples of how the body does certain things automatically without our conscious effort.

When someone tells a lie, it is not physiologically easy for the body. It actually takes effort to lie. It takes energy, it causes cognitive activity. It is easier physiologically to tell the truth than to lie. When someone lies on the polygraph examination, their bodies automatically react. They cannot control it. The polygraph does not know the difference between big lies and little lies. That is why it is important to be one hundred percent truthful with me about the issues we have discussed. Any questions?

In order for me to see involuntary changes that occur during a polygraph examination, I will place sensors on your body, so let me explain them to you. These two tubes go on your upper body and will record upper body movement. One will go on your upper chest, and one on your abdomen. These sensors will go on your palms/fingers and they will record sweat gland activity. This is a standard blood pressure cuff and it will record heart function and heart rate changes. It is usually placed on the arm. While it may be uncomfortable and you may feel it go numb, it will not hurt you or harm you in any way. It will only be inflated six or seven minutes at a time and that's it. This pad is called a motion sensor, and it is designed to record any movements you make during the polygraph examination. Whenever you get an x-ray done, you will notice that the x-ray technician will tell you not to move during it. This is so that the images are clear. It is the same during a polygraph examination. So, make sure you are still during the polygraph examination. Any questions?

(Examinee sits in polygraph chair)

ACQUAINTANCE TEST INSTRUCTIONS

Example:

In preparation for the acquaintance exam, I have a series of numbers on this piece of paper. You will notice that there is a number missing. Which number is missing? (three). I want you to go ahead and write a big number three on that blank line. Now, what I am going to do during the acquaintance is I am going to ask you in this order, "*Regarding the number you wrote, is it the number 1? Is it the number 2, Is it the number 3, Is it the number 4, Is it the number 5?*" What I want you to do is answer no to each question, including to the number three. In other words I want you to say no each time. When you say no to the number three what is that? (a lie) Exactly, and that is what I want you to do during this acquaintance test. Any questions?

What I am going to do now is I am going to review this with you, and I want you to answer "no" to each question including to the number three. Let's practice: *Regarding the number you wrote, is it the number 1? (no) Is it the number 2? (no), Is it the number 3? (no), Is it the number 4?*

(no), *Is it the number 5?* (no). Good job! That is exactly what I want you to do during this acquaintance test.

ACQUAINTANCE TEST EXPLANATION

Example:

Doing this acquaintance test benefits both you and me. It benefits me because it gives me an opportunity to make sure that the instrument is functioning properly. It give me a chance to make sure that you are cooperating with me, that you are able to follow instructions, and it gives me a chance to make sure that your body is a good candidate to take this polygraph test today. It benefits you because you get a chance to see what it is like to take a polygraph examination. You get settled in, you get used to my voice, you get used to sitting still, and finally you get a chance to demonstrate to me that you can follow instructions. Any questions?

(Put numbers in front of examinee)

I am now going to put the sensors on your body.

(put sensors on)

TEST BEHAVIOR INSTRUCTIONS

Example:

There are a few things that you must do, and a few things that you cannot do during a polygraph test. You must sit straight, feet flat on the floor, head and eyes forward. Don't move around. Also during the test, don't sniff, don't sigh, don't cough, and don't clear your throat. If you have to do any of those things, do them now before we get started. Once you are ready to go let me know and we will get started.

(Administer acquaintance test)

ACQUAINTANCE TEST FEEDBACK

Example:

Excellent! You showed a reaction at the number 3 that you wrote. Now, let's review the questions that will be on the polygraph examination.

(Remove numbers from front of examinee)

SUBTEST A REVIEW

Now, let's review the questions that will be on the first phase of this polygraph examination.

RELEVANT QUESTIONS

As I review each of these questions, if you don't understand any part of the question, or if you have a concern, let's discuss it. Here is the first question:

R1 As an adult, have you received any (other) formal discipline at work?

ANY OTHER: is asking if there's any other you've received besides what you've already told me

TIME FRAME: Since you turned 18 years old until today

WHERE: From places where you have been employed as an adult (including military)

FOR EACH BOX ON THE MAP:

1. Ask the examinee, "What does this mean to you?"
2. You explain to the examinee what it means
3. "Has this happened as an adult?"
4. Is there anything that comes to mind when we talk about this?
5. Go to the next box and repeat steps 1-4.

Does that explanation help you clearly understand the scope and the meaning of this question? Is there anything about that explanation that is unclear? Here is how you will hear it on the exam:

R1 As an adult, have you received any (other) formal discipline at work?

How would you answer that? Is that question crystal clear? Any concerns come to mind about this question?

Let me read the next question to you:

R2 As an adult / In the last 10 years, have you had any (other) personal involvement with illegal drugs?

TIME FRAME: Only since you became 18 years of age (or in the last 10 years if they are 28 or older) until today

PHRASE: The word "you" mean "you and only you" in other words "you personally" and not anyone else. It does not include what you have seen other people do. I don't care about what your friends, family members, relatives, co-workers or others have done.

FOR EACH BOX ON THE MAP:

1. Ask the examinee, "What does this mean to you?"
2. You explain to the examinee what it means
3. "Has this happened since you became an adult / in the last ten years?"
4. Is there anything that comes to mind when we talk about this?
5. Go to the next box and repeat steps 1-4.

Does that explanation help you clearly understand the scope and the meaning of this question? Is there anything about that explanation that is unclear? Here is how you will hear it on the exam:

R2 As an adult / In the last 10 years, have you had any (other) personal involvement with illegal drugs?

How would you answer that? Is that question crystal clear? Any concerns come to mind about this question?

SACRIFICE RELEVANT QUESTIONS

The next question has to do with whether or not you plan to answer the questions truthfully about receiving discipline at work and personal involvement with illegal drugs.

Here is how you will hear it on the exam:

SR Do you intend to answer the formal discipline and drug involvement questions truthfully?

How would you answer that? Is that question crystal clear? Any concerns come to mind about this question?

DIRECTED LIE COMPARISON QUESTIONS

The next two types of questions are called diagnostic questions: One type where I will have you lie intentionally just like the number three earlier. The other type of question you will be truthful about, just like you did earlier with the numbers one, two, four and five.

These next two questions I am going to review with you are about things all of us have done.

I assume at some time in your lifetime, you have lost your temper, right?

When I ask you this question on the exam, I want you to lie intentionally and say “no”

Here is how you will hear it on the exam:

C1 Did you ever lose your temper?

I assume at some time in your lifetime, you have violated a minor traffic law, right?

Don't tell me any details about it, I don't want to know.

When I ask you this question on the exam, I want you to lie intentionally and say “no” just like you did on the number 3 earlier.

This is how you will hear this question on the exam:

C2 Did you ever violate a minor traffic law?

What are the only two questions I want you to lie about on this phase of the test?

Because of fatigue, illness, or boredom, some people's bodies stop responding to a lie. These questions ensure that you are still capable of responding to a lie. If your body doesn't respond appropriately, your exam will be inconclusive and you don't want that. It also gives me a chance to make sure you are paying attention, and that you are being cooperative with me. Finally, the

agency wants to make sure that you can follow instructions, even under stress. In other words, you must lie and say “no” not “yes”

NEUTRAL QUESTIONS

The last type of questions I am going to review with you are known truth questions. They are called that because both you and I know the answers to these questions. I want you to answer them truthfully:

N1 Are you now in San Diego?

N2 Are the lights on?

RE-REVIEW OF TEST QUESTIONS

Now that I have explained each of these questions in detail, do you completely understand them? Let's review all of the test questions again to make sure you understand each question, and you understand how to answer each question. I want you to answer these the way I have instructed you to answer them on the exam:

As an adult, have you received any (other) formal discipline at work?

As an adult / In the last 10 years, have you had any (other) personal involvement with illegal drugs?

Do you intend to answer the formal discipline and drug involvement questions truthfully?

Did you ever lose your temper?

Did you ever violate a minor traffic law?

Are the lights on?

Are you now in San Diego?

TEST BEHAVIOR INSTRUCTIONS

During the test, questions will appear in a random order and questions will be repeated. Remember, you must sit straight, feet flat on the floor, head and eyes forward. Don't move around. Also during the test, don't sniff, don't sigh, don't cough, and don't clear your throat. If you have to do any of those things, do them now before we get started. Once you are ready to go let me know and we will get started.

(Administer Subtest A)

SUBTEST B REVIEW

Now, let's review the questions that will be on the next phase of this polygraph examination.

RELEVANT QUESTIONS

As I review each of these questions, if you don't understand any part of the question, or if you have a concern, let's discuss it. Here is the first question:

R3 Have you ever committed any (other) serious crime?

ANY OTHER: is asking if there's any other serious crime besides what you've already told me

TIME FRAME: This covers you entire lifetime

FOR EACH BOX ON THE MAP:

1. Ask the examinee, “What does this mean to you?”
2. You explain to the examinee what it means
3. Have you ever done this?
4. Is there anything that comes to mind when we talk about this?
5. Go to the next box and repeat steps 1-4.

Does that explanation help you clearly understand the scope and the meaning of this question? Is there anything about that explanation that is unclear? Here is how you will hear it on the exam:

R3 Have you ever committed any (other) serious crime?

How would you answer that? Is that question crystal clear? Any concerns come to mind about this question?

Let me read the next question to you:

R4 Have you ever committed any (other) sex crime?

ANY OTHER: is asking if there's any other sex crime besides what you've already told me

TIME FRAME: This covers you entire lifetime

FOR EACH BOX ON THE MAP:

1. Ask the examinee, “What does this mean to you?”
2. You explain to the examinee what it means
3. Have you ever done this?
4. Is there anything that comes to mind when we talk about this?
5. Go to the next box and repeat steps 1-4.

Does that explanation help you clearly understand the scope and the meaning of this question? Is there anything about that explanation that is unclear? Here is how you will hear it on the exam:

R4 Have you ever committed any (other) sex crime?

How would you answer that? Is that question crystal clear? Any concerns come to mind about this question?

SACRIFICE RELEVANT QUESTION

The next question has to do with whether or not you plan to answer the questions truthfully about ever committing a sex crime or serious crime.

Here is how you will hear it on the exam:

SR Do you intend to answer the “serious crime” and “sex crime” questions truthfully?

How would you answer that? Is that question crystal clear? Any concerns come to mind about this question?

DIRECTED LIE COMPARISON QUESTIONS

As I said earlier, the next two types of questions are called diagnostic questions: One type where I will have you lie intentionally just like you did on the last phase. The other type of question you will be truthful about, just like you did earlier.

These next two questions I am going to review with you are about things all of us have done.

I assume at some time in your lifetime, you have said something about another individual that was not true, right?

When I ask you this question on the exam, I want you to lie intentionally and say “no” just like you did on the number 3 earlier.

This is how you will hear this question on the exam:

C3 Did you ever say anything about someone that wasn't true?

I assume at some time in your lifetime, you have violated a rule or regulation, right?

When I ask you this question on the exam, I want you to lie intentionally and say “no”

Here is how you will hear it on the exam:

C4 Did you ever violate a rule or regulation?

What are the only two questions I want you to lie about on this phase of the test?

As I said earlier, because of fatigue, illness, or boredom, some people’s bodies stop responding to a lie. These questions ensure that you are still capable of responding to a lie. If your body doesn’t respond appropriately, your exam will be inconclusive and you don’t want that. It also gives me a chance to make sure you are paying attention, and that you are being cooperative with me. Finally, the agency wants to make sure that you can follow instructions, even under stress. In other words, you must lie and say “no” not “yes”

NEUTRAL QUESTIONS

The last type of questions I am going to review with you are known truth questions. They are called that because both you and I know the answers to these questions. I want you to answer them truthfully:

N3 Are you now sitting down?

N4 Is today _____ ?

Now that I have explained each of these questions in detail, do you completely understand them? Let's review all of the test questions again to make sure you understand each question, and you understand how to answer each question. I want you to answer these the way I have instructed you to answer them on the exam:

RE-REVIEW OF TEST QUESTIONS

Have you ever committed any (other) serious x crime?

Have you ever committed any (other) serious crime?

Do you intend to answer the "sex crime" and "serious crime" questions truthfully?

Did you ever say anything about someone that wasn't true?

Did you ever violate a minor traffic law?

Are you now sitting down?

Is today _____ ?

TEST BEHAVIOR INSTRUCTIONS

As the previous test, questions will appear in a random order and questions will be repeated. Remember, you must sit straight, feet flat on the floor, head and eyes forward. Don't move around. Also during the test, don't sniff, don't sigh, don't cough, and don't clear your throat. If you have to do any of those things, do them now before we get started. Once you are ready to go let me know and we will get started.

(Administer Subtest B)