

National Center for Credibility Assessment

PDD 505



Law Enforcement Pre-Employment Test (LEPET)

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1. Background

The LEPET is used by federal law enforcement agencies during the pre-employment process and is used in screening applicants for federal law enforcement positions requiring access to sensitive or classified information. The LEPET is a two phase examination where Phase I addresses security and counterintelligence issues and Phase II addresses suitability issues. Some agencies may opt to conduct Phase II prior to Phase I. The primary objectives of the LEPET are to verify the truthfulness of an examinee's statements, develop new information for use by adjudicators, and to aid in the investigative process.

2. Principles of the Law Enforcement Pre-Employment Test

The LEPET is a probable lie comparison (PLC) question technique, in which the examinee's responses to questions regarding the screening issues of interest (relevant issues), are compared with responses to questions regarding characteristic / honesty & integrity type (comparison) issues to which he is probably lying. Each relevant question is asked a minimum of three times during testing in a set format.

3. Psychology of the Law Enforcement Pre-Employment Test Structure

3.1. The PLC test is designed around the concept of Psychological Set or Cognitive Salience – a concept that dictates an examinee will physiologically respond to a stimulus which poses the greatest threat to the security of the examinee, regardless of his innocence or guilt. The LEPET technique uses a structured format in which all test questions are reviewed with the examinee during the pretest phase. Per the Federal PDD (Polygraph) Examiner Handbook [dtd Dec. 7, 2011], the collection of three charts (three presentations of the relevant questions) is appropriate. A fourth, and if necessary, a fifth chart may be conducted if a conclusive opinion cannot be rendered after the third chart. Under no circumstances will a sixth chart be conducted. The numerical total required for a conclusive opinion remains the same as for a three-chart series. All questions that comprise this format will be presented in each chart collected after the third chart. The relevant questions on the test are designed to pose a threat to the security of the deceptive examinee, and force him to focus his attention upon these questions while the comparison questions are designed to pose a threat to the security of the truthful examinee, and force him to focus his attention upon these questions. The theory behind the comparison questions is not revealed to the examinee. Rotation of questions is addressed at para 8.3.

3.2. Sometimes an examinee may be more concerned with issues to be tested on Phase II (Suitability) rather than Phase I (Counterintelligence) and so he is not properly paying attention to the relevant/comparison questions during the administration of the Phase I test. Therefore, during the LEPET pretest, special care must be taken to assure the examinee understands which questions will be asked during any particular phase of testing and that there will be no surprise questions asked on the test.

3.3. While other formats (MGQT, DLCT) and/or question sequences are authorized for screening/vetting within the federal government, the LEPET is structured to bracket each relevant question with two comparison questions and ask an Irrelevant question in the middle of the first chart.

4. Law Enforcement Pre-Employment Test Question Types

4.1. Through spot analysis, the examiner is able to monitor the examinee's response capability throughout the examination. Responses, or lack of responses, to relevant and comparison questions are compared one against the other, within the same spot where response capability is relatively constant. The three spots of Phase I of the LEPET test are the three relevant questions #4, #6, and #8. These are compared to the comparison questions #3, #5, #7, and #9, which bracket the relevant questions. The three spots of Phase II test are the three relevant questions #24, #26, and #28. These are compared to the comparison questions #23, #25, #27, and #29 which bracket the relevant questions. In other words, you may not arbitrarily score any relevant question against any comparison question. Additionally, some agencies may opt to number the Phase II questions as single numbers.

4.2. The sacrifice relevant question is always the #2 question in Phase I of the LEPET format and #22 in Phase II. The question is worded so that the examinee answers "Yes." It is designed to absorb the initial response to a relevant issue. This question is not numerically evaluated in the LEPET. For example:

4.2.1. #2 "Concerning national security issues, do you intend to answer each question truthfully?" "Yes."

4.2.2. #22 "Concerning your application process, do you intend to answer each question truthfully?" "Yes."

4.2.3. Individual agencies may modify the wording of the sacrifice relevant question to meet their needs as long as it is properly constructed.

4.3. Comparison questions are always Questions #3, #5, #7, and #9 on Phase I of the LEPET. They are identified as Questions #23, #25, #27, and #29, on Phase II. These questions involve behavior in which the majority of the population has engaged. Thus, when the examinee is maneuvered into answering "No" to the question, his response is considered a probable lie. Comparison questions are designed to identify the innocent examinee. The responses to the comparison questions are compared to the relevant questions. For example:

4.3.1. #5 "Before this year, did you ever betray the trust of a friend or loved one?" "No."

4.3.2. #7 "Prior to 20__ (current year) did you ever lie to anybody in a position of authority?" "No."

4.3.3. #9 “Did you ever cheat on any academic assignment while in school?”

**** Note**** Time bars in the comparison questions should encompass the time frame prior to the examinee applying for the position for which he is being tested. For example: If an applicant applied for the position in 2010, the time bars should be “Prior to 2010, Before 2010, Prior to applying with the (XYZ Agency), Before your application with the (XYZ Agency), etc.

5.4. The irrelevant question or neutral question is unrelated to the relevant issue. As the first question, it is designed to absorb initial (orienting) response and is worded so that the examinee answers “Yes.” An additional bank of irrelevant questions are reviewed and used as needed to overcome unwanted noise (artifacts) on the signal of interest. Examiners, at their discretion, can begin each chart with a different irrelevant question. They are labeled 1, 1A, 1B, 1D, or 21, 21A, 21B, 21D. Avoid using the letter “C” in labeling irrelevant questions as this letter is used to denote comparison questions.

5.4.1. #1 “Are the lights on in this room?” “Yes.”

5.4.2. #1A “Are you now in _____?” “Yes.”

5.5 Polygraph Test Question Limitations. As established in DoD Instruction 5210.91, test questions probing a person’s religious, racial, or political beliefs and lawful affiliations that are not related directly to the investigation are prohibited.

6. Law Enforcement Pre-Employment Test Color Codes

6.1. Primary relevant	red
6.2. Sacrifice relevant	yellow/red
6.3. Comparison questions	green
6.4. Irrelevant	yellow (neutral)

7. Pre-Test Interview Procedures

7.1. The pretest interview for the LEPET screening examination normally has the following basic steps:

7.1.1. During the introductory portion of the examination, the examiner will immediately obtain some form of picture identification such as a military ID card or driver’s license to verify examinee’s identity. Next, unless otherwise prohibited, the examiner will introduce himself to the examinee. To help alleviate possible apprehension, the examiner will provide the examinee with a description of the examination suite, identifying all observation and recording equipment and a brief overview of the entire PDD testing procedures.

7.1.2. At NCCA, the examiner must obtain the examinee's signature on the Rights Advisement Form and Consent form prior to conducting the examination

7.1.3. The examiner will use the collection of biographical and medical data to establish rapport with the examinee, assess the examinee's suitability, both physiologically and psychologically, to undergo the PDD examination, and lay the foundation for the introduction of comparison questions.

7.1.4. Instrumentation / F3 - The "standard" instrumentation and fight/flight/freeze (F3) explanation as taught at NCCA will be presented to the examinee.

7.1.5. Conduct ACQT.

7.1.6. The examiner should perform a detailed review of the examinee's application packet. The examiner will then refer back to the information that the examinee reported in the packet while scoping each of the relevant questions with the examinee. The examinee is also provided an opportunity to correct any mistakes or omissions in the packet. Examiners should learn and employ pretest appeals for undisclosed information, concentrating on those topical areas that are susceptible for these types of actions such as drug involvement and criminal activity.

7.1.7. Phase I questions are reviewed with the examinee in the following sequence, sacrifice relevant question, relevant questions, comparison questions, and irrelevant questions. Following the completion of Phase I testing, Phase II questions are reviewed with the examinee in the same sequence.

7.2. During the review of the Phase I and Phase II relevant questions, the examiner will ensure that all key topical areas for each question are thoroughly explained to the examinee. Appendix A provides sample steps in the LEPET testing process.

8. Law Enforcement Pre-Employment-Test Data Analysis

8.1. A numerical evaluation of the polygraph charts is conducted upon completion of the data collection phase of the examination. This evaluation is based upon a numerical system by which a consistent set of values is used to analyze the physiological responses recorded on the test. The two systems most used in the Federal Government are the seven position scale: (-3, -2, -1, 0, +1, +2, +3) and the three position scale: (-1, 0, +1).

8.2. On the first chart of Phase I of the LEPET, relevant question 4 is compared with comparison questions 3 and 5. Relevant question 6 can be compared with either comparison question 5 or 7. Relevant question 8 is compared with comparison questions 7 and 9. On the first chart of Phase II, relevant question 24 is compared with comparison questions 23 and 25. Relevant question 26 can be compared with either comparison question 25 or 27. Relevant question 28 is compared with comparison questions 27 and 29. Test data analysis of the LEPET is done by vertical spot total only. There is no overall horizontal total. In order to make a

determination of No Significant Response (NSR), each separate spot total must be a plus three (+3) or greater. To make a determination of Significant Response (SR), at least one spot total must be minus three (-3) or less (-4, -5, etc). If the test does not meet the criteria for a decision of SR or NSR, it is deemed No Opinion (NO).

8.3. Examiners are required to rotate the relevant and/or comparison questions in the second chart of each phase of testing to avoid a first relevant question spot response. Examiners have discretion in conducting a “mixed chart” on subsequent charts of each phase. Each relevant question must be bracketed by two comparison questions for test data analysis purposes.

9. Post Test Phase Procedures

9.1. During testing, an examiner should take the necessary steps to resolve significant physiological responses noted to questions. The first step in this process is to present examinee with the examination results of significant physiological responses. The first step in this process is to present examinee with the examiner’s conclusion that significant physiological responses were observed to one or more of the relevant testing areas.

9.2. After a detailed post-test interview, and if examinee provides plausible information or there is a reportable admission or confession, further testing may be warranted usually in the form of breakdown/breakout testing. Agencies may dictate their own protocols to address admissions and/or breakdown/breakout exams. During a breakdown test, the issue containing the significant physiological responses is separated from the remaining questions, and separated into its defined components. A LEPET test is constructed of questions covering each such area. If the examinee clears the breakdown exam on the question that contained significant responses, then the remaining relevant questions must be re-tested.

9.3. LEPET testing differs from other screening formats in that relevant questions are not modified with “Other than” as this caveat is normally utilized with comparison questions. In most cases, the re-worded question could be phrased “Have you revealed to the fullest extent of...” or “Are you now withholding any information regarding...” Avoid covering more than one primary issue on a breakdown/breakout test (i.e., drugs and a counterintelligence issue). Examples of breakdown/breakout questions are provided in Appendix G.

9.4. Any admissions made during post-test discussion should be re-worded and documented.

9.5. Remember that breakdown testing should not be used in lieu of a good post-test interview.

9.6. In the case of a No Opinion test, the examiner will construct a breakdown/breakout series of the NO question (s) following the LEPET format. You may utilize a two or three relevant question series. If the examinee is NO to all relevant questions, the best practice is to re-run the entire series again with the relevant and/or comparison questions re-worded.

APPENDIX A

Polygraph Examination (Screening) (Sample steps)

1. Introduction

1.1. Assure recording device is functioning and recording media is properly labeled, i.e., (case #, applicant name, date, location, your name, time in, type of exam). Some agencies may not record session.

1.2. Verbally confirm the applicant's position on tape.

1.3 Check photo ID.

1.4. Explain that polygraph exam is not the sole determining factor in the hiring process (it is used in conjunction with all the other steps in the hiring process to evaluate the applicant's suitability for employment).

1.5. Optional - review of your experience and training (be brief; the exam is not about you!).

1.6. Clarify any questions the applicant may have.

1.7. Give a brief overview of the exam process (forms, background info, explanation of instrument, review of forms, review of questions, acquaintance test, chart collection, posttest).

2. Forms

2.1. Rights Advisement form.

2.2. Consent form.

2.3. Countermeasures advisement (verbal or written.)

3. Personal History Forms (Biographical Sheet)

3.1. Don't pre-write info, use interview to develop rapport.

3.2. Medical info (explain that polygraph monitors physiology) - need to find out if you're fit to take the exam:

3.3. Lay foundation for comparison questions - (rate self on 1-10 scale; hire only honest people; not the type who lies, cheats or steals? - The US government does NOT want to hire people with a history of those character flaws, etc.).

3.4. Obtain family, education, employment, military (if applicable) background information. While not being intrusive, need to collect enough background information to maintain report and lay foundation for PLC questions.

4. Explanation of instrument

4.1. Explain F3 process.

4.2. Explain components (mild pressure from cardio cuff).

4.3. Explain that lying is a conscious decision made by examinee.

4.4. Emphasize that responses are automatic (cannot be controlled) and will occur every time fearful event occurs. Examinee needs to follow instructions and be 100% truthful to all questions on the exam.

4.5. Three types of questions (suitability or national security, honesty and integrity; known truth).

5. Conduct ACQT.

6. Review of Application Forms

6.1. The examiner should review all application forms prior to the arrival of the examinee.

7. Test Question Review

7.1. Three different types of questions, all equally important. (National Security or Suitability, Honest & Integrity, and Known Truth)

7.2. Order of review: Relevants, Comparisons, and Irrelevants. Make sure to make comparisons “real” to examinee during review.

7.3. Review only one series at a time.

7.4. Relevants are always referred to as Suitability or National Security (CI) questions. Refer the examinee to the information that he/she filled out on the application forms at the time each question is scoped.

7.5. Comparisons are always referred to as honesty and integrity questions.

8. Conduct In-Test chart collection

9. Post - Test

9.1. Conduct posttest as dictated by chart results (NSR / SR / NO). If NO or SR, explain to examinee that he failed to resolve all of the issues that were presented.

9.2. Practice good theme development, but never threaten the applicant with the denial of his/her application.

9.3. Based on agency policy, address admissions and /or develop further testing of issues in breakdown / breakout format.

10. Conclusion

10.1. If session recorded, review recording for any admissions the applicant made.

10.2. If applicant made disqualifying admissions, forms will be reviewed by adjudicators.

10.3. Polygraph is not sole determining factor.

10.4. Some agencies provide examinee with questionnaire asking such questions as: Do you feel you were treated fairly here today? Did you have any concerns with me as your polygraph examiner?

APPENDIX B

Phase I - Counterintelligence Relevant Questions

Note: Some agencies may modify the wording/scoping of relevant questions.

- 1. Question #4. Have you been involved in espionage or terrorism against the US?**
- 2. Question #6. Have you damaged any USG information or defense systems?**
- 3. Question #8. Have you had any unauthorized foreign contacts?**

(Scoping guide will be handed out in class.)

APPENDIX C

Phase II – Suitability Relevant Questions

Note: Some agencies may modify the wording/scoping of relevant questions.

1. Question #24. Are you withholding information about committing a serious crime?

1.1. The scope of this question shall cover all crimes for which an examinee has been arrested and any serious crime(s) they have committed that have gone undetected. The key issues to be covered are all detected and undetected crimes that have or could have resulted in an arrest, indictment, prosecution, conviction, and sentence, loss of respect, reputation or standing in the community. All felony crimes and serious misdemeanors, to include crimes against a person or property shall be targeted. In addition, any incident where an examinee has been questioned or detained by the police as a suspect in a serious crime shall be targeted. Involvement in minor criminal activity as a juvenile shall not be targeted unless the examinee is a juvenile. In cases involving juveniles, the examiner should document all minor criminal activity for the last three years. Serious criminal activity will be documented for the examinee's entire life. Each examiner shall provide the examinee with an explanation of serious crimes that will serve as examples of criminal activity which will include felony and serious misdemeanors. Specific attention should be paid to ensure inclusion of sexual-related crimes, since the overall PDD examination has no questions regarding sexual misconduct. Examples of sexual-related crimes include rape, child sexual abuse, voyeurism, incest, exhibitionism, bestiality, etc. Sexual activity between consenting adults (legally defined as a crime or not) shall not be targeted or reported unless it resulted in an arrest or police involvement.

2. Question #26. Are you intentionally withholding any information about your involvement with illegal drugs?

2.1. The scope of the question shall be five years prior to the date of the PDD examination. The question regarding personal involvement with illegal drugs or narcotics shall be designed to verify the examinee's total involvement with illegal drugs or narcotics during the last five years and shall significantly target:

2.1.1. Personal use or experimentation, to include one-time use, faked usage or multiple usages.

2.1.2. Buying illegal drugs or narcotics (contributing towards the purchase of illegal drugs or narcotics shall be included as a relevant issue and shall be reviewed when discussing purchases of illegal drugs or narcotics).

2.1.3. Growing or manufacturing illegal drugs or narcotics.

2.1.4. The distribution of illegal drugs or narcotics to include transportation, storing, selling, or assisting in the sale of illegal drugs or narcotics.

2.1.5. Misuse of prescription medication for social purposes. Minor use of another person's prescription medication for a legitimate medical purpose shall not be targeted with this question.

2.2. Distribution, manufacture and cultivation of illegal drugs or narcotics for profit shall be defined as a serious crime, and as such, shall be pretested under the question dealing with serious crime, as well as the drug question. When pretested under the serious crime question, distribution, manufacture and cultivation of illegal drugs or narcotics for profit shall not be restricted to a five-year scope, but will revert to the examinee's entire life. Examiners shall not seek out personal involvement with illegal drugs or narcotics prior to five years from the date of the current PDD examination. However, if an examinee volunteers this information and it differs from what is listed on the security form, the examiner shall follow the protocol of their agency concerning admissions.

Note: NCCA uses a five year threshold for training purposes. Individual agencies may have a different time line for drug usage.

3. Question #28. Did you deliberately falsify any information on your application forms?

3.1. The key issues to be targeted with this question are:

3.1.1. Deliberately listing false information on the employment documents with the intent of deceiving or misleading Government representatives responsible for employment decisions, security investigations, or clearance actions.

3.1.2. Deliberately leaving requested information off of the employment documents with the intent of deceiving or misleading Government representatives responsible for security investigations or clearance actions.

3.1.3. The question will not target honest or unintentional mistakes when completing the employment documents.

APPENDIX D

Note: These lists are not all encompassing. Individual agencies may modify these questions to suit their needs.

"No-Answer" Comparison Question List for the Law Enforcement Pre-Employment Test

Family and Ego:

1. Prior to -----, did you ever do anything dishonest?
2. Before -----, did you ever do anything unethical?
3. Prior to -----, did you ever lie to any member of your family?
4. Before -----, did you ever violate any official rules or regulations?
5. Prior to -----, did you ever do anything that you're ashamed of?
6. Before -----, did you ever betray the trust/confidence of a friend or loved one?
7. Prior to -----, did you ever lie to an employer?
8. Before -----, did you ever lie to get out of trouble?
9. Prior to -----, did you ever lie to make yourself look better?
10. Before -----, did you ever cheat in school?
11. Before -----, did you ever misrepresent the facts/truth about anything?
12. Prior to -----, did you ever cheat your employer out of anything?
13. Before -----, did you ever cheat anyone out of anything?
14. Prior to -----, did you ever withhold any information from anyone?
15. Before -----, did you ever tell a lie about anyone?
16. Prior to -----, did you ever lie to better your own position?
17. Before -----, did you ever lie about something important?
18. Prior to -----, did you ever lie to someone in authority?
19. Before-----, did you ever lie to cover something up?
20. Prior to-----, did you ever spread gossip that was mean or cruel?
21. Before-----, did you ever lie about yourself to impress others?
22. Prior to-----, did you ever lie to your parents about anything personal?
23. Before to -----, did you ever lie to your children?

Police Officer/Employees:

24. Before-----, did you ever misuse your take home vehicle/police vehicle?
25. Prior to-----, did you ever falsify a timesheet?
26. Before-----, did you ever lie to another officer to make yourself look better?
27. Prior to-----, did you ever lie to your wife/friend about your job?
28. Before-----, did you ever lie to a supervisor about something personal?
29. Prior to-----, did you ever lie to the dispatcher about your location?
30. Before-----, did you ever talk about your supervisor behind their back?
31. Prior to-----, did you ever cheat your partner out of anything?

(No time bar needed)

1. Did you ever take credit for someone else's work?
2. Did you ever lie about someone behind his or her back?
3. Did you ever cheat in school?
4. Did you ever cheat in sports?
5. Did you ever cheat at cards?
6. Did you ever lie to anyone you consider to be a friend?
7. Did you ever spread gossip about anyone you consider to be a friend?
8. Did you ever spread gossip about a coworker?
9. Did you ever cheat on any academic assignment while in school?
10. Did you ever lie to a supervisor you previously worked for?
11. Did you ever lie to a friend to make yourself look important?
12. Did you ever consider cheating on any examination while in school?
13. Did you ever violate the trust of anyone you consider to be a friend?
14. Did you ever mislead a family member?
15. Did you ever disclose a secret told to you in confidence by a friend?
16. Did you ever take any of the credit for someone else's work?
17. Did you ever lie about someone behind their back?
18. Did you ever cheat at anything while in school?

APPENDIX E

Sample Law Enforcement Pre-Employment Test Question Sequence/Phase I

1. Irrelevant: Are you sitting down? Yes.
2. Sacrifice Relevant: Concerning national security issues, do you intend to answer each question truthfully? Yes.
3. Comparison: Before -----, did you ever lie about something important? No.
4. Relevant: Have you been involved in espionage or terrorism against the US? No.
5. Comparison: Prior to -----, did you ever cheat anyone out of anything? No.
- 1A. Irrelevant: Is today -----?
6. Relevant: Have you damaged any USG information or defense systems? No.
7. Comparison: Before-----, did you ever lie to cover something up? No.
8. Relevant: Have you had any unauthorized foreign contacts? No.
9. Comparison: Did you ever lie about someone behind his or her back? No.

APPENDIX F

Sample Law Enforcement Pre-Employment Test Question Sequence/Phase II

21. Irrelevant: Are the lights on in this room? Yes.

22. Sacrifice Relevant: Concerning your application process, do you intend to answer each question truthfully? Yes.

23. Comparison: Prior to -----, did you ever lie to make yourself look better? No.

24. Relevant: Are you withholding information about committing a serious crime? No.

25. Comparison: Did you ever mislead a family member? No.

26. Relevant: Are you intentionally withholding any information about your involvement with illegal drugs? No.

21A. Irrelevant: Is this the month of-----? Yes

27. Comparison: Before -----, did you ever cheat in school? No.

28. Relevant: Did you deliberately falsify any information on your application forms? No.

29. Comparison: Before -----, did you ever spread gossip that was mean or cruel? No.

APPENDIX G

Sample Breakdown Test Sequence (Serious Crime)

1. Irrelevant: Is today _____? Yes.
2. Sacrifice Relevant: Concerning your involvement in serious crime, do you intend to answer each question truthfully? Yes.
3. Comparison: Before -----, did you ever falsify any official documents? No.
4. Relevant: Have you ever committed any serious crime against persons? No.
- 1A. Irrelevant: Are you now in _____? Yes
5. Comparison: Before -----, did you ever violate any official rules or regulations? No.
6. Relevant: Have you ever committed any serious crimes against property? No.
7. Comparison: Prior to-----, did you ever lie to anyone you considered a friend? No.

Sample Breakdown Test Sequence (Drugs)

1. Irrelevant: Is today _____? Yes.
2. Sacrifice Relevant: Concerning your drug involvement, do you intend to answer each question truthfully? Yes.
3. Comparison: Before -----, did you ever cheat your employer out of anything? No.
4. Relevant: Are you concealing any illegal drug use? No.
- 1A. Irrelevant: Are you now in _____? Yes
5. Comparison: Before -----, did you ever violate any official rules or regulations? No.
6. Relevant: Are you hiding any other illegal drug involvement? No.
7. Comparison: Prior to -----, did you ever tell a lie about anyone? No.

Sample Breakdown Test Sequence (Application Forms)

1. Irrelevant: Is today _____? Yes.

2. Sacrifice Relevant: Concerning your application forms, do you intend to answer each question truthfully? Yes.

3. Comparison: Before -----, did you ever lie to an employer? No.

4. Relevant: Did you falsify any information on your application forms? No.

1A. Irrelevant: Are you now in _____? Yes

5. Comparison: Before -----, did you ever violate any official rules or regulations? No.

6. Relevant: Are you omitting any information from your application forms? No.

7. Comparison: Prior to -----, did you ever lie about yourself to impress others? No.

APPENDIX H

Reviewing Questions

1. During the pretest interview, the LEPET questions are reviewed with the examinee prior to the data collection phase. The following sequence is used in introducing the questions:

Phase I:

- 1.1. Sacrifice Relevant (2)
- 1.2. Relevant Questions (4, 6, 8)
- 1.3. Comparison Questions (3, 5, 7, 9)
- 1.4. Irrelevant Questions (1,1a, 1b, 1d, etc.)

Phase II:

- 1.1. Sacrifice Relevant (22)
- 1.2. Relevant Questions (24, 26,28)
- 1.3. Comparison Questions (23, 25, 27,29)
- 1.4. Irrelevant Questions (21,21a, 21b, 22d, etc.)

APPENDIX I

Sample Law Enforcement Pre-Employment Test Questionnaire for Crimes

1. You will be asked: **Are you withholding information about committing a serious crime?** This includes, but is not limited to the following crimes.

2. Crimes Against Persons: Have you ever committed, planned, covered-up, or participated in any of the following:

	<u>YES</u>	<u>NO</u>
2.1. Murder	_____	_____
2.2. Manslaughter	_____	_____
2.3. Assault	_____	_____
2.4. Malicious wounding of an individual	_____	_____
2.6. Sexual Exposure	_____	_____
2.7. Kidnapping	_____	_____
2.8. Any crime that caused death or injury to another person	_____	_____
2.9 Rape	_____	_____

3. Crimes Against Children: Have you ever committed, planned, covered-up, or participated in any of the following:

	<u>YES</u>	<u>NO</u>
3.1. Sexual abuse of a child	_____	_____
3.2. Physical abuse of a child	_____	_____
3.3. Sex with a minor while you were an adult	_____	_____
3.4. The production, sale or distribution of child pornography	_____	_____
3.5. Criminal exploitation of a minor in any way	_____	_____
3.6. Any act that could be considered a crime against a child	_____	_____

4. Crimes Against Property: Have you ever committed, planned, covered-up, or participated in any of the following:

	<u>YES</u>	<u>NO</u>
4.1. Arson	_____	_____
4.2. Burglary of a residence	_____	_____
4.3. Burglary of a business	_____	_____
4.4. Vandalism	_____	_____
4.5. Any act that could be considered a crime against property	_____	_____

5. Theft and White Collar Crimes: Have you ever committed, planned, covered-up, or participated in any of the following:

	<u>YES</u>	<u>NO</u>
5.1. Robbery of a person or business	_____	_____
5.2. Embezzlement	_____	_____
5.3. Credit Card Fraud	_____	_____

- | | | |
|--|-------|-------|
| 5.4. Forgery of checks or documents for monetary gain | _____ | _____ |
| 5.5. Production, Distribution, or use of false identifications | _____ | _____ |
| 5.6. Production, distribution of counterfeit currency | _____ | _____ |
| 5.7. Altering of currency (i.e.: changing a five to a fifty) | _____ | _____ |
| 5.8. Receiving stolen property | _____ | _____ |
| 5.9. Extortion or blackmail | _____ | _____ |
| 5.10. Mail fraud | _____ | _____ |
| 5.11. Perjury in a court proceeding | _____ | _____ |
| 5.12. Impersonation of a law enforcement officer | _____ | _____ |
| 5.13. Computer frauds/Network Intrusions/Virus Introductions | _____ | _____ |
| 5.14. Bank frauds | _____ | _____ |
| 5.15. Theft of government funds or property | _____ | _____ |
| 5.16. Insurance frauds | _____ | _____ |

6. Vice and Miscellaneous Crimes: Have you ever committed, planned, covered-up, or participated in any of the following:

- | | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 6.1. Trafficking or distribution of any illegal drugs | _____ | _____ |
| 6.2. Prostitution of yourself or any other person | _____ | _____ |
| 6.3. Sexual contact with animals for gratification | _____ | _____ |
| 6.4. Abuse of animals | _____ | _____ |
| 6.5. Shoplifting since your 18 th birthday | _____ | _____ |
| 6.6. Vehicular hit and run (whether a person was injured or not) | _____ | _____ |
| 6.7. Weapons violations | _____ | _____ |
| 6.8. Any other acts, conspiracies, or solicitations in which you could be punished for by imprisonment, whether you were criminally charged or not. | _____ | _____ |

APPENDIX J

Sample Law Enforcement Pre-Employment Test Questionnaire for Drugs

1. You will be asked: **Are you intentionally withholding any information about your involvement with illegal drugs?** (Make sure you review guidelines for usage and non usage of illegal drugs). This includes, but is not limited to the following drugs.

	YES	NO
Marijuana	_____	_____
Hash	_____	_____
Heroin	_____	_____
Cocaine	_____	_____
Ecstasy	_____	_____
Crack	_____	_____
Methamphetamines	_____	_____
Hallucinogens (mushrooms, LSD, PCP)	_____	_____
Speed	_____	_____
Steroids	_____	_____
Recreational use of prescription medications	_____	_____
Drugs of similar nature	_____	_____
Possession of any illegal drug(s)	_____	_____
Manufacturing of any illegal drug(s)	_____	_____
Cultivating of any illegal drug(s)	_____	_____
Distribution of any illegal drug(s)	_____	_____

2. Guidelines (Usage)

- Smoke snort, inject, or eat
- Being informed by another individual after the fact that you used an illegal substance. (non-intentional)

3. Guidelines (Not Usage)

- Second hand smoke
- Presence at a concert, party or automobile while others use illegal drugs