



Northland Investigations, LLC

Project Approach

(Section G)

- G.1 Northland Investigations offers a “Polygraph Program” that will provide the Department with all the benefits of having an in-house polygraph unit, while also providing the economic benefits of having these services contracted out of house. The pre-employment portion of our program is complete with a 100% quality control process and uses a successive hurdle approach that was derived from national best practices. The preferred pre-employment test format used by Northland Investigations is supported and defended by scientific research and is a validated testing technique as identified by the American Polygraph Association (APA).

Pre-Employment Polygraph Approach

Having extensive experience in current employee markets, we understand how competitive it has become across jurisdictions to hire quality applicants. The polygraph portion of the hiring process by nature is a stressful endeavor; however, it should not negatively influence the experience of a perspective new hire. That is why we treat every applicant with respect and professionalism. We strive to provide a positive experience to all applicants. Although we inform applicants that Northland Investigations is a separate entity, we recognize that this concept may be difficult for the average applicant to separate; therefore, we represent Northland Investigation and all of our clients in a positive and professional manner.

Prior to the initial sitting with the test subject, background information provided by the Department will be reviewed by the examiner and a Statement of Personal History (SOP) form will be collected from the examinee by the examiner. The SOP form will have been provided to the examinee prior to the date of the scheduled polygraph examination with the intent for the examinee to complete and bring completed to the examination. Upon the initial sitting with the test subject, personal history information will be gathered from the test subject to evaluate suitability for the examination, consistent with the APA model policy for test subject suitability. Once the test subject is deemed suitable by the examiner, the process of the polygraph will be explained to the examinee, including an explanation of the polygraph components. The examiner will continue the pretest interview by reviewing the SOP packet with the examinee and affording the examinee an opportunity to explain and clarify any disclosures. Upon completion of the pretest interview, the examinee is given a restroom break. The examinee is then brought back to the polygraph suite, where they are afforded more time to provide additional explanation or clarifications. At this time, an acquaintance test is administered to familiarize the test subject with the polygraph components and provided the examiner the ability to make equipment adjustments. The examinee will then review the relevant questions with the examinee using “mind mapping” techniques consistent with national best practices.

Mind mapping techniques provide the test subject with a visual definition in addition to an auditory definition of the relevant questions. After presentation of the test questions, a numerical evaluation of the test data will be evaluated to render an opinion of truthfulness. The examinee will be provided an opportunity to explain any noted reactions during a posttest interview. The examiner will then make a determination on the need for successive hurdles testing.

Northland Investigations has created a successive hurdle approach for pre-employment testing that is derived from national benchmarks. This successive hurdle approach provides a more economical method for the hiring agency while maximizing fairness to the examinee. Successive hurdles are most commonly conducted at the same sitting and consist of additional testing that breakdown the relevant issues using a systematic approach.

Northland Investigations has a 100% quality control process. The charts of every “No significant Response (NSR)” or “No Deception Indicated (NDI)” examination are reviewed by another examiner prior to the dissemination of the final report. Additionally, the charts of “significant response (SR)” and “deception indicated (DI)” results, without confirmatory posttest admissions, are also reviewed by another examiner prior to the dissemination of the final report. All polygraph tests will be audio and video recorded from onset to completion as required by the APA.

Criminal/Internal Affairs(IA) Polygraph Approach

Scheduling of criminal or IA polygraph examinations in most cases take precedence over pre-employment needs; however, final determination will be decided by the Department representative. The first step of the process is for the examiner or examiner’s supervisor to meet with the investigator to determine test themes, relevant issues, and elements of the crime or employment issue. The representative of Northland Investigations will make an assessment as to how and if a polygraph test should be conducted. The examiner reviews all case facts prior to the examination. For a criminal case, Miranda rights shall be reviewed with the test subject prior to any questioning. From the onset of first contact, the examinee will be treated with respect and professionalism. The examinee will be evaluated for suitability as per the APA model policy for suitability. The examiner will explain the polygraph process and components to the test subject. A pre-test interview will be conducted that will be non-confrontational and will allow for the examinee to explain and clarify their rendition of the incident in question. If appropriate, the examinee will be given a restroom break before the administration of the acquaintance test. The examiner will assess which APA validated testing technique will be most appropriate for the goals of the examination. The test data will be numerically evaluated before an opinion of truthfulness is rendered. A posttest interview will be used to afford the examinee with the opportunity to explain any reactions observed on the examination or any inconsistencies noted from the pretest interview.

In order to stay current with national best practices, the President of Northland Investigations attends numerous hours of continuing education annually, far in excess of APA requirements. In addition, the President also attends coordination meetings with other law enforcement examiners in Arizona and has a vast network of law enforcement examiners on a national level. The President serves as a current board member and past president of the Arizona Polygraph Association (AZPA). The President also maintains an outstanding relationship with AZPOST officials. The President will communicate with Department representatives should any changes or modifications be necessary to be consistent with national best practices.

- G.2 Each polygraph examination will include a comprehensive report that details the summary of the pre-test interview, summary of the post-test interview, examinee's identification information, details of the examination, and the results. The results section will include the examiner's opinion of truthfulness, the relevant questions presented during the testing process, and the examinee's responses to the relevant questions. The details of the examination will include the test type and scoring method used to support the examiner's opinion of truthfulness. Recognizing that this offeror is a contract employee of the Department, who does not make any decisions about the progress of an applicant during the hiring selection, it is imperative that all admissions are accurately documented and presented to Department personnel in a manner that is factual and non-biased.