



Dothan Fire Department POLICY	
Policy Name:	Pre-Employment Polygraphs
Policy Number:	16
Standard:	TBD
Implementation Date:	July 17, 2017
Date of Last Revision:	May 7, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

I. PURPOSE

The purpose of this policy is to outline the examination process and designate the responsibility for polygraph operations.

II. POLICY

The polygraph examination will be used as a supplement to criminal, administrative, and employment investigations or as part of the selection process for all fire and EMS certified personnel.

III. PROCEDURE

A. Criminal and Administrative Investigations

The Fire Chief will request assistance from the Dothan Police Department (DPD) to perform all polygraph examinations for criminal, administrative, and employment related issues. For all criminal and/or administrative investigations within the Fire Department, the Fire Chief will request that the Chief of Police follow all procedures as outlined in the DPD General Order 200-44; Polygraphs.

B. Pre-Employment (PE) Polygraph Examinations

1. All applicants seeking full-time employment with the Department as a Fire Firefighter or other positions that may be directed by the Fire Chief must undergo a polygraph examination. **DPD Form 200-44.2 Authorization and Release** shall be completed by all applicants.
2. The examiner will ask the applicant to sign **DPD Form 200-44.3 Polygraph Examination Consent**. Refusal to sign will terminate the examination.
3. Pre-employment polygraph requests will be coordinated through the Office of the Fire Chief in conjunction with the DPD Polygraph Coordinator to schedule the examination.
4. Information in the form of a Polygraph Questionnaire will be completed by the applicant prior to arrival for examination. The applicant/examinee will be advised that questions in the examination will be formulated utilizing information contained within the questionnaire and all answers must be correct to the best of their knowledge.
5. The polygraph examiner will be provided with all information collected during the background interview prior to the examination of any applicant.

6. If an applicant arrives past the scheduled polygraph time, the examiner will record them as “no show.” Rescheduling may be conducted after a review of the circumstances.
7. The polygraph examiner will attempt to obtain admissions from any applicant with deceptive results.
8. Applicants who show “Inconclusive” results may be re-examined at a later date pending review by the Fire Chief or his designee, the polygraph examiner, and the Polygraph Coordinator.
9. Polygraph examination results shall not be the single determinant of employment status for the City of Dothan Fire Department.

C. Minimum Employment Polygraph Standards

The following factors may automatically disqualify an applicant for employment with the Fire Department when determined during the polygraph examination:

- a. Any illegal drug use within the last twelve (12) months;
- b. Any illegal drug use while certified as a Fire Fighter or Emergency Medical Technician;
- c. Any illegal drug involvement within the last three (3) years not including marijuana;
- d. Any felony convictions;
- e. Any conviction, guilty plea, or nolo contender to a felony or misdemeanor involving perjury or a false statement;
- f. Any person convicted of a DUI within the last five (5) years;
- g. Any person convicted of two (2) DUI's;
- h. Any person who admits to alcohol abuse to the extent that it would adversely affect the ability of the individual to exercise the care, judgement, and discretion to perform the duties required by the Dothan Fire Department;
- i. Any person who intentionally falsifies any part of their application paperwork;
- j. Any person who admits to theft within the last twelve (12) months, excluding minor office supplies such as pens, pencils, etc.;

- k. Any person determined to be the subject of an ongoing criminal investigation with any Law Enforcement Agency;
- l. Any person who received a less than honorable discharge from the Armed Services;
- m. Any act or acts which would constitute a serious misdemeanor, whether criminally prosecuted or not; and
- n. Any act or acts that would constitute Domestic Violence, whether criminally prosecuted or not.

D. Determination of Employment Suitability

The ultimate determination of whether an individual is suitable for employment with the Dothan Fire Department must be clearly **consistent with the interest of the Fire Chief in accordance with Rules and Regulations of the City of Dothan and the Fire Department**. When conditions so indicate, additional investigation may be conducted as determined by the Fire Chief.

IV. RESERVATION OF AUTHORITY

The Fire Chief reserves the authority to amend, modify, or change this policy.

V. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved on this 7th day of May, 2021.

(Signature On File)

Larry H. Williams, Jr.

Fire Chief

DOTHAN FIRE DEPARTMENT