

## APPLICANT MUST USE BLACK INK

# DPS Security Sensitive Positions PRE-EMPLOYMENT POLYGRAPH BOOKLET

Full Legal Name:	
Address:	
Phone Number(s):	
Social Security #	
Date of Rirth:	Λ σο·

#### READ THE FOLLOWING VERY CAREFULLY

You are taking the polygraph pretest for the purpose of employment in a security sensitive position within the Department of Public Safety. Throughout the remainder of this booklet, you will be asked to make admissions about your prior life. Based on those admissions, the polygraph examiner will ask you a series of questions to determine if you have been completely and totally truthful in this polygraph booklet. It will be difficult for you to successfully complete the polygraph step of your processing if you falsify, misrepresent, or lie about facts, or if you leave out, neglect to mention, or purposely withhold any information about your background.

Your polygraph examination will cover only the issues covered in this booklet. There will be no surprise or prying questions. However, in every area you <u>must</u> be sure that you are completely frank and totally honest in answering the questions.

If you have a question about any of the sections in this booklet, ask the polygraph examiner. Your failure to ask questions will be construed as an indication that you understand the question.

If, in order to answer any question, you need additional space, check the appropriate box and write on the back of the page.

Be sure to read each line carefully as there are boxes that must be checked in the text of this booklet.

If, for any reason, you show a deception on the polygraph examination, you will be allowed to retake the test again in one year.

## IMPORTANT INSTRUCTIONS YOU MUST FOLLOW PRIOR TO

### YOUR POLYGRAPH EXAMINATION

You must receive a good night's sleep and are well rested prior to your polygraph examination. You will not be tested if the polygraph examiner feels that you have not received enough sleep prior to the examination.

You must refrain from drinking any alcoholic beverages at least 12 hours prior to taking your polygraph examination, and illegal drug use at least 72 hours prior to taking the examination.

When you arrive, you must be able to provide the examiner a list of <u>any</u> medication(s) that you have taken, or any <u>prescribed</u> medication(s) you should have taken within the 24 hours prior to the polygraph examination.

If you have ever had a polygraph examination before, please give the date and reason for the examination below:

Date	Reason for Examination
SECTION 1:	EMPLOYMENT INFORMATION
If you have been fired/terminated, plea	anated from any job or if you have been asked to resign from any job in lieu of se complete the following:
Employer:	
Address:	
Dates of Employment:	
Reason:	
Employer:	
Address:	
[ ] Check this box if y	ou need additional space and continue on back page.
[ ] Check this box if y	ou have <u>never</u> been fired or asked to resign from a job.
	authorized by the Louisiana State Police to ask you if you have been truthful in you have been fired/terminated or asked to resign in lieu of being

Before going to the next section, be sure that you have not forgotten to list any employers from which you have been fired/terminated or asked to resign in lieu of being fired/terminated.

Please list your CURRENT employer(s	<u>s)</u> :	
Employer:		
Address:		
Date of Employment:		
Employer:		
Address:		
Date of Employment:		
If you have <u>applied</u> for employment with any law enforcement agency please comp		ent agency, or <u>denied</u> employment by
Agency  Agency	Date (MM/YYYY)	Disposition / Reason Denied
[ ] Check this box if you need addit	tional space and continue	on back page.
[ ] Check this box if you have <u>never</u>	<u>r</u> applied with another law	w enforcement agency.
This Polygraph Examiner is authorized b listing all police agencies with which you		ce to ask you if you have been truthful in
Before going to the next section, be sure	that you have not forgotte	n to list any police agencies with which

you have applied.

#### SECTION 2: THEFT FROM EMPLOYERS

Many people have taken *cash*, *merchandise*, *food*, *or property*, from a place of employment which they did not have permission to take. You may have simply borrowed one of these items and forgotten to return it, given merchandise to another person, ate food, drank a beverage, etc... without paying for it.

It is important to understand that the Louisiana State Police is concerned about a person's "intent to steal." We understand that there is a difference between the intent to steal and the unintentional accumulation of office supplies, the use of equipment/property as part of your job duties, etc...

However, in the space provided below, please list **everything** you have ever taken from an employer which you did not have permission to take. Please include the item taken such as cash, merchandise, food, beverages, or property. Also include the value, the date the items were taken, and the dates of your employment.

ITEM 1	TAKEN	VALUE	DATE	NAME OF EMPLOYER	DATES OF EMPLOYMENT
	Check this box i	f you need addit	tional space	e and continue on back page.	
]	Check this box i	f you have <u>neve</u>	<u>r</u> taken any	item from any employer.	

The polygraph examiner is authorized to ask you questions about your failure to list any theft from an employer, which you recall having committed, but did not list.

Before going to the next section, be sure that you have not failed to list any theft from an employer that you might have committed.

#### SECTION 3: CRIMINAL ACTIVITY

You are applying for a position, which is responsible for upholding the law. Consequently, this agency is concerned with your participation, involvement or commission of any crime listed below. If you have ever committed or participated in any of the acts listed below you must check the box indicating your participation in the act. This agency does take into consideration certain levels and types of criminal behavior, however, you <u>must</u> admit those acts to successfully complete the polygraph step of your application. Following this section, you will be given ample opportunity to explain your participation in these acts.

Again, be sure to acknowledge participation, commission, arrest, conviction or questioning for any of the following acts.

Item #	:	Act
1.		ng of the life of another human being.  No [ ]
2.	Any act of an unlawful aboves [ ]	luction of another person.  No [ ]
3.	buttocks of another person	al intercourse, oral sex, anal sex, or touching the genitals, breast or in view of the public.  No [ ]
4.	touching the genitals, brea of age at the time of the ac	re seventeen (17), including sexual intercourse, oral sex, anal sex, or st or buttocks of another person who was less than seventeen (17) years t. No [ ]
5.	another person.	outtocks or genitals in public to sexually arouse or gratify yourself or  No [ ]
6.	person.	ing another person with the intent to commit bodily injury to that  No [ ]
7.		force, threat of injury, or intoxication.  No [ ]
8.	knife, club or any other ins	harming, or attempting to hurt or harm another person using a firearm, strument that could be used as a deadly weapon.  No [ ]
9.	fifteen (15) years.	harming, abusing, striking or injuring any person under the age of  No [ ]
10.	Being married to two (2) p Yes [ ]	eople at the same time.  No [ ]

Item #	Act
11.	Any sex act after you were seventeen (17), including sexual intercourse, or al sexual intercourse, or anal sexual intercourse with a member of your immediate family, including your mother, father, stepmother, stepfather, sister, brother, half brother, half sister, son, daughter, grandparents, grandchildren, uncles, aunts, nieces or nephews.  Yes [ ] No [ ]
12.	Any act involving taking or keeping a child under eighteen (18) years of age out of the state in which the child resides, in violation of a judgement or order of a court disposing of the child's custody.  Yes [ ] No [ ]
13.	Any act of starting a fire or causing an explosion to damage or destroy a building, dwelling or vehicle belonging to another person or building, dwelling, or vehicle belonging to you which was insured.  Yes [ ] No [ ]
1.4	
14.	Any act involving the intentional damage or destruction of any property belonging to another person.  Yes [ ] No [ ]
15.	Any act involving the use of a firearm, knife, club, deadly weapon, physical force, threats, or intimidation in order to steal or take property from another person.  Yes [ ] No [ ]
16.	Any act involving breaking into a building, dwelling, or any portion, of a dwelling or building in order to steal cash, property or merchandise.  Yes [ ] No [ ]
17.	Any act involving breaking into a coin operated device in order to steal property, merchandise, cash, or to obtain services.  Yes [ ] No [ ]
18.	Any act involving breaking into or entering a vehicle of any kind, including cars, pickups, trucks, trailers, box car, vans or motor homes in order to steal any cash, property or merchandise.  Yes [ ] No [ ]
19.	Any act involving entering or remaining on the property of another, knowing that you did not have the permission of the owner to do so.  Yes [ ] No [ ]
20.	Any act which unlawfully deprives an individual or property, cash or merchandise through theft, theft by false pretext, theft from a person, shoplifting, swindling, passing a worthless check, embezzlement, extortion, changing price tags, receiving stolen property, unlawfully receiving a service without paying for it, or stealing of vehicle accessories, or any form of theft. This does not include previously mentioned thefts from employers.  Yes [ ] No [ ]

Item #	Act
21.	Any act involving forgery of any writing, document, signature, money, any legal document, license, contract, credit card, check, security agreement, will, deed of trust with the intention to defraud or harm any person or business.  Yes [ ] No [ ]
22.	Any act involving stealing a credit card, presenting a credit card to obtain property or services fraudulently, using a credit card without consent of the person to whom the credit card was issued, using an expired card, using a fictitious card or number, using a stolen credit card, buying a credit card, selling a credit card, forging a signature on a credit card receipt, or in any way attempting to commit theft or to steal from anyone by using a credit card.  Yes [ ] No [ ]
23.	Any act involving theft of a vehicle, use of a vehicle without the owner's consent or joy-riding in a stolen vehicle.  Yes [ ] No [ ]
24.	Any act involving bribing or attempting to bribe any government official or employee.  Yes [ ] No [ ]
25.	Any act involving telling any lie, falsehood, or misrepresentation of any fact while under oath or upon a sworn or notarized document.  Yes [ ] No [ ]
26.	Any act relating to filling a false report with any peace officer.  Yes [ ] No [ ]
27.	Any act involving the impersonating of a peace officer, police officer, law enforcement official or other government official.  Yes [ ] No [ ]
28.	Any act involving the resisting/interfering of a police officer or any other peace officer while in the act of making any arrest or detention of any person including yourself.  Yes [ ] No [ ]
29.	Any act involving fleeing from, running from, or evading by any means, including on foot or by vehicle, a police officer who is attempting to arrest, detain, or question you or any other person.  Yes [ ] No [ ]
30.	Any act involving disturbing the peace, including using abusive, profane, or vulgar language to incite a breach of the peace, fighting in a public place, threatening another in a public place, or looking into a window or any opening of a building for lewd purposes.  Yes [ ] No [ ]
31.	Any act involving the " <i>illegal</i> " production, sale, distribution, promotion, or possession with the intent to sell any picture, magazine, film, device, tape, book, or any other item which depicts any patently offensive sexual acts, including any form of copulation, masturbation, excretory functions, sadism, masochism, or lewd exhibition.

Item #	Act
32.	Any act involving the payment of cash, property, merchandise, or anything of value, for engaging in any sex act, including sexual intercourse, oral intercourse, anal intercourse, or sexual contact with the genitals, breast, or buttocks, of another person.
	Yes [ ] No [ ]
33.	Any act involving the receipt of compensation or anything of value for any act of prostitution committed by any person or forcing any person by threat or physical force to commit an act of prostitution.  Yes [ ] No [ ]
34.	Any act involving the unlawful possession of any explosive device, machine gun, sawed-off shotgun or rifle, armor piercing ammunition, silencer, or hazardous materials.  Yes [ ] No [ ]
35.	Any act of illegal gambling including keeping an illegal gambling house, or possessing an illegal gambling device, excluding dice or cards.  Yes [ ] No [ ]
36.	Any act involving any participation in any criminal enterprise or organized crime activity which seeks to further murder, arson, robbery, burglary, theft, kidnapping, aggravated assault, forgery, gambling, prostitution, promotion of prostitution, distribution of illegal arms, sale or distribution of drugs, or promotion of sales of obscene material.  Yes [ ] No [ ]
37.	Have you ever acted alone or in concert with another to intentionally harm a person because of their race, religion or sexual orientation.  Yes [ ] No [ ]
38.	Any "illegal" act involving any participation of transmitting electronic or any internet transmission(s) of any pornographic or any sexually explicit picture(s) / video(s), of any man, woman, child, or of oneself.  Yes [] No[]
39.	Have you ever been involved in: espionage, subversive or terrorist activity, or any other deliberate activity that may be considered detrimental to the United States government, military, citizens, or defense systems?  Yes [ ] No [ ]

Before going any further, if you have ever committed or participated in any of the criminal activities listed in the above questions, regardless of being questioned, arrested, or convicted of any of the criminal activities, be sure that you have checked "yes" to those questions.

In the space provided for you below, you must explain any "yes" answer(s) that you have given to any of the above questions. If applicable, you must include specific: dates, ages, locations, cities, states, names of businesses/companies. Also include the dispositions of any arrests, detainments, or court appearances (dismissed, sentence reductions, pleas, incarcerations, etc...).

Item #		Explanation
	<del></del>	
	<del></del>	
	<del></del>	
	<del></del>	
[ ]	Check th	is box if you need additional space and continue on back page.
[ ]	Check th activity.	is box if you have <u>never</u> been involved in one of the above listed categories of criminal

The Polygraph Examiner is authorized by the Louisiana State Police to ask you questions about any detected or undetected crime in which you have been involved.

#### SECTION 4: DRUG SALES

The sale of drugs, illegal transaction or activities in our society is quite common. The Louisiana State Police, for purposes of employing police officers, is concerned about drug transactions, sales, or any illegal drug activities among any person with or without profit to you. This includes the delivery of drugs to another person or place, transporting drug components or precursor chemical(s) used in the manufacture/production of drugs or growth of drugs. It also includes acting as a "middle man" in a drug transaction; inducing or injecting an illegal drug into any person, with or without consent; any illegal drug transaction(s) by use of the internet/phone transaction(s); or in any other way being involved in any transaction(s) involving any drugs. For the purpose of this section, drug(s) shall include all legally prescribed drugs and illegal drugs/narcotics.

In the space below, please list the <u>types of drug(s) bought</u>, <u>sold</u>, <u>delivered</u>, <u>transported</u>, <u>distributed</u>, <u>grown or manufactured</u>, and the number of times you have been involved in any of these activities, along with the <u>dates</u>.

Type o	f drug	Bought, Sold, Distributed, Transported, Etc	# of Times	Date(s)
	<del></del>			
[ ]	Check th	nis box if you need additional space and continue on back p	age.	
[ ]	Check th	nis box if you have <u>never</u> sold or delivered any drugs for ar	ny reason at all.	
Before	continuing	g, be sure that you have listed all drug sales in which you w	ere involved in.	

The Polygraph Examiner is authorized by the Louisiana State Police to ask you questions regarding your truthfulness about any illegal drug activities.

#### SECTION 5: ILLEGAL DRUG USAGE

In recent years, illegal drug usage has become extremely common in our society. Louisiana State Police recognizes that it is almost impossible to hire anyone as a police officer who has not experimented with illegal drugs. Before continuing, let us discuss what we mean by usage.

With drugs such as amphetamine, we are interested in the number of times you have taken one of these pills. With drugs such as cocaine, we are interested in the number of times you have snorted, eaten, injected, or smoked the drug. With marijuana we are interested in the number of times you have smoked, inhaled, or ingested marijuana. Each of these are examples of one use of these drugs. For instance, if during your life you have smoked five (5) marijuana cigarettes, then you have used marijuana five (5) times.

We are also interested in identifying exactly when you used a drug. You will be given an opportunity to explain the first date that you used each drug and the last time you used each drug.

You must also explain how you used the drug. If the drug was smoked, inhaled, snorted, injected, eaten, or used in any other manner, you must explain how it was used.

When asked to give the maximum number of times that you used the drug, you must give the "absolute maximum number of times you used the drug." For instance, if you have snorted cocaine six (6) times and you stated that you used cocaine five (5) times, you will appear to be deceptive when questioned on the polygraph. Likewise, if you are not sure how many times you used a drug, such as marijuana, then state the "absolute maximum number of times that you could have used the drug."

Now, please complete the following chart, explaining if you have used each of the drugs mentioned, the first date (month / year) you used the drug, the last date (month / year) you used the drug, the maximum number of times you used the drug, your age the last time you used the drug, and how you used the drug (smoked, snorted, inhaled, ingested, injected, etc...). If you never used that particular drug, then check the appropriate (never) box.

It is important for you to remember that we are only interested if you have ever used any *illegal* drugs. Legally prescribed medications should not be included, unless you have used medication from another person's prescription, or you gave another person medication from your prescription.

Drug	Date First Used	Date Last Used	Maximum Possible Times	How Used	Age Used	Never
Marijuana						
Hashish						
PCP						
Codeine						
Amphetamine						
Barbiturates						
Quaaludes						
LSD						

Cocaine (Powder)			
Cocaine	 <del></del>	 	 Ц
(Crack)	 	 	
Hash Oil	 	 	
Morphine	 	 	
Valium	 	 	
Preludin	 	 	
Angel Dust	 	 	
MDA	 	 	
Crank	 	 	
Thai Stick	 	 	
Percodan	 	 	
Mescaline	 	 	
Crack	 	 	
Heroin	 	 	
Speed	 	 	
Dilaudid	 	 	
Methaqualone	 	 	
Peyote	 	 	
Opium	 	 	
Halcion	 	 	
Rohypnol	 	 	
Rivotrol	 	 	
GHB	 	 	
Oxycontin	 	 	
Lortab	 	 	
Ketamine	 	 	
Ecstasy	 	 	

Xanax						
Darvocet						
Vicodin						
Talwin						
Ritalin						
Percocet						
Tusinex						
Steroids						
Vyvanse						
Adderall						
Hydrocodone						
Ice						
Glue						
Paint						
Acetone						
If there are any other illegal drugs that you have used, please list those below.						
[ ] Check this box if you need additional space and continue on back page.						
When were you last with someone while they were using any illegal drug?						
					•	

Before continuing, think carefully to insure that you have not forgotten to list any drug usage. The Polygraph Examiner is authorized to ask you questions to determine if you were truthful about your drug usage.

#### SECTION 6: TRAFFIC VIOLATIONS

The position of police officer requires that an individual have good driving skills. Consequently, the Louisiana State Police requires information about your driving record. Please list all information about your traffic behavior.

Please list below all traffic citations, arrest, detentions, tickets, questionings, or drivers' license revocations you have received for any traffic violation of any type you have committed; the date (month and year only), the violation, the disposition (guilty or not guilty, no contest, fines, jailed, etc.)

Violati	on	Date	Location	Disposition
[ ]	Check this box	if you need addition	onal space and continue on	back page.
[ ]	Check this box	if you have <u>never</u>	received any traffic violation	ons at all.
Before commi	_	k for a moment to	be sure that you do not rec	call another traffic violation you have

The Polygraph Examiner is authorized to ask you if you have been truthful in revealing all traffic violations, which you have committed.

# SECTION 7: PUBLIC SAFETY SERVICE

[]	Check this box if you have <u>never</u> served in a position as a sworn public safety officer, commissioned law enforcement officer, police officer, sheriff's deputy, constable, state or federal agent, reserve law enforcement officer, military police, full time or volunteer firefighter, EMS/paramedic, prison or correctional officer, homeland security officer, sky marshal, private security or any position charged with and sworn to uphold the law. <b>If you checked this box, go to the last page of the booklet.</b>
[ ]	Check this box <b>if you have had prior public safety service</b> as described in the above paragraph and complete the following questions. The questions deal only with your employment as described above.
	employed as a police officer or public safety officer or any officer as described above, did you any felony or misdemeanor violation, which would have been punishable by incarceration?  No [ ] If yes, please explain below:
	employed as a police officer or public safety officer or any officer as described above, did you ever prisoner or civilian or violate anyone's civil rights?  No [ ] If yes, please explain below:
	ou ever been terminated, or resigned from a position as a police officer or public safety officer or cer as described above, as a result of an internal investigation or allegation of misconduct?  No [ ] If yes, please explain below:
	employed as a police officer or public safety officer or any officer as described above, did you ever ate property, evidence or a prisoner's property and make personal use of it?  No [ ] If yes, please explain below:

While employed as a police officer or public safety officer or under formal investigation for misconduct or any other reas Were you ever suspended or receive a written reprimand? Wes [ ] No [ ] If yes, please explain below	on? Did you receive any disciplinary action? Yere you ever formally disciplined in any way?
[ ] Check this box if you need additional space and con	tinue on back page.
[ ] Check this box if you have <u>never</u> been involved in a officer, public safety officer or any officer as descri	
Before continuing, be sure that you have not failed to list any questions.	y of the information requested in the preceding
The Polygraph Examiner is authorized to ask you questions about your prior police service.	regarding your truthfulness in your admissions
PLEASE READ, SIGN AND DATE	
You have now completed the polygraph pretest booklet. Y your answers. You should insure that you have accurate requested. Should you now recall any information that w booklet, go back now and make the addition.	ly portrayed all of the information that was
All of the information that I have revealed in this bookle withheld, falsified or misrepresented any information request deception of the polygraph examination, I understand I will year.	ted in this booklet. If, for any reason, I show a
Applicant's Signature	Date

Use this sheet if you require additional space. page for each answer. Remember to include happened, when it occurred, where it occurred, or given a summons, court disposition, etc	specifics of who was involved, what
Applicant's Signature	Date

#### APPLICANT AGREEMENT TO INTERVIEW WITH POLYGRAPH

I understand that I am being requested to submit to a polygraph examination regarding information that I have provided in my application for employment, or in interviews relating to my suitability for employment.

I further understand that the results of the polygraph examination, my refusal to submit to a polygraph examination, or my failure to cooperate during a polygraph examination, will be considered along with other factors in evaluating my suitability for employment.

I understand that the examination room does contain an observation device and that the examination will be monitored and/or recorded.

With the above understanding, I agree to submit to a polygraph examination.

SIGNED			
		(Applicant)	
		(Examiner)	
	DATE		TIME
		LOCATION	