

# KENTUCKY INSTITUTE FOR POLYGRAPH STUDIES

KENTUCKY LAW ENFORCEMENT COUNCIL  
Funderburk Building, ECU  
521 Lancaster Ave.  
Richmond, KY 40475

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CATALOG

## Basic Polygraph Examiner Training Program

January 10 - March 18, 2011



Accredited by the APA  
Recognized by the AAPP

**Pam Shaw, Director**  
(859) 622-5944, Fax (859) 622-5943  
[pam.shaw@ky.gov](mailto:pam.shaw@ky.gov)

**Rick Kurtz, Assistant Director**  
(502) 573-2100, Fax (502) 573-2101  
[richard.kurtz@ky.gov](mailto:richard.kurtz@ky.gov)

**INTRODUCTION:**

The Kentucky Institute for Polygraph Studies (KIPS) was founded with the objective and mission to provide quality polygraph training to qualified, highly motivated persons in law enforcement and other government organizations. The Institute provides instruction and training in polygraph sciences; affords the student the opportunity to develop and refine the knowledge and skills necessary for successful accomplishment of polygraph examinations; and, tests students to ensure competence before issuing a graduation diploma. We believe in training to the Federal standard; consistent with the types of examinations that graduates will be conducting. The Kentucky Institute for Polygraph Studies is accredited by the American Polygraph Association, recognized by the American Association of Police Polygraphists, and is in compliance with all Kentucky licensing requirements.

**FACULTY:**

**Pamela Shaw**, Director and Primary Instructor for polygraph.

Ms. Shaw has been employed with the Kentucky Law Enforcement Council since 1999. She holds a bachelor's degree in Exercise Science and a Master's degree in Allied Health Education. She is a graduate of the Axciton International Academy and has served as a polygraph examiner with the Council since 2000. The Council provides polygraph services as a matter of fulfilling its statutory mandates involving the Peace Officer, Telecommunicator and Court Security Officer Professional Standards Acts. As a result, she regularly conducts polygraph examinations for over 400 law enforcement agencies in state of Kentucky. She currently serves as Vice President Law Enforcement for the American Polygraph Association and as President for the Kentucky Polygraph Association. She is also a member of the American Association of Police Polygraphists. Aside from her regular work duties, she is also the owner of Shaw Polygraph Services and serves as an adjunct professor at the Texas Department of Public Safety and MINDEF Centre for Credibility Assessment in Singapore.

**Richard W. Kurtz**, Assistant Director and Primary Instructor for polygraph.

Mr. Kurtz is a graduate of the Department of Defense Polygraph Institute and former U.S. Army Criminal Investigator/Polygraph Examiner. Mr. Kurtz has been a polygraph examiner since 1989 and retired from the U.S. Army Criminal Investigation Command in 1994. From 1995 to present, Mr. Kurtz has conducted criminal and pre-employment polygraph tests with the Kentucky State Police Polygraph Section. He has been the supervisor of that unit since 1999. Mr. Kurtz has taught at the International Institute of Polygraph, Atlanta, Georgia since 2000. Mr. Kurtz has a Bachelor's Degree in Criminal Justice from the Colorado Technical College, Colorado Springs, Colorado, and has worked toward a master's degree from Central Michigan University. He is a member of the American Polygraph Association and has been published in that association's newsletter. He is also a member of the American Association of Police Polygraphists, the

Kentucky Polygraph Association, and the American Society for Testing and Materials. Mr. Kurtz has held a Kentucky Polygraph License since 1995 and receives a minimum of 60 hours of continuing education each year. Mr. Kurtz manages the polygraph licensing law in Kentucky. To date he has interned over 30 examiners. Mr. Kurtz also provides quality control support to various police agencies within and outside of the Commonwealth of Kentucky.

**Walt Jones**, Primary Instructor for polygraph.

Currently the President/Owner of Walt Jones Polygraph, Louisville, Kentucky. Mr. Jones served as a Special Agent with the Federal Bureau of Investigation for 25 years and retired in 1996. Mr. Jones was involved with the polygraph testing of the suspects in the Oklahoma bombing. He holds a Bachelor's Degree from the University of Louisville, Louisville, Kentucky. Mr. Jones graduated from the Department of Defense Polygraph Institute in 1987 and conducted polygraph tests for the FBI from 1987 to 1996. Mr. Jones has taught at the Tennessee Polygraph School, which is accredited by APA, and has taught many polygraph subjects in organized training for the members of the Kentucky Polygraph Association and the Kentucky State Police Polygraph Section. Mr. Jones is a member of the Kentucky Polygraph Association, where he has previously served as Vice-President and President. Mr. Jones is also a member of the American Polygraph Association and the Kentucky Polygraph Association.

#### **GUEST PRESENTERS:**

Listed speakers are tentative and subject to change.

- **Michael Gougler**, TQC, Interviewing subjects with personality disorders.
- **Walt Goodson**, CIT, Countermeasures, R&I
- **Mark Handler**, Polygraph Research, Utah Techniques.
- **Gordon Vaughan**, Supplemental Instructor for legal issues.
- **Keth Zimmerman-Hicks**, Supplemental Instructor for psychology.
- **KLEC Instructors:** Larry Ball, Mike Beck, Rick Bastin, Don Nicholson
- **DOCJT Instructors:** John Schwartz, Cindy Hale, Billy Fryer

**ADMISSIONS POLICY:**

The Kentucky Institute for Polygraph Studies (KIPS) does not discriminate based on race, sex, religion, ethnic origin, or disability. Consistent with availability of space, KIPS is open to all qualified individuals. *Qualified individuals are those applicants with:*

- A. At least an associate's degree from an accredited college or university, or written confirmation of qualifications in the State in which the applicant intends to practice, unless a higher degree is required for licensing in the State in which the applicant intends to practice, in which case the State law shall prevail; **OR,**  
  
An applicable level of education required by the State and/or country in which the applicant intends to practice and at least two years investigative experience confirmed in writing by the supervisor of the applicant, unless a greater amount of investigative experience is required in the State in which the applicant intends to practice, in which case the greater amount shall prevail.
- B. Good moral character, documentable by professional references.
- C. At least 25 years of age (waiver on case by case basis), **unless** a State licensing law requires a higher minimum age, in which case the higher age will apply.
- D. A full-time, paid employee of a governmental organization that is paying the tuition.
- E. Have not been convicted of a felony or any crime involving moral turpitude.
- F. Have undergone a suitability polygraph examination by an examiner that is an APA member and authorized to conduct polygraphs in the state in which the exam is administered.

The Director of KIPS is responsible for establishment of the admissions policy. Implementation of this policy is the responsibility of school administrators and the faculty.

**READMISSIONS POLICY:**

Students withdrawing or being dismissed from the basic polygraph examiner training program may apply for later training programs and will be accepted providing they meet the standards of the admissions policy and the course catalog in effect at the time of re-application.

**CLASS SCHEDULE:**

Monday – Friday 8:00 AM to 5:00 PM with up to two Saturday classes of 8 hours each to facilitate holidays or unexpected closures due to extraordinary conditions such as inclement weather. In the case of inclement weather, students will be notified as soon as possible by phone. Scheduling of specific subject matter is subject to change during the course. Classes are not held on the following holidays:

New Years Eve	New Years Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Eve	Christmas Day
M.L. King Day			

**CURRICULUM CHANGES:**

The Institute reserves the right to modify the curriculum consistent with the requirements of the American Polygraph Association, the American Association of Police Polygraphists, the American Society for Tests and Materials, and applicable government agencies from States where graduates intend to practice.

**CONDUCT POLICY:**

While enrolled, the Institute expects its students to conduct themselves in a professional manner at all times. Acts of dishonesty and questionable moral turpitude are grounds for dismissal. All students are expected to act maturely and are required to respect other students and faculty members. Incidents of criminal activity, to include illegal possession of weapons or drugs are not allowed at any time on the training site. Any violation of Institute policies may result in permanent dismissal from the Institute.

**STUDENT COMPLAINTS:**

Student complaints should be brought to the attention of the Institute Director or Assistant Director. If both directors are not present at the training site, students may direct complaints to the Instructor present or telephonically notify the Institute Director. Students may also direct complaints to the American Polygraph Association.

**ENROLLMENT POLICY:**

Prospective students must submit a completed enrollment application by December 1, 2011 to be considered for admission. Later enrollments will be considered if space is available and sufficient time is given to ensure completion of background checks and preliminary review. Decisions will be made on a case-by-case basis. All enrollments will be on a first come, first serve basis and as space permits.

**GRADUATION REQUIREMENTS:**

To graduate from the basic polygraph examiner training program, students must successfully complete: 1) the eight written performance examinations, or their re-tests if necessary; 2) the attendance requirements; 3) a minimum of 60 minutes chart time; and, 4) document proficiency in the conduct of a Comparison Question Technique.

**PREVIOUS CREDITS:**

Credit for training from another institution will not be applied toward the completion of this training program without expressed consent of the American Polygraph Association and this Institute. We do not guarantee transferability of our credits to another institution without written agreement between that institution and ourselves.

**BASIC POLYGRAPH EXAMINER TRAINING PROGRAM CURRICULUM:**

The Basic Polygraph Examiner Training Program offered by the Kentucky Institute for Polygraph Studies is conducted in accordance with requirements for basic polygraph training that were established by the American Polygraph Association. This training is also recognized by the American Association of Police Polygraphists and the Kentucky Law Enforcement Council. Kentucky peace officers who successfully complete this program will have fulfilled their in-service requirements for the year in which the course was completed. Students must enroll for the entire program and cannot selectively enroll for courses within the program.

The Basic Polygraph Examiner Training Program has an overall objective of providing the graduating student with the basic knowledge, skills and ability to professionally administer and defend polygraph examinations for law enforcement, in support of criminal and administrative investigation, and pre-employment/security examinations. The curriculum and instructional/training methods utilized have been developed in alignment with the level of training utilized by the federal government and exceeds the minimum requirements established by the American Polygraph Association.

**The Basic Polygraph Examiner Training Program consists of the following:**

<b>Subject Matter</b>	<b>Schedule Hours</b>
History of Polygraph (Detection of Deception)	8
Instrumentation and Operations	30
Test Question Construction (Formulation)	36
Polygraph Techniques	70
Chart Evaluation (Test Data Analysis)	56
Pre and Post Test Interviews	28
Development and Application of Polygraph Skills	64
Ethics in Forensic Psychophysiology (Polygraph)	6
Director's Discretionary Subjects	
Preparing for Testimony	2
Polygraph Countermeasures	4
Kentucky Polygraph Law	2
Report Writing	4
Quality Control Procedures	2
Other as student requires for understanding	6
Legal Issues Concerning Polygraph	8
Psychological Issues in Polygraph	24
Physiology and the Polygraph Examination	24
Exams/Performance Evaluations	20
Course Administrative Time	6
<b>TOTAL:</b>	<b>400</b>

*\*The Institute Director reserves the right to change this allocation of hours as deemed necessary throughout the course.*

## **INDIVIDUAL COURSE OBJECTIVES:**

History of Polygraph (Detection of Deception): Student understanding of historical efforts directed at the detection of deception, identification of the theoretical basis for detection of deception efforts, recognition of instrumentation developments, and understanding of the more significant contribution of individuals and organizations within the polygraph profession.

Instrumentation and Operations: Student understanding of the mechanical operations of analog and computerized polygraph instruments, the proper collection of polygraph tests, chart markings, maintenance and calibration.

Test Question Construction (Formulation): Student understanding of and ability to properly develop test questions for various polygraph testing techniques.

Polygraph Techniques: Student understanding and ability to use varying techniques including comparison question techniques, relevant-irrelevant techniques, guilty knowledge tests, and peak of tension tests.

Chart Evaluation (Test Data Analysis): Student recognition of evaluation criteria and ability to evaluate polygraph tests, using global and numerical scoring systems, and computer scoring algorithms.

Pre and Post Test Interviews: Student understanding of and ability to conduct proper pretest interviews to psychologically prepare the examinee for testing; and, student understanding of and ability to conduct appropriate post test interviews to resolve polygraph issues, to include interview and interrogation theme development.

Development and Application of Polygraph Skills: Student practice and skill development when performing as a polygraph examiner in the preparation phase, pretest, in test, analysis, and post test phases of various polygraph techniques; with individual and group critiques.

Ethics in Forensic Psychophysiology (Polygraph): Student understanding of “professional issues” and ethical dilemma that polygraph examiners encounter; including professional competence, standards and principles of practice, ethical codes and case studies of ethically questionable conduct.

Preparing for Testimony: Familiarize students with basic considerations in preparing for and providing expert witness testimony in court or at administrative hearings.

Polygraph Countermeasures: Familiarize the student with polygraph countermeasures and appropriate counter countermeasures.



Polygraph Research: Familiarize students with basic nature of research design as well as providing a basic understanding of statistics, thus, the student will be able to have a level of skill in reading and understanding current research in the field of polygraph as well as related areas of interest.

Report Writing: Student understanding of report writing essentials and various types of reports for the polygraph profession.

Quality Control Procedures: Instructor lead student review of comprehensive quality control methods and procedures.

Legal Issues Concerning Polygraph: Familiarize students with basic legal matters pertinent to the practice of polygraphy; including local, state, and federal regulations, admissibility issues, the Employee Polygraph Protection Act and the Americans with Disabilities Act.

Psychological Issues in Polygraph: Acquaint the student with psychological theories associated with polygraph testing; including response theories, mechanics of arousal, emotions, and stress; and, to introduce students to elements of normal and abnormal behaviors in humans.

Physiology and the Polygraph Examination: Student understanding of basic anatomy and physiology of the human body as they relate to polygraph instrumentation, physiological recordings, equipment and filtering.

Exams/Performance Evaluations: Eight written examinations test student knowledge and skills to determine satisfactory progress throughout the training program and to document student understanding prior to course completion. Laboratory evaluations and critiques of student knowledge, skills and ability to prepare for and conduct the various components of a variety of polygraph examination types.

### **ACADEMIC PROGRESS POLICY:**

The Institute will keep official records of the student's progress during the course and will maintain examination grades. Students are informed of their progress verbally by periodic counseling sessions and will review all graded examinations. Students have the right to petition for access to student records. The grading system used by the Institute consists of percentiles between 0 to 100. Students must obtain at least a 75% on each of the written subject matter examinations and on the comprehensive final examination. Any examination grade below 75% will be considered unsatisfactory. Students will be re-tested following receipt of an unsatisfactory grade and will be dismissed from the training program if they receive an unsatisfactory grade on a re-test. The student may re-enroll in a later Institute training program.

**ATTENDANCE – DISMISSAL POLICY:**

Students are expected to arrive on time for class with proper materials. Time lost due to late arrivals or early departures will be appropriately recorded in attendance records. There will be no dismissal for tardiness if a reasonable explanation is offered. After three (3) incidents of tardiness, the student may be dismissed from training.

Absence from any scheduled class without prior approval can be cause for termination. A total of three absences will be excusable if the student has a reasonable explanation. After a total of three absences, the student may be dismissed.

The student must physically be present at the training facility for not less than 90% of actual classroom instruction time, with remediation required for missed hours. Lost time must be made up within three weeks of the class missed unless otherwise provided for in writing by the Institute Director.

Students who are unable to continue classes for medical reasons or severe personal problems will be permitted to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. In order for the student to receive credit for training by the American Polygraph Association, all program requirements must be completed within a one-year time period.

Any student may be dismissed for violation of rules, regulations and policies of the Institute, as set forth in Institute publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The director, after consultation with all parties involved, makes the final decision.

Instructors may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to Institute standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

A student is recorded as having terminated his or her program of study if more than seven (7) class days have passed since the last date of actual attendance at the school. However, if earlier written notice of termination is received by the Institute, termination is the date of receipt of written notice.

**PLACEMENT ASSISTANCE:**

Job placement assistance is limited to assisting the student in determining State licensing requirements and where to obtain job related information for the polygraph profession.

**TUITION AND ASSOCIATED COSTS:**

Tuition for the January 2011 basic polygraph examiner training program is \$6,000.00. Payment in full is due on or before the first day of scheduled training unless other arrangements are made with the Institute Director in advance. The Institute reserves the right to provide group discounts on a case-by-case or contractual basis.

Tuition does not include costs associated with housing, meals or transportation. A room at our Thompson Residence Hall, on site at the Institute, may be requested for the entire 10 weeks at a cost of \$850. Each student must request and reserve access to this room at the time of initial application. Students may be required to share a room with another polygraph training student. Meal tickets can be purchased for the cafeteria facilities operated on Eastern Kentucky University’s campus. Various cafeterias are available with one being located on site at the Institute. Tickets are available for \$100.00 each week, covering Monday thru Friday (dinner excluded on Friday). Please contact the Director for more information.

**REFUND POLICY:**

A full refund of all moneys paid is granted if the Institute does not accept the applicant; the Institute discontinues a course or program of education; or if the student withdraws and requests same within three working days of signing a contract or making a payment to the Institute, provided that the student has completed no more than 5% of the training program.

Refunds are calculated from the last date of attendance, and the Institute issues the appropriate refund in full to the contracting party within a maximum of thirty (30) days of termination.

Students terminating training are entitled to the following tuition refunds:

A student terminating training is entitled to a refund of:

- Within the first 5% of program... 95%
- After 5% but within first 10% of program... 90%
- After 10% but within first 25% of program... 75%
- After 25% but within first 50% of program... 50%
- After 50% but within the first 75% of program... 25%
- After 75% of program... No refund

The official date of termination or withdrawal of a student shall be:

- The date on which the Institute received notice of the student’s intention to discontinue the training program; or
- The date on which the student violates Institute policy, which provides for termination.