

1.01-3

DAYTON POLICE DEPARTMENT
GENERAL ORDER
POLYGRAPH EXAMINATION FILES



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REV. 4/12

POLICY STATEMENT

The purpose of this policy is to ensure the security of polygraph files and reports. The polygraph files will be divided into two separate secured files.

I. CRIMINAL EXAMINATIONS

- A. The Polygraph Supervisor will maintain security of the Criminal Polygraph examination files. Access to these files is limited to the members of the Polygraph Unit. Reports of the results of criminal polygraph examinations may be furnished to law enforcement or prosecuting agencies requesting the examination.
- B. Criminal Polygraph Examination Files will be retained for seven years.

II. INTERNAL POLYGRAPH EXAMINATIONS

- A. The Polygraph Supervisor will maintain security of the internal polygraph files, separate from Criminal Polygraph Examination files.
 1. Reports of applicant examinations may be obtained **only** upon written order of the Chief of Police.
 - If another agency wants to view an applicant examination, they must have a waiver signed by the applicant. The agency may then obtain a copy of the polygraph report via mail or in-person pick-up. The copy will be stamped "COPY" and signed by the Polygraphist. The Polygraphist will then file a notation with the original polygraph as to when and to whom a copy was released to be kept in file until the end of the records retention schedule for the applicant polygraph.
 2. The Polygraph Supervisor will make security clearance results directly to the Chief, Assistant Chief and/ or their designee.
- B. Applicant files will be maintained for two years. Security clearance files will be destroyed ten days after obsolescence, as determined by the Superintendent of Special Investigations Division.

III. PURGING POLYGRAPH FILES

- A. The maintenance, security, and purging of polygraph files is the responsibility of the Polygraph Supervisor.
- B. Police personnel who are assigned to type Polygraph Examination reports will take precautions to ensure the security of the sensitive information contained in these documents.