

JACKSONVILLE POLICE DEPARTMENT

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COMPUTER VOICE STRESS ANALYZER

PURPOSE: To set forth guidelines with respect to the use of, and administration of examinations of, the Computer Voice Stress Analyzer (CVSA).

POLICY: The Jacksonville Police Department has established guidelines for administering CVSA examinations in conjunction with pre-employment screening and investigations conducted by the Police Department. CVSA examinations by qualified examiners are gaining national acceptance as an information aid and as a tool to be used in conjunction with an investigation. However, they should not be used as a single determinant for offering employment or a final determinant factor in investigations. They should not be used to circumvent good investigative procedures. The CVSA is used for truth verification. Therefore, the CVSA should be viewed as a means to protect the integrity of an investigation and/or the interviewee.

DEFINITIONS:

- I. COMPUTER VOICE STRESS ANALYZER (CVSA) - CVSA detects, measures, and charts the stress in a person's voice following a pre-formatted questionnaire.
- II. QUALIFIED EXAMINER - A person who has satisfactorily completed training by a recognized instructor in truth verification and the use of the CVSA. In addition, re-certification must be successfully completed every two (2) years.
- III. OVERT INTERVIEW - A live interview by a CVSA examiner with a suspect, victim, witness, complainant, or prospective employee. These interviews are conducted with prior knowledge and permission that certain questions will be recorded live and captured by the CVSA for analysis. At the examiner's discretion, all or portions of the interview may be recorded on audio and/or video tape.
- IV. STRUCTURED INTERVIEWS - A legally obtained audio tape interview of a suspect, victim, witness, or complainant. The interviews are designed to capture a response to preformatted questions. This taped interview is then analyzed by the CVSA examiner.

PROCEDURES:

- I. EXAMINATION FOR PRE-EMPLOYMENT SCREENING
 - A. CVSA examinations will be administered to police, civilian and volunteer applicants as well as persons having access to restricted areas of the Police Department. This is to ensure the following:
 1. Suitability
 2. Verify accuracy and completeness of information on the application.
 3. Resolve questions or conflicts arising during background investigation.
 4. Discover previous criminal or other disqualifying behavior.
 5. Deter those seeking to penetrate law enforcement departments for improper purposes.
 - B. CVSA examinations will be used in the selection process for employment.
 - C. Questions to be asked will be provided to an applicant just prior to, and at the location of, the test so applicants can have sufficient time to review and ask examiner questions.
 - D. The CVSA examiner will review the questions with the applicant prior to the formal

examination.

- E. The CVSA will not be the single determinant of employment status. However, admissions made before; during, or after the examination may be used to show cause.
- F. Code Enforcement Applicants are not required to undergo CVSA.

II. EXAMINATION FOR INVESTIGATIVE SCREENING

- A. CVSA examinations should be utilized in conjunction with investigative leads and interviews of available suspect(s), victim(s), and/or witness(es).
- B. When practical, both the victim and the accused should be tested for comparison.
- C. These results are not to be used for arrest or legal action, but are designed for developing leads and/or obtaining case direction.

III. PERSONS WHO MAY BE TESTED

- A. Any individual who knows right from wrong. Generally, children who recognize right from wrong may be tested.
- B. Children under the age of eighteen (18) must have parental or legal guardian consent prior to testing. The consent must be in writing and in the possession of the CVSA examiner prior to the beginning of the examination.
- C. Tests are conducted at the discretion of the examiner.

IV. PERSONS WHO MAY NOT BE TESTED

- A. Any person who has been forced or coerced into taking the examination.
- B. Any person who has been indicted by the Grand Jury or formally charged for the crime the CVSA is being requested for, unless there is an agreement and stipulation signed by the person to be examined, his defense attorney, and the prosecutor.

V. RESPONSIBILITIES OF CVSA EXAMINER

- A. The CVSA Examiner will review the available information pertaining to the case in question prior to administering an examination.
- B. The Criminal Investigations Division Commander or designee must approve an examination request of another organization prior to conducting the CVSA examination.
- C. All CVSA examiners will maintain a record of all examinations from another certified examiner.
- D. The CVSA examiner will receive a second opinion on examinations from another certified examiner. Only if the examiner and computer's internal "FACT" do not agree; This results in a cold call.
- E. The CVSA examiner will refrain from examinations that may compromise his integrity. Any tests of friends, relatives, or persons the examiner has a relationship with which represents a conflict of interest must be conducted by a neutral examiner.
- F. In the event the examiner declines to administer an examination and the decision is questioned, a second opinion from a CVSA examiner is recommended.

VI. RESPONSIBILITIES OF OFFICER/INVESTIGATOR REQUESTING A CVSA EXAMINATION

- A. The investigator will complete a preliminary investigation and consult with the examiner prior to a CVSA examination being scheduled. The CVSA is a supplement to, not a substitute for, a thorough investigation.
- B. The investigator is responsible for notifying the subject of the date and time for the scheduled appointment.
- C. The investigator will remain available in the Criminal Investigations Division until the completion of an examination.
- D. The investigator will notify the CVSA examiner immediately if the subject cancels an examination appointment.

VII. CRIMINAL INVESTIGATIONS OF EMPLOYEES

- A. CVSA examinations may be administered during criminal investigations focusing on a sworn officer or civilian member only if the member freely volunteers to participate in the examination. This ensures the member's constitutional rights and permits any statements or admissions made during the examination to be admitted as evidence.
- B. Civilian complainants or witnesses may be tested with the CVSA in order to determine if their complaint, allegation, or knowledge of a case is legitimate. These interviews must only be conducted after a voluntary test waiver has been signed.
- C. A CVSA examiner will not administer a test on a police officer without a written consent.
- D. A CVSA examination will not be the sole determinant of an investigation conclusion.

VIII. CVSA RECORDS

- A. CVSA records may include a waiver of rights, voluntary submission forms, subject information sheet, CVSA graph, and/or statement of results.
- B. CVSA records will be maintained for at least a two (2) year period and/or until any litigation is concluded in the case or issue.
- C. The CID commander or his designee is responsible for the storage of the CVSA records. Said records will be maintained in a secure area.



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