

NORTHWEST POLYGRAPH EXAMINER'S ASSOCIATION BY-LAWS

1. ETHICS

a. Ethics Relating to Technique and Methods

- Information concerning any new discoveries, developments or techniques should be made available to examiners generally. It should be the duty of each examiner to work continuously to improve the body of knowledge in this regard and to inform the Association of any pertinent developments.

b. Personal Ethics

- The examiner shall be guided by those practices and procedures which are generally recognized within the profession to be consistent with a level of professional ethics. The motives, methods and actions of the interview shall be at all times consistent with proper moral conduct.
- The examiner shall never resort to physical force, or any method or conduct, which would tend to induce a subject to make a confession. A member is obliged to bring to the attention of the President of the Association any violation of these ethical principles.

c. Rights of Examinees

- i. A member shall respect the rights and dignity of all persons to whom they administer polygraph examinations.

d. Standards for Rendering Polygraph Decisions

- i. A member shall not render a conclusive diagnosis when the physiological records lack sufficient quality and clarity. This may include, but is not limited to, excessively distorted recordings

possibly due to manipulations by the examinee, recordings with insufficient responsivity, or recordings with tracing amplitudes less than that generally accepted by the profession.

e. Post-Examination Notification of Results

i. A member shall afford each examinee a reasonable opportunity to explain physiological reactions to relevant questions in the recordings. There are three exceptions:

1. When the examinee is represented by an attorney who requests that no post-examination interview be conducted, and that the results of the examination be released only to the attorney.
2. When the examination is being conducted by court order which stipulates that no post-examination interview is to be conducted.
3. Instances of operational necessity.

f. Restrictions on Rendering Opinions

i. A member shall not provide any report or opinion regarding the medical or psychological condition of the examinee for which the member is not professionally qualified to make. This shall not preclude the examiner from describing the appearance or behavior of the examinee. Polygraph outcome decisions shall be restricted to only those based on polygraph data.

g. Restrictions on Examinations

i. A member shall not conduct a polygraph examination when there is reason to believe the examination is intended to circumvent or defy the law.

h. Gratuities

i. A member shall not solicit or accept gratuities, or gifts that are intended to influence his or her opinion, decision, or report. No member shall set any fee for polygraph services which is contingent upon the findings or results of such services, nor shall any member change his or her fee as a direct result of his or her opinion or decision subsequent to a polygraph examination.

ii. No member retained by, or employed on a full or part-time basis, or in any way acting on behalf of a constituted governmental law enforcement or investigative agency, shall accept a gratuity from any subject or suspect or any representative thereof in a case within the jurisdiction of that agency.

i. Standards of Reporting

i. A member shall not knowingly submit, or allow anyone else to submit, a misleading or false polygraph examination report. Each polygraph report shall be a factual, impartial, and objective account of information developed during the examination, and the examiner's professional conclusion based on analysis of the polygraph data.

j. Release of Confidential Information

i. A member shall not knowingly make, publish, or cause to be published any false or misleading statements or advertisements relating to the Association, its members, or the polygraph profession.

ii. Information obtained by members from the NPEA Web Site, training sessions, and other verbal and non-verbal communications is deemed confidential to members of the Association. No member shall release any such confidential information to anyone for any reason without prior approval of the Association or in the case of

personal information, permission of the individual member involved.

k. Release of Non-relevant Information

i. A member shall not disclose to any person any irrelevant personal information gained during the course of a polygraph examination which has no connection to the relevant issue, and which may embarrass or tend to embarrass the examinee, except where such disclosure is required by law.

l. Restrictions on Examination Issues

i. A member shall not include in any polygraph examination, questions intended to inquire into or develop information on activities, affiliation, or beliefs on religion, politics, or race and sexual orientation except, where there is relevancy to a specific investigation.

m. NPEA Oversight Authority

i. A member who administers or attempts to administer any polygraph examination in violation of the Code of Ethics or the Standards of Practice may be subject to investigation, censure, suspension, or expulsion from the Association.

2. DUES

a. The Northwest Polygraph Examiner's Association dues will be set by the board will be in effect until deemed necessary to be changed and voted on by the membership.

b. NPEA annual dues cover the time period between January 1 to December 31 of each year, regardless of when they are paid. The dues are due on January 1st of each year. Dues not paid by March 1st will be considered

past. A member not paying his or her dues by or during the summer seminar, will be sent a notice of cancellation.

- c. Members, regardless of class, shall have their membership automatically suspended for non-payment of dues and assessments, if not paid within one year after the date due.

3. CONTINUING EDUCATION REQUIREMENTS FOR ACTIVE MEMBERSHIP

- a. Thirty two (32) hours of polygraph-related training within a three (3) year period will be required by NPEA to remain considered an active member of the NPEA. It is not required that any or all of the training be sponsored by NPEA.
- b. The 32 hour minimum may be raised in the future if deemed insufficient.
- c. Members are encouraged to attend a NPEA conference once every three years.

4. MEMBERSHIP CLASSIFICATIONS

a. Lifetime Member

- 1. To qualify for privileges and standing as a lifetime member, a full member must be elected to the office of President of the NPEA and accept the position and responsibilities therein.
- 2. Present and past presidents elect are considered lifetime members.

b. Full Member

- 1. To qualify for privileges and standing as a full member, the applicant must meet the following requirements.
- 2. The applicant must have completed a course of formal instruction in polygraph instrumentation and techniques totaling at least 200 hours of classroom instruction at a school that is fully recognized and accredited by the APA.

3. The applicant must demonstrate, to the satisfaction of the Chairman of the Membership Committee and the membership, a sincere and professional interest in the field of polygraphy coupled with a background of education and experience that is appropriate to the profession.
4. The applicant will provide at least 5 but no more than 10 tests administered within the previous four calendar years to the membership committee and the above mentioned tests will be determined by membership committee.
5. The applicant must have demonstrated proficiency in the conduct of polygraph examinations to the satisfaction of the Membership Committee.

c. Associate Member

1. Application for associate membership shall be admitted upon the approval of the Membership Committee following their formal training provided:
2. The intern membership shall not be extended beyond four years from the date of acceptance to associate membership, except where extenuating circumstances are approved by the Membership Committee.
3. An applicant must demonstrate, to the satisfaction of the Chairman of the Membership Committee and the membership, a sincere and professional interest in the field of polygraphy coupled with a background of education and experience that is appropriate to the profession.
4. Associate members in good standing shall be eligible to attend and participate in all activities of the NPEA open to the membership but

shall not represent themselves as being anything but associate members of the NPEA.

5. Associate members shall have voting rights in matters before the NPEA. Associate members, however, are not eligible for election to office in the NPEA.
6. Any person applying for Associate Membership that can provide proof of qualification for Full Membership shall be granted Full Membership.

d. Affiliate

1. Persons who possess a sincere interest in the polygraph field shall be eligible for membership as affiliate members of the NPEA. Applicants for affiliate membership may include representatives of polygraph instrument manufacturers, personnel involved in the research of polygraph instrumentation and techniques, and any other persons who are approved by the Membership Committee as having a valid or professional interest in the polygraph field.
2. Affiliate members in good standing must satisfy their financial obligation to the NPEA.
3. Affiliate members in good standing shall be eligible to attend and participate in all activities of the NPEA open to the membership but shall not represent themselves as being other than affiliate members of the NPEA.
4. Affiliate members shall have no voting rights in matters before the NPEA nor are affiliate members eligible for election to office in the NPEA.

e. Honorary

1. By a majority vote of the Executive Board, an Honorary membership may be bestowed upon any person who, by their continuing interest,

assistance or extraordinary service have greatly contributed to the betterment and/or advancement of the polygraph profession.

2. Honorary members shall be eligible to attend and participate in all activities of the NPEA open to the membership but shall not represent themselves as being other than honorary members of the NPEA.
3. Honorary members shall not pay annual dues and shall have no voting rights in matters before the NPEA nor are honorary members eligible for election to office in the NPEA.

f. Retired

1. Any member retiring from active participation in the polygraph field, and who has 15 or more years as a member of the NPEA will be designated a "Retired" member. Exceptions to the "15 year" membership requirement, such as retirement due to illness, may be awarded by agreement of the members of the Executive Board.
2. Retired members shall be eligible to attend and participate in all activities of the NPEA open to the membership, excepting eligibility for election to office in the NPEA.
3. Retired members shall not pay annual dues.

5. REINSTATEMENT INTO MEMBERSHIP

- a. A member whose membership has been terminated may reapply for membership in the NPEA after five years have elapsed from the date of such termination. The Board of Directors may consider such application on its merits and at its discretion, may permit the member to regain his/her membership provided that the member has produced satisfactory evidence that he/she ethically and professionally meets the standards of the NPEA for membership.

- b. Any member who resigned without prejudice from the NPEA shall be reinstated upon request, to the type of membership for which he/she was qualified at the time of resignation.
- c. Any member who was suspended for non-payment of financial obligations may be reinstated upon request to the type of membership for which he/she was qualified at the time of his/her suspension; provided that this request for reinstatement includes payment of all monies due to the NPEA.
- d. Reinstatement into membership may be accomplished upon recommendation of the Membership Committee and approval of the Board of Directors.

6. DISCIPLINARY PROCEEDINGS

- a. The Northwest Polygraph Examiners Association is a social and education organization not a regulatory body. It is not the function of the Association to police the conduct of it's members nor to help other organizations or individuals police the conduct of it's members.
 - The details of any complaint, the results of any Association investigation, and information relating to any disciplinary action taken against a member shall remain confidential except as directed by the Association's By-Laws.
- b. Complaints against members which can be acted upon can only be received from other NPEA members in good standing.
 - Any complaint received by the Association from an organization or individual who is not a NPEA member in good standing will be forwarded to the grievied member without comment.
- c. Any member whose conduct injures or tends to injure the NPEA, affects adversely its reputation or which is contrary to or destructive of its purposes or objectives, shall be subject to disciplinary proceedings as follows:

1. All charges or allegations of misconduct by a member shall be submitted to the Membership and Grievance Committee of the NPEA in writing. The Chair of the Membership and Grievance Committee shall:
2. Conduct whatever preliminary investigation determined necessary or appropriate.
3. Inform the member against whom such charges or allegations of misconduct have been made, the nature of said charges, and request a response in writing from such member.
4. Failure to provide requested information to the Membership and Grievance Committee shall be grounds for probation, suspension, or termination of membership.
 - Upon completion of such investigation, the Chair of the Membership and Grievance Committee shall prepare a written report summarizing the charges and allegations, the response of the member thereto, and the results of the investigation.
 1. The details of this written report will not be released to anyone other than members of the Board of Directors.
- d. The Executive Board will review this report and make a determination if disciplinary proceedings shall be instituted against the member.
- e. Should the Executive Board decide that the complaint is unfounded, the complaint will be terminated.
 - The Chair of the Executive Board shall notify the grieved member and the complainant in writing the nature of the complaint, and the findings of the Executive Board.
- f. In the event that the Executive Board recommends that disciplinary proceedings should be instituted, the Chair shall notify the member in

writing of their right to a hearing and if, within thirty days after receiving such report, the member requests a hearing in writing, the Chair shall set a date and place for a hearing in front of the full Board of Directors of the NPEA.

- Should the member decline a hearing, or not request a hearing within the allotted thirty days, the Executive Board will assume that the member has waived their right to a hearing and their right to present information to the Board of Directors prior to their deliberations.
 - Should a member resign his membership in the Association during an investigation the investigation will be terminated.
- g. The Board of Directors shall then, in closed session, hear the testimony of the witnesses and receive all documents which relate to the issues in the matter.
- h. At the end of that hearing, the Board of Directors shall determine by a majority vote, what disciplinary action, if any, should be taken against the member, and in this regard, may terminate such member's membership for any period of time, or may place such member on probation for any period of time.
- The Chair of the Board of Directors shall notify the member and the complainant in writing of the decision of the Board of Directors.
- i. If a member has been convicted of a felony or misdemeanor involving moral turpitude, their membership shall be terminated automatically upon the Board of Directors being presented with a certified copy of the court record showing such conviction and no hearing or other proceedings will be required.

7. OFFICERS - DUTIES AND RESPONSIBILITIES

a. President

- The President shall be elected for a term of two years and shall be the presiding chair at all official meetings of the NPEA. The president shall have general supervision over the affairs and administration of the NPEA. The president shall perform such other duties as the Board of Directors may properly assign to him/her or as may be provided by this Constitution and By-Laws. The President shall represent the NPEA at all official functions and have the authority to designate the vice president to act in their behalf should the president be unable to be present. The president shall call all meetings of the NPEA or of the Board of Directors when required to do so by a majority of the Board of Directors or upon written request by one-half of the voting members in good standing in the NPEA. The president shall appoint all committees except as hereinafter provided.

b. Vice President

- The vice president shall act as presiding officer of the NPEA during the temporary absence or disability of the president. The vice president shall carry out any duties requested of him/her by the president.

c. Secretary-Treasurer

- It shall be the duty of the secretary-treasurer to cause to be entered in the proper books all resolutions, minutes, and proceedings of the NPEA and of the Board of Directors. The secretary-treasurer shall conduct correspondence relating to the NPEA, issue notices of all meetings of the NPEA and of the Board of Directors. The secretary-treasurer shall keep current record of the membership and shall perform all duties pertaining to the office of secretary that the NPEA may from time to time direct. The secretary-treasurer shall be responsible maintaining the association web site.
- The secretary-treasurer shall be the custodian of all funds and securities of the NPEA and promptly deposit all funds in designated banks. The secretary-treasurer shall act as financial

advisor to the president and Board of Directors on all budgetary matters and problems of finance. The secretary-treasurer shall keep accurate records of receipts and disbursements and shall pay all bills promptly. The secretary-treasurer records will be made available upon request of the Audit Committee and shall be audited by them during the annual seminar of the NPEA.

d. Board Members

- Board Members will consist of three members each from an independent state represented by NPEA. The most recent past president shall also be considered part of the Board of Directors.

8. STANDING COMMITTEES - RESPONSIBILITIES

a. Committee on Standards and Ethics

- The president shall appoint a Committee on Standards and Ethics including at least three members who do not hold office in the NPEA. This committee shall set standards of instrumentation and promote the use of generally accepted techniques in the polygraph profession, by members of the NPEA.
- The Committee on Standards and Ethics shall evaluate and hold under continuing review the development of a professional Code of Ethics and professional standards embodied in licensing laws enacted by or considered by the various state legislatures within the NPEA membership area.

b. Auditing Committee

- The president shall appoint an Auditing Committee, consisting of at least three members who do not hold elected office in the NPEA. This committee shall audit the books and submit a report for presentation at the annual seminar.

c. Membership and Grievance Committee

- The president shall appoint a Membership and Grievance Committee consisting of at least three members, one of whom shall be a member of the Board of Directors and who shall act as Chair. This committee shall examine or cause investigation of prospective members and of members who make application for change of membership classification, to determine the eligibility for membership of such applicants. The Membership and Grievance Committee shall present its nominations for admission of qualified applicants to the Board of Directors.

Northwest Polygraph Examiners Association

PROCEDURES

PART ONE

Quality Control Protocol

Quality Control Reviews are an essential element of the polygraph profession. But it is our hope that the reviews can be conducted in an atmosphere of mutual respect with a simple goal of the education of each examiner involved in the review.

The NPEA recognizes that attorneys may want to drive a wedge between examiners for their own purposes which may not be in the best interest of our profession or our organization. The NPEA is also aware that criticism of a polygraph examination can and has resulted in hard feelings between examiners who have felt that the criticisms were unwarranted and excessive. We also recognize that a written protocol will better serve the consumers of our services.

It is the intention of this protocol to improve the examiner to examiner relations while additionally setting review standards to establish clear expectations by all parties involved in the review process.

By unanimous vote, this agreement was adopted by the membership at the 2006-07 NPEA Seminar in Hood River, Oregon. Any quality control review conducted outside it's guidelines will be considered as a breach of ethics by the NPEA and will subject the offending examiner to disciplinary action up to and including expulsion from the organization.

1. THE REQUEST FOR A REVIEW

- a. Quality Control Reviews can be requested in one of two ways:
- b. The examiner who conducted the test can request a quality control review of his examination.

- c. The examiner requesting the review asks another examiner to conduct a simple blind scoring of the charts.
 - i. In these cases, the reviewing examiner will prepare a simple letter informing the original examiner as to his opinion of the truthfulness or deception of the examinee. (A Sample Letter is Attached)
 - d. The examiner requesting the review asks another examiner to conduct a full Quality Control Review of a polygraph examination.
2. The examiner conducting the examination can ask the NPEA to conduct a full Quality Control Review.
- a. This review upon request will be conducted at the direction of the NPEA President or Secretary. The Quality Control Review will be done by a panel of no more than three examiners selected for that process.
 - b. The examiners selected for the quality control review will include examiners that have been specifically schooled and will have demonstrated a thorough knowledge of the particular technique used by the examiner conducting the examination.
 - c. The examiner requesting the quality control review has final approval of the member(s) of the panel.
 - d. An examiner is contacted by an outside party to conduct an independent review of another examiner's examination.
 - e. The examiner asked to conduct the independent review, will contact the examiner who gave the test and notify him of the request.
 - f. The examiner who conducted the examination is not required to participate in the quality control review. The examiner asked to conduct the review will respect the other examiner's decision of whether or not to participate in the review.
 - g. The examiner conducting the review will give the examiner who conducted the test the option of either meeting face to face for the review or ask him to send the materials involved in the review to the examiner conducting the review.

- h. If the examiner asked to conduct the review agrees to perform a Quality Control Review they **will use** the protocol outlined in this policy.

3. ITEMS INVOLVED IN A QUALITY CONTROL REVIEW

- a. The following items should be provided by the polygraph examiner who conducted the test.
 - i. Case History.
 - ii. The release of this information is dependant on confidentiality issues. Both private examiners and police officer examiners may have difficulty in releasing confidential information in the case history files. Should there be a confidentiality issue, the examiner will provide the reviewer with a brief written synopsis of the case omitting sensitive information.
 - iii. Pretest materials, including Questionnaires and Waivers.
 - iv. The Question List.
 - v. The Polygraph Charts.
 - 1. Original Charts are preferred, but good quality copies are acceptable.
 - 2. In the age of computerized polygraph testing, the reviewer can be supplied with a copy of the manufacture test file. This is the preferred method of providing these materials.
 - vi. The Examiner's Hand Score Sheet including his opinion as to the results.
 - vii. Computerized Score Sheets, if available.
 - viii. A Copy of any audio or video recording of the examination, if available.
 - ix. Qualifications of the examiner.
 - x. Final Report of the examination.

- xi. All of these materials will be returned to the original examiner providing them for review.
- xii. The reviewing examiner is forbidden to copy, retain, or share these materials with anyone without the express written permission of the examiner who conducted the examination.
- xiii. Any release or dissemination of the materials provided in good faith to complete the quality control review or other violations of the confidentiality of any of the materials not approved by the examiner conducting the examination will be considered as a serious breach of ethics by the NPEA and will subject the offending examiner to disciplinary action up to and including expulsion from the organization.
 - a. All materials will be returned in the same condition in which they arrived. Nothing will be retained by the reviewing examiner from these materials. No copies of any of the materials provided to the reviewing examiner, other than the final report, will be retained by the reviewing examiner without the express written permission of the examiner conducting the examination.

4. AREAS CONSIDERED DURING THE OFFICIAL QUALITY CONTROL REVIEW

- a. A Sample written report is attached for the use by the reviewing examiner. It contains his comments on the following areas:
 - i. A blind or secondary analysis of the collected test data.
 - ii. Was the previous Examiner using an automated analysis or conventional hand scoring?
 - iii. Was the technique used recognized by the American Polygraph Association?
 - iv. Are the relevant questions properly formatted?
 - v. Are the comparison questions properly formatted?
 - vi. Were the test operations proper?

- vii. Is the pneumograph tracings of adequate amplitude?
- viii. Is the cardiograph tracings of adequate amplitude?
- ix. Are the Electrodermal tracings of proper amplitude?
- x. Is the question spacing adequate for the examinee to return to normal after each question presentation, with a minimum of 20 seconds between questions?
- xi. Were standard terminology and chart notations utilized?
- xii. Does the examination meet the provisions of the American Polygraph Association Standards of Practice?

5. THE SUPPLEMENTAL REPORT

- a. In addition to the reviewing examiners comments of the above points of review, a supplemental report can be prepared by the reviewing examiner to include his comments on areas of concern he has noticed during his review. These comments can be both positive and negative.
- b. Areas of concern are minor problems with the examination that in the opinion of the examiner conducting the review might help the examiner who conducted the examination to perform better tests in the future.
- c. Comments included in Supplemental Report may or may not be legitimate problems. We should all realize that the reviewing examiner may offer invalid criticisms from which he may learn to perform his own tests better in the future. Hence, the post review interaction between the two examiners involved in the review may be a benefit to both the examiner and the reviewer.
- d. Although these "Areas of Concern" did not affect the overall outcome of the test in the reviewing examiner's opinion, he is able to point them out and discuss them with the examiner who conducted the test.
- e. This supplemental report will not be part of the "Final Official Report."

- f. It is provided as suggestions to the examiner who conducted the test on areas which might need improvement.

6. IN THE EVENT OF A NEGATIVE REVIEW

- a. If the review of the examination is negative, the reviewing examiner will allow for a face to face meeting with the examiner who conducted the test to discuss his criticism **prior to writing his Interim or Final Report.**
- b. It is this meeting that is the crux of a properly conducted quality control review. It will give the examiner who conducted the examination a chance to listen to and discuss the criticism of his examination.
- c. Both examiners will take the time and make the effort to listen to the other examiner's comments and suggestions. The atmosphere of this face to face review will be professional, courteous, and respectful.
- d. Most disputes can be resolved through this personal contact.
- e. It is expected that both examiners involved in the quality review will learn from this interaction.

7. THE INTERIM QUALITY REVIEW REPORT

- a. The examiner conducting the review will prepare an interim report on his review. A copy of a sample Quality Control Review is attached.
- b. The Interim Report will consist of:
 - i. The Quality Control Review Cover Letter.
 - ii. The Quality Control Review Report
 - iii. The Reviewing Examiner's Hand Score Sheet
 - iv. The Supplemental Report
- c. Before the final report is published, a copy will be sent to the examiner who conducted the exam for his review.

- d. If the Quality Control Review is positive, once the Supplemental Report is removed the Interim Report will become the Final Report.

8. REBUTTAL

- a. The examiner who conducted the examination will then be given a chance to include an addendum to that final report commenting on the reviewing examiner's negative comments.
- b. The Addendum will include the original examiner's rebuttal of the reviewing examiner's comments that were not resolved in the Face to Face meeting prior to the preparation of the Interim Report.
- c. This addendum will be attached to the Quality Control Review Interim report before it is published. It will remain a permanent part of the final report by the reviewing examiner.

9. THE FINAL QUALITY REVIEW REPORT

- a. The examiner conducting the review will prepare a final report on his review. A copy of a sample Quality Control Review is attached.
- b. The Final Report will consist of:
 - i. The Quality Control Review Cover Letter.
 - ii. The Quality Control Review Report
 - iii. The Reviewing Examiner's Hand Score Sheet
 - iv. The Original Examiner's Rebuttal

10. DISPUTE RESOLUTION

- a. Unresolved disputes between the examiner performing a Quality Control Review and the examiner who gave the test will be handled in the following manner.

- b. Either examiner may request that the NPEA perform an independent review of the examination itself and the final report on the Quality Control Review.
- c. The President and/or Secretary of the NPEA will appoint a three member panel to conduct the review and to resolve the dispute.
 - i. The NPEA reserves the right to contact outside agencies to resolve specific procedural disputes. Including contacting both the reviewer's and the examiner's polygraph schools.
- d. At the end of this review, the results will be given to both examiners involved.
- e. A final report will be prepared by the panel and will become part of the Final Report of the Quality Control Review prepared by the examiner who performed the original Quality Control Review.

PART TWO

National Certification Program

A. PURPOSE

- a. The purpose of this program is to recognize those Polygraph Examiners who strive to meet professional standards and improve their professionalism through training and education.

B. DEFINITIONS

- a. Certifying body- The Northwest Polygraph Examiners Association, having agreed to participate in the National Certification Program as established by the 1994 Kansas City Planning Committee Guidelines. The Kansas City Planning Committee being a body created at a joint meeting of The Academy of Certified Polygraphists, The National Polygraph Association, The American Association of Police Polygraphists, The American Polygraph Association, State License Boards, and members of state and regional associations in a joint meeting in Kansas City in January of 1994.
- b. Polygraph- an instrument capable of simultaneously recording a breathing pattern, a cardiovascular pattern and galvanic skin response. This section does not preclude the use of other instrumentation in connection with research or other experimentation recognized by the certifying body.
- c. Continuing Education- shall include, at a minimum, attending at any schooling, training or seminar related to polygraph. Further, courses may include those that would help a polygraph examiner develop skills and knowledge used in the polygraph profession or other courses approved by the Northwest Polygraph Examiners Association. These courses could, at a minimum, be taken through any state, regional or national polygraph association, any criminal justice agency, a college or university or a correspondence course offered by any of these providers.

C. QUALIFICATIONS

- a. To qualify for initial certification to become a certified polygraph examiner (CPE), the applicant must meet the following qualifications:
- b. The polygraph examiner must have graduated from a polygraph school recognized by at least one of the national polygraph organizations represented at the Kansas City National Certification Organizational Program in Kansas City in 1994.
- c. The polygraph examiner must have four years polygraph experience and document 32 hours of continuing education since graduation from polygraph school.
- d. The polygraph examiner must have conducted a minimum of 200 polygraph examinations. At least 20 of these must have been conducted in the year before application to become a certified polygraph examiner.
- e. The applicant must be of sound moral character. Further, the applicant must abide by the laws, regarding polygraph and its use, of the federal, state, and local governments in which the applicant practices.

D. APPLICATION

- a. Applicants must be residents of Oregon, Washington, or Idaho. If the applicant does not reside in any of these states, the applicant needs to apply for certification in the state in which the polygraph examiner resides. If there is not a certifying body available within the state, the applicant must apply to the certifying body nearest to the applicant. Residents of adjoining states without certification program may apply for certification through the Northwest Polygraph Examiners Association.
- b. Any polygraph examiner not meeting the minimum qualifications for certification or having otherwise failed to be accepted as a certified polygraph examiner, shall not again apply for at least 12 months. Once certification has been denied, the applicant cannot apply to a different certifying body. Subsequent initial application can only be made to the Northwest Polygraph Examiners Association.
- c. Application for initial certification and renewal will be on a form prescribed for such purpose.

E. RENEWAL

- a. Every three years, a CPE wishing to continue in the Program must apply for renewal of certification and submit documentation of having completed at least 38 hours of continuing education within the preceding 3 year period.
- b. For renewal the Member must have conducted a minimum of 20 examinations during the previous three year period.
- c. If the CPE has moved out of the region during a period of renewal the CPE may apply through the new state/region of residence. The CPE will only be required to meet the renewal requirements of the renewing state/region.
- d. A renewal application will be sent the Member prior to the conclusion of the three year certification period.

F. FEES

- a. The fee charged for initial certification shall be \$30. The fee for renewal shall be \$20. The fees shall be used to establish a fund for the continuous operation of the Certification Program.

G. GRIEVANCE/DISCIPLINARY PROVISIONS

- a. A grievance committee appointed by the Association President will investigate grievances or complaints brought to the attention of the association. Complaints can include, but are not limited to, illegal activity or unethical behavior. The committee, after investigation, may dismiss the complaint or, after a hearing, the committee may suspend the designation of certified polygraph examiner.
- b. A polygraph examiner who is the subject of any grievance committee action may appeal the decision of the committee pursuant to rules as outlined in the Northwest Polygraph Examiners Association bylaws.

H. GRIEVANCE COMMITTEE

- a. The committee members shall be appointed by the President of the Northwest Polygraph Examiners Association. It shall be the duty of this committee to investigate grievances or complaints presented in writing to the committee. These complaints can include, but not be limited to,

unethical or illegal activity. The complaint can be made anonymously; however, it must contain specifics (name of persons involved, dates and times, possible witnesses, etc) as to the act involved.

I. HEARING PROCEDURES

- a. Polygraph Certification can not be suspended or revoked without a hearing.
- b. Any hearing must be held within thirty days of completion of the committee's investigation.
- c. The committee chair will serve as the hearing officer in an open meeting with at least two other grievance members present. The date shall be chosen by the committee chair. The charged party will be notified by certified or registered mail, return receipt, of the specific allegations, and the date, time, and location of the hearing.
- d. The committee has the right to call any witnesses it sees fit. The charged person may present any persons the individual believes has information or bearing on the case. The charged person shall have a right to question any witnesses. A charged person need not appear for the hearing to proceed, and such absence will not be held against the charged person.
- e. A majority vote of the committee present is necessary for a finding. The committee may choose to dismiss the charge, accept the resignation of the polygraph examiner, or to suspend or revoke certification status.
- f. Any decision may be appealed by the charged person to the certified membership present at the next meeting of the Northwest Polygraph Examiners Association. The charged person must notify the committee in writing of the intent to appeal. Notice will then be given to the certified membership so that all have the opportunity to attend. Reversal of a committee action shall require a two-third affirmative vote of the certified members present. The decision of the certified membership is final.
- g. A suspension shall not last longer than a period of one year. Upon suspension or revocation, the charged person shall be notified by certified or registered mail, return receipt. No person who had the designation of Certified Polygraph Examiner revoked shall be allowed to reapply through any other certifying body.

PART THREE

Seminar Rules

THE SEMINAR CANCELTATION RULE

- Members who sign up for a seminar and who fail to show up without notifying the Secretary/Treasurer within a week of the first day of the seminar, will not be given a refund for any monies paid.
- If the seminar fees have not been paid in full prior to the seminar, and the member fails to notify the Secretary/Treasurer within a week of the first day of the seminar, the member will be responsible for the cost of the seminar.
- Those members who cancel within a week of the starting date of the seminar due to serious illness or injury, or a death in the family, can receive a credit towards the cost of the next NPEA seminar after petitioning the Secretary/Treasurer.
- The Secretary/Treasurer has ability to use discretion involving any cancelation special circumstances.

NON-MEMBER TRAINING CLASSROOM RULE

- Unregistered seminar individuals who wish to attend all NPEA training must have prior approval by the Executive Board.

(This document was updated and ratified members during June 2022 seminar.)