



**Office of The Windsor County Sheriff
 Sheriff Ryan Palmer
 62 Pleasant Street
 Woodstock, Vermont**

PRE EMPLOYMENT POLYGRAPH PACKET

APPLICANT'S NAME _____ First Middle Last

TODAY'S DATE: _____ POSITION APPLYING FOR: **DEPUTY SHERIFF**

ADDRESS: _____

HOME PHONE: _____

EMAIL: _____ WORK PHONE: _____

CELL PHONE: _____

DL #: _____ DOB: _____ SS#: _____

As an applicant for this position, you are required to complete this Pre-Investigative Questionnaire. You are admonished with the following: *"I hereby certify that all statements and answers on this questionnaire are true and complete, and I understand that any misstatements of material facts will subject me to disqualification or dismissal."*

DO YOU UNDERSTAND THIS ADMONISHMENT? YES NO

DO YOU HAVE ANY QUESTIONS ABOUT THIS ADMONISHMENT? YES NO

During your polygraph examination you will be asked several questions including whether or not you have falsified or omitted any information on this form or in any other information you have given this department. We are not searching for someone who is faultless. We are looking for someone who is honest enough to admit past mistakes.

A normal person, in good physical and mental condition, cannot "BEAT THE POLYGRAPH." It is in your best interest to cooperate completely with the examiner and answer each question completely and truthfully. The examiner will explain the process to you in detail. You are encouraged to ask questions. There is no time limit. Take your time. If you do not understand a question or activity, stop what you are doing and ask the examiner.



During the actual polygraph examination, you must answer questions with a definite, “YES,” or “NO” only. In order to formulate additional polygraph questions which you can comfortably answer, it is necessary to know a great deal about your background. This questionnaire will assist the examiner in formulating questions for your test. Some of the polygraph questions you will be asked are enclosed in this worksheet. It is important that you discuss and clarify any questions you may have with the polygraph examiner PRIOR to the polygraph examination. You will be given that opportunity. Read and answer all questions in this worksheet carefully and honestly. Write in black ink. Make comments in the “Comment” sections and write on the backside of these pages if necessary.

I _____, understand that the administration of a polygraph examination is to:

- (1) Verify information furnished in my employment application
- (2) Clear any discrepancies which may reflect on my honesty and truthfulness; and,
- (3) Assess my qualifications for the position sought.

I understand that the polygraph examiner will not ask me any questions concerning my race, nationality, sexual preference, political and/or religious affiliation and that any questions concerning sexual activity shall only concern whether I have engaged in “illegal/unlawful activity,” and shall not be construed as an invasion of privacy.

“One of the most important single personality traits in law enforcement is: HONESTY.”

Multiple Choice: Circle A or B

A – I agree with this HONESTY statement or **B** – I do not agree with this HONESTY statement

I hereby release, discharge, and exonerate the Windsor County Sheriff’s Department, its agents and representatives from any and all liability of every nature and kind arising out of this polygraph examination. I understand that this interview and polygraph exam may be recorded. This release shall be binding on legal representative, heirs and assigns. I have read and understand this waiver.

Applicant’s Signature: _____ Date: _____ Time: _____

Answer “YES” or “NO” by circling that answer. Please make any comment(s) you wish to make in the **comment section below each set of questions**, not to the side or in between the questions. You will have ample time to discuss any questions with the examiner.



1. APPLICATION/PERSONAL HISTORY STATEMENT

What is your true birth name?

What is your true date of birth?

Does the name above appear on your birth certificate? YES NO

Other Name(s)

Have you placed any false information on any of your employment forms? YES NO

Have you deliberately omitted any information on any of your application forms? YES NO

2. EMPLOYMENT HISTORY

Would you have any reason to be concerned about an investigation into your past work record?

YES NO

Have you been fired from a job? YES NO

Were you asked to resign from a job? YES NO

Did you ever leave a job to avoid being fired? YES NO

Have you indicated the true and complete reasons for leaving each of your previous jobs?

YES NO

Did you ever leave a job with hard feelings toward the management or co-workers?

YES NO

Do you think you could return to work for all of your former employers?

YES NO

In the past year, how many times have you been late for work? "From _____ to _____ times"

Would you have any reason to be concerned about an investigation into your honesty at the work place? YES NO

Explain as needed



3. THEFTS FROM EMPLOYERS

- Stolen any money from a place where you worked? YES NO
- Borrowed money from an employer and not paid it back? YES NO
- Stolen any merchandise or property from an employer? YES NO
- Taken any property that didn't belong to you from work? YES NO
- Given any food or items to friends or family without permission? YES NO

EXPLAIN AS NEEDED:

4. LAW ENFORCEMENT APPLICATIONS SUBMITTED/EXPERIENCE

- Worked for any other law enforcement agency in any capacity? YES NO
- Have you completed a law enforcement academy? YES NO
- Failed or dropped out of a law enforcement academy? YES NO
- Been asked to submit to a polygraph examination? YES NO
- Failed to pass a polygraph examination? YES NO
- Applied to any other law enforcement agency? YES NO
- Is each agency listed on your personal history package? YES NO
- Have you been turned down as unacceptable? YES NO
- Are the reasons listed in your personal history package? YES NO

EXPLAIN AS NEEDED:



5. MILITARY EXPERIENCE

Were you ever turned down as unacceptable by the military or draft board? YES NO

Are you currently registered for the draft? YES NO

Have you ever served in any branch of the Armed Forces? YES NO

Would you have any reason to be concerned about an investigation into your military record?
YES NO

While in the military service,

Were you ever placed under military arrest? YES NO

Did you ever receive a court martial? YES NO

Did you ever receive any type of disciplinary action? YES NO

Ever reduced in grade or rank? YES NO

Ever AWOL? YES NO

Do you now have anything stolen from the military? YES NO

EXPLAIN AS NEEDED:

6. UNLAWFUL ACTIVITY

Warrant(s) issued for your arrest? YES NO

Do you know the whereabouts of anyone who is currently wanted by a law enforcement agency
for a serious crime? YES NO

Have you been listed as a suspect in a crime? YES NO

Been charged with a crime? YES NO

Fined by a court? YES NO

Detained in any type of jail or custody facility? YES NO

Shoplifted anything from a store? YES NO

In possession of stolen property? YES NO

Any stolen property at home or car? YES NO

Falsified an income tax form? YES NO



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7. UNLAWFUL SEXUAL ACTIVITY

Have you ever committed any form of sexual crime? YES NO

Have you paid anyone for any form of sex or sexual activity? YES NO

Has anyone else ever paid someone to have any form of sex with you? YES NO

Have you received any form of payment for sex? YES NO

Have you had any form of sex with anyone with anyone under the age of 18? YES NO

Have you had any form of sex with a family member other than your spouse? YES NO

Have you had any form of sexual contact with an animal? YES NO

Have you been involved in pimping? YES NO

EXPLAIN AS NEEDED:

8. ILLEGAL DRUG ACTIVITY?

Have you ever used any form of illegal drug? YES NO

Have you ever held any form of illegal drug? YES NO

Any unlawful street drug(s) in your home or car today? YES NO

Have you ever told someone where they could buy drugs? YES NO

Have you ever been present when anyone:

Used illegal drugs? YES NO

Sold illegal drugs? YES NO

Cooked illegal drugs? YES NO

Packaged illegal drugs? YES NO

Transported Illegal Drugs? YES NO

Has anyone, other than medical personnel, injected anything into your body? YES NO

Is any of your family, friends or references involved in unlawful drug activity? YES NO

Have you held or stored any unlawful street drug, narcotic or controlled substance for anyone else? YES NO



EXPLAIN AS NEEDED:

9. FINANCIAL

Had a debt turned over to a collection agency? YES NO

In the last year, have you been late paying rent? YES NO

Salary ever been attached for nonpayment or debts? YES NO

Anything repossessed? YES NO

Filed bankruptcy? YES NO

Avoided paying a lawful debt by moving away? YES NO

Late in paying your taxes? YES NO

Late in making child support payments? YES NO

Late in repaying a student loan? YES NO

Check bounce? YES NO

Borrowed money to gamble with? YES NO

Borrowed money to pay a gambling debt? YES NO

Will this department be receiving any calls from creditors? YES NO

EXPLAIN AS NEEDED:

10. CIVIL & TRAFFIC COURT ACTIONS?

Plaintiff or Defendant in any civil court action? YES NO

Do you presently have any civil actions pending in court? YES NO

EXPLAIN AS NEEDED:



11. UNLAWFUL ACTIVITY INVOLVING DRIVING PRIVILIGES?

Auto insurance ever been placed in the assigned risk pool? YES NO

Cancelled for a cause? YES NO

Do you now have auto insurance as required by the state of California? YES NO

Been a time when you did not have insurance as required by law? YES NO

Caused anyone serious injury in a motor vehicle? YES NO

Fled the scene of a hit-and-run accident? YES NO

Driven a motor vehicle in the last 2 years while under the influence of:

A. Alcohol? YES NO

B. Some type of street drug? YES NO

Been detained for driving while under the influence of alcohol or drugs? YES NO

EXPLAIN AS NEEDED:

12. FAMILY FRIENDS & RELATIVES:

Will your background investigator find anyone who is or has been concerned about your loyalty to the United States of America? YES NO

Are any of your relatives, friends or associates connected to or sympathetic with terrorists or any organization detrimental to the United States of America? YES NO

Have you ever belonged to a group that threatened to overthrow any government? YES NO

Has the fact that you want this job caused any conflict within your family? YES NO

EXPLAIN AS NEEDED:



13. PHYSICAL CONTACTS/ASSAULTS & BATTERY / OTHER THAN LAWFUL SPORTING EVENTS?

Everyone needs to answer these questions. If you have police experience, security or loss prevention experience, please answer these questions as they relate to your off duty time.

Been in a fight? YES NO

Did you start the fight? YES NO

Fight(s) in a bar(s)? YES NO

Struck or injured any person? YES NO

Struck someone you were living with? YES NO

Other than in warfare, have you been involved in a violent incident, such as shooting, knifing or fight where someone was injured or killed? YES NO

Other than in warfare, have you ever used any weapon against someone? YES NO

Other than in warfare, have you ever caused the death of a human being? YES NO

EXPLAIN AS NEEDED:



14. "CHARACTER" – DURING THE COURSE OF THE BACKGROUND INVESTIGATION, COULD YOUR BACKGROUND INVESTIGATOR FIND ANYONE WHO COULD TRUTHFULLY SAY THAT:

You lose your temper at times? YES NO

You cannot take orders without resentment? YES NO

That you have racial prejudices? YES NO

That your prejudices might affect your ability to perform this job? YES NO

That you should be ashamed of a serious undetected violent criminal act in your past? YES NO

That you maliciously burned or destroyed their property? YES NO

That they have been on the receiving end (victim) of your anonymous obscene phone call(s)?
YES NO

That you have turned in a false fire alarm? YES NO

a false police report? YES NO

a false insurance claim? YES NO

a false injury claim? YES NO

That you lied to a police oral board? YES NO

That they know of a reason why you should not be hired by this department for the position for which you have applied for? YES NO

That they are concerned how you treat your family? YES NO

That you have battered your spouse or significant other? YES NO

That you have an anger problem? YES NO

That your character is not good? YES NO

That as a minor you were involved in any violent criminal act? YES NO

That you have not been truthful with your background investigator? YES NO

That you now associate with persons whom you know have engaged in and/or been arrested for unlawful sexual activity? YES NO



EXPLAIN AS NEEDED:

15. HAVE YOU COMMITTED OR ATTEMPTED ANY OF THE FOLLOWING CRIMINAL ACTS:

Arson YES NO

Burglary YES NO

Armed Robbery YES NO

Forgery YES NO

Kidnapping YES NO

Extortion (Blackmail) YES NO

Spousal Battery YES NO

Homicide YES NO

Rape YES NO

EXPLAIN AS NEEDED:



6. ILLEGAL DRUG ACTIVITY

Identify any of the illegal substances, street drugs, or narcotics listed below that you have unlawfully used, experimented with, possessed, transported, or stored?

Key word: "UNLAWFULLY"

_____ on _____

_____ on _____

_____ on _____

_____ on _____

_____ on _____

_____ on _____

_____ on _____

_____ on _____

17. LAW ENFORCEMENT CONTACTS, other than background investigators or law enforcement personnel contacted during the course of your application. If you have police experience or are currently working for a law enforcement agency or working in security or loss prevention, please answer these questions as they relate to your private off duty time. Law Enforcement means any local municipal Police Officers or Police Detectives, County Sheriff Deputies or Sheriff Detectives, Deputy Marshall, District Attorney Investigator or anyone from the District Attorney's office, State and/or Federal Agents of any state or Federal law enforcement branch. If it became necessary in the course of your duties as a sworn peace officer, to take a human life, would you have any reluctance to do so because of your beliefs? YES NO

Have you ever been questioned by any law enforcement agency for any reason? YES NO

(Other than applying for a position with that law enforcement agency?) YES NO

Have you been questioned by any L.E. agency as a suspect? YES NO

Have you talked your way out of an arrest? YES NO

Have you ever been detained by any law enforcement agency for any reason? YES NO

Been involved in anything that required an L.E. response to any location? YES NO

Has anything you have been directly or indirectly involved in been turned over to a police officer, detectives, or to the district attorney's office? YES NO

Have you talked your way out of a D.U.I. arrest? YES NO



EXPLAIN AS NEEDED:

APPLICANT'S FINAL COMMENTS

Complete this page when you meet with the polygraph examiner.

“I have reviewed my answers to ALL OF THESE questions and have discussed any concerns or questions that arose during this interview with the polygraph examiner. I am sure, beyond any doubt, that I am not lying, omitting, or withholding any information from the polygraph examiner, my background investigator or the employing agency.” If you have been given a Conditional Offer please indicate any physical injuries, and/or illnesses that affect your ability to perform the duties of this position. This request complies with the Americans with Disabilities Act. If you feel your condition will affect the polygraph examination, please make that known to the examiner. The examiner will give you whatever time you need to discuss your concern(s) with anyone you chose to. This polygraph examination can be postponed at your discretion.

The following important topic(s) are on my mind right now and I would like to express it before taking the polygraph examination:
