

# WEST PALM BEACH POLICE DEPARTMENT

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## IV-23 VOICE STRESS ANALYSIS

**EFFECTIVE: 11/30/2007**

CALEA Standards: 32.2.4, 32.2.5, 32.2.6, 42.2.8

CFA Standards: 18.09, 18.10

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**I. POLICY:** The West Palm Beach Police Department has established guidelines for administering voice stress analysis examinations in conjunction with pre-employment screening and investigations conducted by the Police Department. Voice stress analysis 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 granting employment or a final determinant factor in investigations. They should not be used to circumvent good investigative procedures. The voice stress analysis is used for deception. Therefore, the voice stress analysis should be viewed as a means to protect the integrity of an investigation and/or the interviewee. Voice stress analysis examiners are governed by Florida State Statute Chapter 934.

### **II. DEFINITIONS:**

A. Voice Stress Analyzer – detects, measures and charts the stress in a person's voice following a pre-formatted questionnaire.

B. Qualified Examiner - A person who has satisfactorily completed training by a recognized instructor in truth verification and the use of the voice stress analyzer. In addition, recertification must be successfully completed every three years. A member(s) who administers a voice stress analysis will be certified in its use.

C. Overt Interview - A live interview by a voice stress analysis 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 voice stress analyzer for review. At the examiner's discretion, all or portions of the interview may be recorded on audio and/or video.

D. Structured Interviews - A legally obtained audio recorded interview of a suspect, victim, witness, or complainant. The interviews are designed to capture a response to preformatted questions. This recorded interview is then analyzed by the examiner.

### **III. PROCEDURE:**

A. Use of a voice stress analyzer for pre-employment screening:

1. Voice stress analysis examinations will be used in the selection process for employment. The voice stress analysis examiner will review the questions with the applicant, prior to the formal examination.

B. Use of voice stress analysis examination for investigative screening:

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

C. Persons who may be tested:

1. Any individual who knows right from wrong. Generally, children who recognize right from wrong may be tested.

2. Children under the age of eighteen with parental or legal guardian consent prior to testing. The consent must be in writing and in the possession of the voice stress analysis examiner prior to the beginning of the examination.

3. Tests are conducted at the discretion of the examiner.

D. Persons who may not be tested:

1. Children under the age of eighteen without consent from a parent or legal guardian prior to testing.
2. Any person who has been forced or coerced into taking the examination.
3. Any person who has been indicted by the grand jury or formally charged for the crime which the voice stress analysis is being requested, unless there is an agreement and stipulation signed by the person to be examined, his or her defense attorney, and the prosecutor.

E. Responsibilities of the voice stress analysis examiner:

1. The voice stress analysis examiner will review the available information pertaining to the case in question prior to administering an examination.
2. Any structured interview using the voice stress analyzer must be authorized by the Criminal Investigations Division Commander.
3. The Criminal Investigations Division Commander or designee must approve an examination request of another organization prior to conducting the voice stress analysis examination.
  - a. Requests directed to Internal Affairs will be approved by the Internal Affairs Commander.
4. All voice stress analysis examiners will maintain a record of all examinations they have conducted.
5. The voice stress analysis examiner will obtain a second opinion on examinations from another certified examiner.
6. The voice stress analysis examiner will refrain from examinations that may compromise his/her integrity. Any tests of friends, relatives, or persons the examiner has a relationship with which would represent a conflict of interest must be conducted by a neutral examiner.
7. In the event the examiner declines to administer an examination and the decision is questioned, a second opinion from a voice stress analysis examiner is recommended.

F. Responsibilities of Officer/Investigator requesting a voice stress analysis examination:

1. The investigator will complete a preliminary investigation and consult with the examiner prior to a voice stress analysis examination being scheduled. The voice stress analysis is a supplement to, not a substitute for, a thorough investigation.
2. The investigator is responsible for notifying the subject of the date and time for the scheduled appointment.
3. The investigator will remain available in the Criminal Investigations Division through the completion of an examination.
4. The investigator will notify the voice stress analysis examiner immediately if the subject cancels an examination appointment.

G. Voice Stress Analysis Records:

1. Voice stress analysis records may include a waiver of rights, voluntary submission forms, subject information sheet, voice stress analysis graph, and/or statement of results.

2. Voice stress analysis records will be maintained for at least a two-year period and/or until any litigation is concluded in the case or issue.

3. The Criminal Investigations Division Commander or designee is responsible for the storage of the voice stress analysis records. Said records will be maintained in a secure area.

H. Internal Affairs:

1. Voice stress analysis examinations will be administered during criminal or administrative 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.

2. Civilian complainants or witnesses may be tested with the voice stress analysis 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.

a. In the case of a structured interview (audio recorded analysis), the examiner will receive authority from the Internal Affairs Commander.

3. A voice stress analysis examiner will not administer a test on a police officer without written consent.

4. A voice stress analysis examination will not be the sole determinant of an investigations conclusion.

I. Voice stress analysis 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, and

5. Deter those seeking to penetrate law enforcement departments for improper purposes.

J. Questions to be asked will be provided to an applicant just prior to and at the location of the tests so applicants can have sufficient time to review and ask examiner questions.

K. The voice stress analysis will not be the single determinant of employment status. However, admissions made before, during or after the examination may be used to show cause for removing an applicant from the process or changing his/her ranking status.

**IV. REFERENCE:**

- F.S.S. 934 Security of Communications.

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**Delsa R. Bush, Chief of Police**

Original issue: 04/15/93  
Revised: 11/30/2007  
I.D. # 1070

History: SOP # changed to IV-23 on 01/01/2005, SOP # changed to 18.09 On 09/15/98  
Old SOP # 6.610.038  
Revision Dates: 09/15/98, 12/15/98, 01/01/2005, 11/30/2007

Job Title Task Files: CID Commander

**APPENDIX A**

**WEST PALM BEACH POLICE DEPARTMENT**

**ADULT WAIVER**

DATE: \_\_\_\_\_

I, \_\_\_\_\_ do hereby submit to a voice stress analysis examination, having said technique explained to my satisfaction and hereby release, absolve and forever hold harmless the West Palm Beach Police Department, its servants, agents, anyone acting on its behalf, the interviewer and examiner administrating this examination from all claims, demands or other damages from any matter, act, or thing arising out of aforesaid examination, and do further authorize the release of the said examination and the information obtained to those parties having an interest in same. I further understand that I am not taking this examination as the sole condition of employment or of continued employment, and that I was advised that I could not be forced to take this examination by anyone. To the best of my knowledge, at this time, I have no physical or mental conditions which would prevent me from taking this examination.

\_\_\_\_\_  
PERSON BEING EXAMINED

\_\_\_\_\_  
VOICE STRESS EXAMINER / ID

APPENDIX B

WEST PALM BEACH POLICE DEPARTMENT

JUVENILE WAIVER

DATE: \_\_\_\_\_

I, \_\_\_\_\_ do hereby submit to a voice stress analysis examination, having said technique explained to my satisfaction and hereby release, absolve and forever hold harmless the NITV, West Palm Beach Police Department, its servants, agents, anyone acting on its behalf, the interviewer and examiner administrating this examination from all claims, demands or other damages from any matter, act, or thing arising out of aforesaid examination, and do further authorize the release of the said examination and the information obtained to those parties having an interest in same. I further understand that I am not taking this examination as the sole condition of employment or of continued employment, and that I was advised that I could not be forced to take this examination by anyone. To the best of my knowledge, at this time, I have no physical or mental conditions which would prevent me from taking this examination.

\_\_\_\_\_  
PARENT / GUARDIAN OF MINOR

\_\_\_\_\_  
PERSON BEING EXAMINED

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
State of Florida

Personally Known \_\_\_\_\_

Produced identification \_\_\_\_\_ Type of identification Produced \_\_\_\_\_

\_\_\_\_\_  
VOICE STRESS EXAMINER / ID#

APPENDIX C

WEST PALM BEACH POLICE DEPARTMENT

RENUNCIA DEL ADULTO

DIA: \_\_\_\_\_

Yo, \_\_\_\_\_ me someto por este medio a una examinacion Automatizada del Análisis de "Tension de la Voz". Haber tenido ésta técnica explicado a mi satisfaccion por éste medio yo libero al Departamento de Policia de West Palm Beach, al entrevistador, y el examindador que administra esta examinacion de toda demanda resultado en o presentado fuera de esta examinacion y cedo la autorizacion de dicha examinacion y la informacion obtenida a esos partidos que tienen un interés en iguales. Tambien entiendo que no estoy tomando esta examinacion como la condicion de empleo unicamente o de la continuacion de empleo, y que me aconsejaron que no podría ser forzado a tomar esta examinacion por cualquier persona. Al mejor de mi conocimiento, en este tiempo, no tengo ninguna condicion fisica o mental que me impide a tomar esta examinacion.

\_\_\_\_\_  
PERSONA QUE EXAMINADO

\_\_\_\_\_  
EXAMINADOR QUE ADMINISTRA EL EXAMEN / ID#

APPENDIX D

WEST PALM BEACH POLICE DEPARTMENT

RENUNCIA JUVENIL

DIA: \_\_\_\_\_

Yo, \_\_\_\_\_ me someto por este medio a una
examinacion Automatizada del Analisis de "Tension de la Voz". Haber tenido esta tecnica
explicado a mi satisfaccion por este medio yo libero al Departamento de Policia de West Palm
Beach, al entrevistador, y el examindador que administra esta examinacion de toda demanda
resultado en o presentado fuera de esta examinacion y cedo la autorizacion de dicha
examinacion y la informacion obtenida a esos partidos que tienen un interes en iguales.
Tambien entiendo que no estoy tomando esta examinacion como la condicion de empleo
unicamente o de la continuacion de empleo, y que me aconsejaron que no podria ser
forzado a tomar esta examinacion por cualquier persona. Al mejor de mi conocimiento, en
este tiempo, no tengo ninguna condicion fisica o mental que me impide a tomar esta
examinacion.

Padre / Guardián

Persona que es examinada

ESTADO DE FLORIDA
CONDADO DE PALM BEACH

Jurado a mi y suscrito antes de mi este dia \_\_\_\_\_ de \_\_\_\_\_ del \_\_\_\_\_
Por \_\_\_\_\_.

Notario Publico, Estado de Florida

Personalmente concido \_\_\_\_\_
Identificacion producido \_\_\_\_\_

Tipo de identificacion \_\_\_\_\_

EXAMINADOR QUE ADMINISTRA EL EXAMEN / ID#

APPENDIX E

WEST PALM BEACH POLICE DEPARTMENT

VOICE STRESS ANALYSIS  
PRE- EMPLOYMENT / VOLUNTEER INTERVIEW

NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

VOICE STRESS ANALYSIS EXAMINER: \_\_\_\_\_

VOICE STRESS ANALYSIS INSTRUMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPLICATION AND WORK RECORD**

You have filled out an application with the City of West Palm Beach giving your name, address and a history of your record and intentions of employment. Is there anything you feel you may have left off of your application (or anything that has been changed since you completed your application) which you would like to discuss or should discuss before the voice stress analysis examination?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you withholding any information about your background or employment records? Yes \_\_\_\_ No \_\_\_\_

**ALCOHOL**

Do you drink alcoholic beverages? Yes \_\_\_\_ No \_\_\_\_

To what degree? \_\_\_\_\_

Have you ever been arrested due to drinking? Yes \_\_\_\_ No \_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

Were you truthful about your alcoholic beverage consumption? Yes \_\_\_\_ No \_\_\_\_

**NARCOTICS**

Do you use any illegal narcotics? Yes \_\_\_ No \_\_\_

Have you ever used any illegal narcotics? Yes \_\_\_ No \_\_\_

Did you ever sell or take part in the sale of any illegal narcotics? Yes \_\_\_ No \_\_\_

REMARKS: \_\_\_\_\_

Are you withholding any information about your use of illegal narcotics? Yes \_\_\_ No \_\_\_

**ARRESTS**

Have you ever been arrested? Yes \_\_\_ No \_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

Were you truthful about your arrest history? Yes \_\_\_ No \_\_\_

**DRIVERS LICENSE**

You presently have a \_\_\_\_\_ driver's license.

Has this or any other license you have ever possessed been suspended or revoked? Yes \_\_\_ No \_\_\_

In what other states have you had a driver license? \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

Are you withholding any information about your driving record? Yes \_\_\_ No \_\_\_

**HONESTY**

Have you ever taken anything, stolen anything or committed any act that would be considered illegal?

Yes \_\_\_ No \_\_\_

Have you ever taken money or merchandise from an employer without their knowledge? Yes \_\_\_ No \_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

Have you ever committed an illegal act that has not been detected? Yes \_\_\_ No \_\_\_

**GAMBLING**

Do you gamble? Yes \_\_\_\_ No \_\_\_\_

To what degree? \_\_\_\_\_

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Do you feel you have a gambling problem? Yes \_\_\_\_ No \_\_\_\_

REMARKS: \_\_\_\_\_

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Were you truthful about your gambling habits? Yes \_\_\_\_ No \_\_\_\_

**PRIOR EMPLOYMENT**

Have you ever been fired from a job or asked to leave? Yes \_\_\_\_ No \_\_\_\_

Are there any significant jobs not listed on your application? Yes \_\_\_\_ No \_\_\_\_

REMARKS: \_\_\_\_\_

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**INTENTIONS OF EMPLOYMENT / VOLUNTEERING**

Are you seeking permanent employment with the City of West Palm Beach? Yes \_\_\_\_ No \_\_\_\_

Were you truthful about your intentions of employment? Yes \_\_\_\_ No \_\_\_\_

Have you answered all of my questions truthfully? Yes \_\_\_\_ No \_\_\_\_