



James T. DeWees
Sheriff

Polygraph Examiner

Grade W27 – Non-Exempt

Starting Salary for Entry Level - \$66,103.00 / annually

Starting Salary for Experienced - \$89,799 / annually

SPECIAL REQUIREMENTS:

The selected candidate must have successfully completed an approved polygraph examiner training program and obtain all required certifications or be eligible and willing to complete the required training.

Candidates who are required to complete the training may be required to enter into a 5-year employment commitment agreement associated with the training provided for this position.

GENERAL DUTIES:

The Polygraph Examiner is a civilian investigative position assigned to the Professional Services Division. The position supports the Carroll County Sheriff's Office recruitment and hiring process by conducting comprehensive pre-employment background investigations, applicant interviews, and criminal polygraph examinations when requested.

The investigator is responsible for ensuring that applicant investigations are thorough, objective, properly documented, and conducted in accordance with applicable Sheriff's Office policies, Maryland Police and Correctional Training Commissions (MPCTC) requirements, applicable laws and regulations, and professional polygraph standards.

The position requires a high degree of integrity, confidentiality, independent judgment, attention to detail, and the ability to evaluate and document sensitive information objectively.

AVAILABILITY:

Primary Hours - Monday through Friday 7:00 a.m. – 4:00 p.m. with 1 hour lunch / or 7:00 a.m. – 3:30 p.m. with a ½-hour lunch. Hours may need to be flexed as necessary to support operational needs.

ELIGIBILITY:

- Must be a U.S. Citizen or a resident alien
- Must be at least 18 years of age
- Must possess an associate's degree recognized by the State Board of Education
- Must possess a valid driver's license
- Must be able read, write, and speak English
- Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at sheriff.carrollcountymd.gov)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include, but are not limited to:

Administrative Responsibilities

- Schedule, prepare for, and administer pre-employment and other authorized polygraph examinations.
- Conduct comprehensive pre-employment background investigations for sworn, correctional, civilian, and other Sheriff's Office applicants.
- Conduct applicant interviews and review personal history statements, confidential questionnaires, and other pre-employment documentation.
- Conduct appropriate criminal justice, motor vehicle, court, financial, employment, and other records inquiries as permitted by law and agency policy.
- Review and evaluate information submitted by candidates for discrepancies, omissions, inconsistencies, or areas requiring additional investigation.
- Assess applicant eligibility and suitability in accordance with established Sheriff's Office and MPCTC, and COMAR requirements.
- Prepare clear, comprehensive, accurate, and confidential investigative reports
- Identify relevant findings and provide investigative information to authorized personnel involved in the hiring and selection process.
- Maintain files, records, certifications, and documentation in accordance with agency requirements.
- Access criminal justice, records, fingerprinting, and investigative information systems.
- Maintain proficiency with current investigative technology, databases, polygraph equipment, and related software.
- Coordinate and communicate with law enforcement agencies, employers, and other governmental agencies and partners.
- Provide assistance with other administrative, personnel, or investigative responsibilities as assigned by the Professional Services Division Commander or designee.
- Research equipment, emerging technologies, industry best practices, and cost-saving opportunities.
- Coordinate effectively with Sheriff's Office personnel, Carroll County Fleet Management, County Facilities, Motorola, Priority, Brooks, Leonardo, and other manufacturers and vendors.
- Maintain accurate documentation and records in accordance with Sheriff's Office policies and applicable regulations, and other duties as assigned.

SPECIALIZED TRAINING AND CERTIFICATION:

The selected candidate must:

- Successfully complete an approved polygraph examiner training program if not already appropriately trained and certified.
- Obtain and maintain all certifications, continuing education, and professional qualifications required to conduct polygraph examinations on behalf of the Sheriff's Office.
- Maintain all required criminal justice information system access, certifications, and security requirements.
- Successfully complete specialized and annual training associated with polygraph examinations, criminal justice databases, fingerprinting systems, personnel investigations, and other assigned responsibilities.

PREFERRED QUALIFICATIONS:

Preference may be given to applicants who possess:

- Bachelor's or Master's Degree from an accredited school of higher learning
- Current or previous polygraph examiner training or certification (APA Accredited)
- Prior law enforcement experience.
- Prior experience conducting law enforcement applicant background investigations.
- Experience conducting internal, criminal, administrative, or security-clearance investigations.
- Formal Background Investigator training/knowledge
- Experience with criminal justice databases, electronic records systems, fingerprinting systems, and investigative software.
- Experience preparing detailed investigative reports and presenting investigative findings to command or executive-level personnel.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate should demonstrate:

- Strong investigative and analytical abilities.
- Advanced interviewing and interpersonal communication skills.
- Exceptional attention to detail.
- Clear, concise, and professional report-writing skills.
- Sound judgment and objective decision-making.
- The ability to recognize discrepancies and appropriately pursue additional investigative information.
- Professionalism when interacting with applicants, employees, command staff, and outside agencies.
- The ability to establish and maintain productive professional relationships with allied agencies and investigative partners.
- The ability to appropriately handle highly sensitive and confidential information.
- Proficiency with contemporary computer systems, databases, electronic records, and investigative technology.

SELECTION PROCESS:

The selection will be based on, but not limited to, the candidates successfully completing the following steps:

- Completion of online Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation
- Physical/Medical Examination
- Final Command Review/Interview
- Final Job Offer

REQUEST PROCEDURE:

To be considered for this position, qualified candidates must complete and submit an employment application electronically through PoliceApp.com. **Applications must be submitted no later than 11:59 p.m. on Thursday, November 5, 2026.** For more information about the hiring process, and to view a list of our disqualifiers, visit our website at sheriff.carrollcountymd.gov.

"One or more positions may be filled using this vacancy announcement"

The Carroll County Sheriff's Office is an Equal Opportunity Employer