

Virginia School of Polygraph

Darryl L. DeBow, President



Founded 1968
Incorporated 1986

Approved by: The American Polygraph Association, Virginia Department of Occupational Regulation, Virginia Polygraph Association, American Association of Police Polygraphists and the Texas Board of Polygraph Examinars

Licensed by the DPOR

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Visit us on the World Wide Web at www.virginiaschoolofpolygraph.com.

Preface:

Throughout time, humans have searched for the perfect method of determining who is telling the truth and who is not. This occurs in all facets of society, whether during times of war and chaos or while in pursuit of innocence or guilt before tribunals. Approaches in determining the truth have varied from horrific forms of torture, to complex trickery, to the use of drug serums.

As the 19th century ended, “polygraph,” meaning “many writings” was slowly developing into the highly regulated profession it is today. Numerous talented individuals, who helped to bring polygraph into the modern technology age of the new millennium, made contributions both large and small. The Virginia School of Polygraph’s curriculum is designed to prepare the serious-minded student to enter into this most fascinating and challenging field of study.

Our course of study will superbly prepare students for graduation and for the daily rigors of the professional life of a Polygraph Examiner. We will prepare you for the satisfaction of resolving a “Whodunit” utilizing the latest in polygraph techniques and technology. We will further train you to determine factors of recidivism among criminal offenders and protect the community at large. Prepare to attend one of the premiere polygraph institutions in the country: The Virginia School of Polygraph.

Mission Statement

To provide students with cutting edge technical knowledge, quality question formulation schemes and practical experience in conducting polygraph examinations. Utilizing proven training techniques individualized tutoring and emphasizing proper interviewing methods will enable our students to build upon their foundation; eventually becoming expert practitioners and future leaders in the polygraph profession.

Introduction:

Our Polygraph Examiner training course is a 320-hour classroom-training program. Our comprehensive training consists not only of classroom study, but also observation of experienced examiners conducting selected polygraph examinations, and hands-on experience. Additionally, an 80-hour post-classroom field project is required, ensuring proper retention of necessary information and skills. Personalized tutoring by our professional staff is available for students needing specialized attention. This program will sufficiently prepare each graduating student for the comprehensive Virginia State Certification Board Examination.

Class rosters are held to a limit of seventeen students at a time in sessions that begin in March and September.

Registration:

As noted above, class size is strictly limited to no more than a 17 students per session. This allows for maximized individual instruction. Acceptance into the school is on a first come-first served basis. Registration information may be obtained by calling (703) 396-7659, or via email at polygraph1@verizon.net Please visit our website at www.virginiaschoolofpolygraph.com for additional information.

Rules and Regulations

Admission Requirements

Applicants must possess the following mandatory requirements: A bachelor's degree from an accredited college or university OR an associate's degree with a minimum **3** years of criminal investigative experience OR a minimum **5** years of criminal investigative experience. No applicants will be considered for enrollment that has felony convictions or any crime of moral turpitude or any person who has been discharged from any branch of the military service, federal, city, or state government under any but honorable conditions. Any applicant may be also denied for excessive arrests.

Tuition:

The ten-week course tuition is \$4,800.00, which includes the use of all manuals, textbooks and polygraph supplies and polygraph instruments. Tuition must be paid in full by the first day of class unless otherwise approved by the Director.

Refund Policy:

If a student has a verifiable emergency and cannot attend or make-up classes, a refund of 50% of the tuition will be given or the full fee will be applied to a subsequent program. In the event an entire program is postponed or cancelled for any reason, any and all advanced money received will be fully refunded or applied to the postponed date. Failure to attend the first week of classes after being accepted and registered will result in the student's forfeiture of the entire tuition, unless, as noted above, there is a verifiable emergency and the student cannot complete the program. Final determination will be made by the VSP Director. In the event a student wishes to withdraw from the program the following refund will be issued to the student:

- 1) Withdraw during the 1st week: \$1000.00 refund
- 2) Withdraw during the 2nd week: \$500.00 refund
- 3) No refunds will be issued after the 2nd week

Refunds will not be given after dismissal for disciplinary reasons. (Also see Grounds for Expulsion.) There is a reduced re-admission fee for withdrawals, as outlined on Page 8, Re-Admission policy.

Facilities:

Classes in Manassas, Virginia, consist of a multi-room suite, which is adjacent to four polygraph suites shared with Northern Virginia Pre-Employment and Polygraph Services. (NVPEPS) This configuration is optimal for students to view live, real-life polygraph testing on a variety of different issues, including criminal exams, sex-offender exams and pre-employment exams. While viewing live testing, students will take notes, formulate questions useful for the particular exam being conducted, conduct numerical scoring and observe skillful interviewing and interrogation techniques. The suite arrangement is also conducive to use of the polygraph instruments. On-site training ensures students can competently conduct polygraph examinations upon leaving the classroom setting.

The computerized polygraph instruments are the newest technology available. A library of course-related material is available to students to conducted necessary research.

Lodging and Meals:

Depending on the location of the sessions, students will be given a list of hotels/motels that are convenient to the school location and with reasonable rates.

Schedule:

The eight-week, 320-hour in-classroom courses are held twice a year, beginning in March and September. Students are required to attend five, eight-hour per day classes, totaling 40 hours per week. On occasion, student schedules will vary and class may start earlier or later. It may also be necessary to attend class on Saturday. There will be no classes on Sundays. School facilities may be made available to students for hands-on practice before and after classes and by appointment.

Class Structure:

Classes are conducted from 9:00 AM in the morning until 6:00 PM in the evening on the weekdays. There is a one-hour break for lunch and other breaks, as they are needed. For the convenience and accommodation of instructors or guest lecturers, occasionally Saturday classes may be necessary. If this occurs, the schedule will be adjusted accordingly.

Attendance:

Daily attendance is mandatory. Failure to attend class or part of class is unacceptable. Absences from scheduled instruction, regardless of the reason, are documented. Absenteeism and tardiness will not be tolerated. If absences and tardiness begin to affect the student's progress, or the progress of other students, the student may be discharged from the program without a refund. Re-enrollment will be at the discretion of the Director.

Upon re-enrollment, the participant will be considered a probationary student. All class work that was missed will be fully and satisfactorily completed in the student's spare time. If additional tutoring becomes necessary for a re-enrolled student, a fee of \$50 per hour will be assessed.

Holidays:

The school calendar has been arranged to allow for most National Holidays off; however, some holidays may fall within the class session. Regrettably, it may be necessary to attend class on some holidays. Staff will make every effort to accommodate holiday time off.

Course Instructors:

- 1) **Mr. Darryl L. DeBow, Director:** Mr. DeBow has a Bachelor's degree in Criminal Justice and retired as a Sergeant from the Loudoun Co. Sheriff's Office in 1995. He opened his first business, Northern VA Pre-Employment & Polygraph Services, in 1996 and purchased his 2nd business, Virginia School of Polygraph, in 2003. Mr. DeBow was the Vice President-Private for the Virginia Polygraph Association between 1997 and 2005 and a Polygraph Board Member with the Department of Professional Occupational Regulation up until 2005. Mr. DeBow has been an Adjunct Faculty Member for Marymount University, Master's Forensic Psychology Program, since 2001.

- 2) **Mr. Guy Morgan**: Mr. Morgan has a Bachelor's degree in Criminal Justice and retired as a Master Police Officer from the Fairfax Co. Police Department. Mr. Morgan is currently employed as an Internal Affairs Investigator with the Fairfax Co. Fire & Rescue Services.
- 3) **Mrs. Lisa DeCardona, Legal Instructor**: Mrs. DeCardona received her Juris Doctor in 1990 from Widener University School of Law and is currently employed full time as a team leader with the U.S. Department of Justice, Board of Immigration Appeals.
- 4) **Dr. Jagwinder Singh, Physiology Instructor**: Dr. Singh received his B.S. degree in Biology from George Mason University in 2001. He received his Pharmacy Diploma from Penn Foster in 2002. Dr. Singh received his MD at Belize Medical College in 2007.
- 5) **Miss. Christine Karl, Psychology Instructor**: Miss. Karl received her Master's degree in Sports Science, Psychology, and Education from the University of Salzburg in 1999. Miss. Karl is currently completing her Master's degree in Forensic Psychology at Marymount University, which should be completed in May of 2011.
- 6) **Mr. Edward Lane, Interview and Interrogation Instructor**: Mr. Lane is a graduate of the Virginia School of Polygraph. Mr. Lane is a retired Sergeant with the North Carolina Highway Patrol and at the time of his retirement was the coordinator for the North Carolina State Highway Patrol Polygraph program. In addition, Mr. Lane is currently the President of the North Carolina State Polygraph Association.
- 7) **Mr. Christopher Fausett, Instrumentation Instructor**: Mr. Fausett received his Associate's degree from ITT Technical School and is a graduate of Argenbright International Institute of Polygraph. Mr. Fausett is currently the Vice-President of Lafayette Instrument Company. For the past 21 years, Mr. Fausett has been heavily involved in the research and implementation of the polygraph, specifically computerized polygraphs.
- 8) **Mr. William Henley, Chart Interpretation and Techniques Instructor**: Mr. Henley is a graduate received his Bachelor's degree in Political Science. Between 1974 and 1981 he was a sworn police officer with the Virginia Beach Police Department. In 1981 Mr. Henley began his career with NCIS (Naval Criminal Investigative Services), and in 1988 graduated from the federal polygraph institute, formally known as DODPI (Department of Defense Polygraph Institute). Between 1990 until his retirement Mr. Henley was Special Agent in Charge with NCIS Mid-Atlantic Polygraph Site. Located in Norfolk, Virginia.
- 9) **Mr. James Rutherford, Chart Interpretation Instructor**: Mr Rutherford received his Bachelor's degree in Criminal Justice and is a retired Fairfax Co Master Police Officer. Mr. Rutherford is still employed at the Fairfax County Police Department and has been since 1972 and currently is a polygraph examiner. Mr. Rutherford is a graduate of the National Training Center of polygraph Science and since his graduation in 1991 has conducted over 3700 polygraph examinations.

Instructors retained for this school are all highly professional individuals and should be treated as such. Attorneys, physicians, psychiatrists/psychologists and other professionals will be lecturing on a regular basis. All of our instructors and guest lecturers have many years of experience in their respective fields. Please show all instructors the utmost respect, and address them professionally.

Atmosphere:

The classroom environment is relaxed, as we believe that students absorb material faster and retain it longer if pressure is minimized. Instructors welcome questions. Our staff believes that no student should ever leave class with an unanswered question or lack of understanding of any part of the day's instruction.

Dress Code:

Classes are held in a relaxed atmosphere. Casual attire is allowed; however, shorts, t-shirts, sandals, revealing, or ill-fitting clothing are not permitted. Each student should bring one business suit or attire for usage when conducting polygraph examinations. Business attire will be required several times throughout the training period.

Out of Classroom Study:

Out of classroom study is vitally important to fully understanding and completely integrating the material that a student is exposed to daily. Homework and studying will be necessary to process what was learned in class. This is essential. Mandatory studying and class projects are fundamental to remaining competitive and to ensure graduation. Unannounced quizzes, plus comprehensive tests and impromptu graded reviews are an important means of evaluating a student's progress.

Field Project:

A post-graduation field project must be completed as part of each student's academic instruction upon returning to his or her employer. Part of this project is to further allow us to evaluate the student, ensuring professional, ethical and operational proficiency.

Each student will be required to conduct a set number of examinations in the techniques taught at our school upon returning to their employers. After this field project is completed, evaluated by staff members, and given an acceptable score, a graduation certificate will be awarded.

Each student will be required to complete a 15-page research paper on a polygraph topic approved by the director of the Virginia School of polygraph. The research paper must be completed prior to graduation.

If any deficiencies in completing the field project are noted, they will be brought to the students' attention, corrective suggestions will be offered, and the student will be encouraged to finish the project.

Grading Structure:

94-100=A

87-93 =B

80-86 =C

All students are required to maintain a minimum average of **80%** during the entire ten-week course. If a student's grade falls below that standard, the Director has the option of allowing the student to remain for one examination in order to bring his/her GPA above **80%** or to dismiss the student for failure to meet the academic requirements of the school. **If students fail to bring their GPAs above 80%, their instructors will give them an opportunity to achieve an 80%.**

If students fail to reach this percentage, they will be dismissed for not meeting academic requirements.

Honor Code:

VSP firmly believes that students and future polygraph examiners should be of the highest moral character. To promote a strong sense of mutual responsibility, respect, trust and fairness among all students, and with the desire for greater academic and personal achievement, students are expected to behave in a law-abiding, honest fashion. Cheating, plagiarism, lying and stealing will not be tolerated. Staff will enforce the honor code and students are expected to report violations of the honor code to the Director immediately. Every effort will be made to protect the confidentiality of the source of reported misbehavior. Final determination of expulsion will rest with the Director. (See Grounds for Expulsion.)

Grounds for Expulsion:

Any student found violating the ethics of the APA, the rules, regulations and policies of the school, or the confidentiality of any polygraph examination viewed during training, may be expelled permanently.

Other disciplinary infractions that are grounds for expulsion are, but not limited to:

1. Usage of illegal drugs or participation in any other illegal drug activities.
2. Participation in criminal behavior, including misdemeanors and felonies.
3. Public drunkenness or DUI/DWI offenses.
4. Disorderliness.
5. Application dishonesty or failure to make prompt payment for school indebtedness.
6. General dishonesty, such as lying, cheating or stealing, or any other issued of moral turpitude.
7. Any acts which tend to show unfavorable upon the student, VSP, or the profession of polygraph in general.
8. Failure to maintain an 80% GPA during the entire course of instruction
- 9 Collaboration during testing
- 10 Plagiarism
- 11 Buying, selling, stealing, and the use of prior students tests
- 12 Copying information from another student on graded assignments
- 13 Submission of work other than their own for written assignments

Any student dismissed because of Academic Misconduct will not be re-admitted.

The Director reserves the right to take disciplinary action, including dismissal, when any student fails to meet the standards of conduct appropriate for membership in the academic community. In the event a student is expelled from the course for any of the above disciplinary actions no refund will be issued. In the event any student/agency takes legal action against the Virginia School of Polygraph after being expelled and no indication by the court of wrongdoing on behalf of the school, the individual or organization will be responsible for all legal costs and damages involved in the school defending the dismissal of the student.

Re-Admission Policy:

Any student leaving class before graduation can be re-admitted within one year at the following fee structure:

Students who drop out within 4 weeks and then apply to return
Re-Admission fee-----2,500.00

Students who drop out after 4 weeks and then apply to return
Re-Admission fee-----4,000.00

Training Course Curriculum:

SUBJECTS:

History & Development of Polygraph	8 Hours
Mechanics of Instrument Operations	20 Hours
Test Question Construction	30 Hours
Polygraph Techniques	48 Hours
Test Data Analysis	50 Hours
Interviewing/Post Test Procedures	40 Hours
Ethics	6 Hours
Development of Student Skills	20 Hours
Legal Issues	8 Hours
Psychological and Physiological Issues	80 Hours
Student Performance Evaluation	10 Hours

TOTAL HOURS320

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CONTRACT OF ACCEPTANCE OF RULES AND REGULATIONS

I _____ have read and understand all of the rules and regulations
Your name

contained in the Virginia School of Polygraph handbook. I further agree to abide by those rules and regulations that govern my conduct and behavior. I further understand and agree that violations of the rules and regulations of the Virginia School of Polygraph are grounds for expulsion. I understand that my acceptance of the rules and regulations contained in the handbook and read by me is part of the contract between myself and Virginia School of Polygraph. Should I violate any of the provisions in the handbook as stated, including the necessity of maintaining an 80% grade point average, it constitutes a breach of the contract and the stated repercussions will apply, up to and including dismissal and forfeiture of tuition paid.

I further agree that if legal actions are taken against the Virginia School of Polygraph and/or any instructor in defense of the school's rules and regulations, I agree to pay all legal fees the Virginia School of Polygraph bears in defending this agreement.

Signature

Date