


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p>General Order Number: 7.13</p>	<p><b>Date of Issue</b></p> <p>02/23/2016</p>	<p><b>Effective Date</b></p> <p>02/23/2016</p>	<p><b>Revision Date</b></p>
<p><b>Subject:</b> Computer Voice Stress Analyzer Operation</p>	<p><b>Amends:</b></p>	<p><b>Rescinds:</b></p>	
<p><b>Index as:</b> Voice Stress Analyzer; CVSA</p>	<p><b>State Certification Standards:</b></p>		

**PURPOSE**

The purpose of this policy is to establish guidelines ensuring the best quality, most professional and legally defensible process in administering Computer Voice Stress Analysis (CVSA) examinations in conjunction with employment processing and criminal investigations conducted by the Rabun County Sheriff's Office.

**STATEMENT OF POLICY**

It is the policy of the Rabun County Sheriff's Office that only certified CVSA examiners shall conduct CVSA examinations for the agency. These examinations shall be conducted only for the purpose of employment, criminal and internal investigations. These examinations shall be conducted consistent with training and guidelines provided by the Vagosympathetic Instrument Processors for reactive-stress examinations (VIPER).

**DEFINITIONS**

**Computer Voice Stress Analyzer (CVSA)** – The CVSA is a psychological stress evaluator that detects, measures, and charts the stress in a person's voice (live or taped) following a pre-formatted questionnaire.

**Certified Examiner** – A person who has satisfactorily completed the training given by a certified instructor in truth verification and the use of the CVSA instrument in accordance with the industry's standards. A certified examiner shall attend a re-certification course(s) in accordance with the industry's standards.

**Overt Interviews** – Live interviews by the CVSA examiner with the suspect, victim, witness, or complainant's acknowledgement and consent.

Covert Interviews – Audio tape analysis by the CVSA examiner where investigators have obtained prior taped interviews from a suspect, victim, witness, or complainant that can be analyzed without acknowledgement or consent.

## I. PROCEDURES

- A. Use of the CVSA Examination for Pre-employment Purpose CVSA examinations may be used in the selection process for employment. Applicants, at the time of their formal application, will be provided with a questionnaire to complete. The CVSA questions are a set of standardized questions, formulated from key questions contained in the questionnaire and other relevant information. Using the CVSA instrument as the single determining factor of employment status is strictly prohibited.
- B. Use of the CVSA Examination for Investigative Purpose: CVSA examinations should be utilized in conjunction with investigative leads and interviews of available suspect(s), victim(s), and witness(es). When necessary, both the victim and the accuser should be tested in order to add validity to the examination results. These results are not to be used for arrest or legal action, but are designed for developing leads and obtaining case direction. The CVSA is adaptable to both overt and covert examinations and shall be conducted in accordance with applicable law. These examinations shall be conducted under the following criteria:
  - 1. Overt Interviews – The interview is conducted with the prior knowledge and permission that certain questions will be recorded and captured by the CVSA for analysis. Additionally, all or portions of the interview will be recorded on audio and/or videotape.
  - 2. Covert interviews – The interview is designed to capture a “yes” or “no” response to preformatted questions. The CVSA examiner will then analyze the taped interview.
  - 3. Audio Tape Analysis – The interview is designed to capture a “yes” or “no” response to preformatted questions for analysis.
- C. Persons Who May Be Tested

Any individual may be tested who knows right from wrong. Children under the age of seventeen must have parental or legal guardian consent prior to testing. The consent must be in writing and in the possession of the CVSA examiner prior to the beginning of the examination. Generally, children over the age of six, who recognize right from wrong, are testable.
- D. Persons Who May Not Be Tested
  - 1. Any person who has been forced or coerced into taking the examination.
  - 2. Any person who has been indicted by the Grand Jury or formally charged for the crime that the CVSA is being requested for, unless there is an agreement and stipulation signed by the person to be examined, his/her defense attorney, and the State Attorney's Office.
  - 3. Anyone who is not sufficiently relaxed. A cooling off period will be required for anyone following an interrogation, intense interview, or who is extremely angry.

4. Anyone who is severely mentally handicapped.
5. Anyone who has used alcohol or drugs to a point as to cause the examiner concern.
6. Children under six years of age.

F. Responsibilities of the CVSA Examiner

1. The Rabun County Sheriff's Office contracts out services for Voice Stress Analysis to Michael J. Crozier, A.S., B.A. Mr. Crozier is a current member of the International Association of Voice Stress Analysts. Mr. Crozier completed the recertification of the Computer Voice Stress Examiner on August 28, 2015.
2. The CVSA examiner shall review the available information pertaining to the case or applicant in question prior to administering the examination.
3. No person will be examined at the request of another organization or agency unless the Sheriff, Chief Deputy, or designee first authorizes any covert use of the CVSA.
4. All CVSA examiners will maintain a record of test by logging the date, name of person tested, operator, and type of test given in the logbook located in the CVSA examiners room.
5. The CVSA examiner will obtain a second opinion from another certified examiner on all major cases.
6. The CVSA examiner will refrain from any examination that may compromise their integrity, i.e., tests on close friends, relatives, etc. Examinations of this nature must be referred to a neutral examiner.
7. Documentation shall be completed by the CVSA examiner for each exam.
8. CVSA examiners shall not conduct an exam on cases they are currently assigned.

G. Responsibilities of the Investigator Requesting a CVSA Examination

1. The investigator shall complete an investigation prior to requesting a CVSA examination or consult with the examiner during the investigation.
2. The investigator shall notify the subject of the date and time of the examination. The investigator shall ensure the subject has transportation to the exam location.
3. The investigator shall remain available to the examiner until completion of the examination, unless otherwise agreed to by the examiner and investigator.
4. The investigator shall notify the CVSA examiner immediately if the subject cancels an examination appointment.

H. CVSA Records

CVSA records include the waiver of rights, voluntary submission forms, subject information sheet, CVSA questions, reports, audio tapes, and the charts.

1. CVSA records will be maintained in accordance with applicable law.

I. Professional Standards

1. CVSA examinations shall only be administered to employees who voluntarily submit to the examination.

2. Civilian complainants and witnesses who consent may be tested to help assess their credibility.

J. CVSA Examinations for applicants

1. The CVSA may be administered to all applicants to assist in assessing the following:

- a. Suitability
- b. Accuracy and completeness of information in the application
- c. Questions or conflicts arising during the background investigation.

2. Questions to be asked will be reviewed with the applicant by the examiner immediately prior to the examination.

K. CVSA Examiners' Certification

1. Certification shall be maintained within the industry standards set forth by VIPER, Inc.

2. Each examiner shall conduct a complete examination at least once semi-annually. This can be either a pre-employment or a criminal investigation examination.



By Order of the Sheriff: **Chad K. Nichols**  
**Sheriff, Rabun County**