

CATALOG

VOLLMER POLYGRAPH

Accredited by the American Polygraph Association

**31103 Rancho Viejo Rd, Suite 2308
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Catalog Effective January 1, 2018 to December 31, 2018

MISSION STATEMENT

The mission of Vollmer Polygraph is to provide instruction in the art and science of the polygraph profession in accordance with the standards established by the American Polygraph Association (APA).

PROGRAM DESCRIPTION - POLYGRAPH EXAMINER

The program of instruction is designed to prepare the student to conduct valid and reliable polygraph examinations for law enforcement agencies and the private sector, either as an employee or as an independent contractor. This is a consecutive, ten (10) week, four hundred (400) hour program of instruction in the art and science of the polygraph profession.

FACILITIES

The class room is located in the City of Yorba Linda, California. All classes are held at this location. The classroom is located a building with an entrance into the administrative area and classrooms. Instruction is provided in the primary classroom. Restrooms are available in the building. All restroom facilities are in compliance with the Americans With Disabilities Act.

Enrollment and admissions take place at this site. All student records are kept at this site. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The ratio of students to equipment is one to one. Students receive instruction on Vollmer Polygraph owned or loaned equipment and software. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available in front of the building.

As a condition of admission, all students must own, at their own expense, and bring to class each day, a lap-top / notebook computer capable of operating the software written by the manufacturers of polygraph instruments. Applicants must have the physical ability to effectively operate all computer instruments.

LIBRARY

Vollmer Polygraph maintains a related library on campus. Students have access to reference texts and materials useful in completing the program of study via the on-site library.

DISCLOSURE STATEMENTS

The Vollmer Polygraph program is accredited by the *American Polygraph Association*.

It is the policy of the school to provide a copy of the latest school *Catalog*, either in writing or on the school's website, to all prospective students. Prospective students are encouraged to review this *Catalog* prior to enrolling. The Vollmer Polygraph *Catalog* is updated at least once a year or whenever changes to school policies take place.

Vollmer Polygraph does not offer distance education/learning programs. All classes are taught on-campus in the English language.

Vollmer Polygraph is a tobacco free environment. Students may not use tobacco in any form within the offices or classroom(s).

Vollmer Polygraph is committed to providing equal education and employment opportunities to all persons regardless of, but not limited to, race, color, religion, national origin, gender, marital or, parental status, physical limitation, age, or sexual orientation.

The program will provide the student with the education and training necessary to become a polygraph examiner. Before enrollment, applicants should consult the licensing laws, if any, in the area or jurisdiction in which they wish to practice.

Most polygraph examiners either work for a public agency such as a law enforcement agency or work as an independent contractor in the private sector. Vollmer Polygraph makes no representation as to the salary that is paid to a Polygraph Examiner. Independent contractors set their own fees. The student is strongly advised to research the qualifications, need, and salaries paid for Polygraph Examiners in the area in which the student intends to work. Vollmer Polygraph makes no guarantee, expressed or implied, that the student can gain employment or remain employed as a Polygraph Examiner. Vollmer Polygraph does not offer any placement services.

Successful completion of an APA accredited polygraph program is only one of the necessary prerequisites for membership in the American Polygraph Association or any other professional polygraph association. Students should review the membership requirements of the APA or any other polygraph association to determine eligibility for membership, before enrolling.

ADMINISTRATION

Joseph C. De Ladurantey, Ph.D. – Managing Director of Vollmer Institute, LLC.

Doctor De Ladurantey holds a Bachelor's degree in Criminology from Cal State Long Beach and a Masters degree in Public Administration from the University of Southern California. He received a doctoral degree in Public Administration and Public Management from the University of La Verne. He served as the Chief of Police of Torrance, California and retired as Chief of Police for the City of Irwindale, California.

FACULTY

Michael B. Lynch, MPA – School Director

Mr. Lynch holds a Bachelor of Science degree in Criminal Justice and a Master's degree in Public Administration. He has taught Criminal Justice as adjunct faculty at California State University, Los Angeles. He has been a Member of the American Polygraph Association since 1974 and is a Past-President of the California Association of Polygraph Examiners. He has twenty-three years experience in law enforcement.

George H. Tucker, Ph.D., ABPP

Doctor Tucker is a Ph.D. graduate of the University of Mississippi. He is a Diplomate of the American Board of Professional Psychology with a specialty in Behavioral Psychology.

Michael Pierce, DC

Doctor Pierce holds a Bachelor of Science Degree in Chiropractic and a Doctor of Chiropractic. He is a Diplomate of the American Chiropractic Neurology Board. He holds a license to practice in the State of Colorado

Thomas Valfrid Anderson, JD

Adjunct Professor, Business Department, International American University.

ADMISSION REQUIREMENTS

Applicants should, as a minimum, have completed sixty (60) semester college or university units with a grade point average of 2.5 or higher or have completed not less than three (3) years full-time employment as a peace officer or be honorably discharged as a commissioned or non-commissioned officer from any branch of the United States armed forces or hold a license to engage in private investigations. Applicants without these qualifications should consult with the program director before enrolling.

Vollmer Polygraph does not admit applicants with prior felony convictions. Vollmer Polygraph may deny admission to applicants with a misdemeanor arrest which resulted in imprisonment. Vollmer Polygraph may deny admission to applicants who have been refused admission to or expelled from any professional association or organization, college or university.

FINANCIAL AID PROGRAMS

Vollmer Polygraph, does not participate in federal or state financial aid programs.

STUDENT RECORDS

Students are guaranteed the right to access and review their personal files in compliance with the 1974 Family Education Right to Privacy Act. Third party requests for information will require written authorization from the student. Under no circumstances will information regarding a student, parent or guardian be released without the written consent of the student. Vollmer Polygraph will provide copies of any information sent out of Vollmer Polygraph at the request of the student. Maintaining and safeguarding student records, both personal and financial, are the responsibility of the Administrator.

Vollmer Polygraph will maintain student records of seven years, as required by state law. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in Vollmer Polygraph office during normal business hours or may schedule a time to review records that is convenient to both the student and Vollmer Polygraph administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and Vollmer Polygraph administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena.

Student transcripts will be maintained permanently. A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. Vollmer Polygraph reserves the right to withhold an official transcript, if the student's financial obligation to Vollmer Polygraph is in arrears, or if the student is in arrears on any Federal or State student loan obligation. Vollmer Polygraph also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by Vollmer Polygraph.

CLASSROOM AND BUSINESS HOURS

Classes are conducted at 22600 Savi Ranch Road, Suite A-13 - Yorba Linda, California Monday through Friday from 8 am to 5 pm. Students are required to attend no less than 400 hours of the entire 400 hour program.

ACADEMIC POLICIES

Units of Measurement and Evaluation (examinations) will be given to each student during the program of instruction. The number of questions will vary. The student must answer correctly seventy percent (70%) or more of the questions. In the event the student fails to answer correctly seventy percent (70%) of the questions on any examination, he or she may retake that examination with the questions modified. In the event the student fails to answer correctly eighty percent (80%) on the second examination, the student shall be deemed to have failed both the first and second examinations. The enrollment of any student who fails one examination and the retake of that examination may be terminated.

The enrollment of any student who is absent for more than twenty (20) hours of classroom instruction for any reason or no reason may be terminated. Excessive unexcused absences and/or tardiest constitute reason for disciplinary action. Students should notify the administrative office or class instructor of expected absence one day in advance. In the event of an unexpected absence, students should notify Vollmer Polygraph.

Students who arrive late for class by more than one hour will be counted as absent from the block of instruction to which they were late. Students who arrive late may remediate a missed

block of instruction at the discretion of Vollmer Polygraph. Make-up hours - Makeup classes are given at the discretion of the instructor and with approval of Vollmer Polygraph Director. Vollmer Polygraph does not grant leaves of absence.

CONDUCT POLICY

Conduct that is unbecoming, rude, vulgar, profane, endangering and or behavior that has a negative reflection on the reputation and welfare of Vollmer Polygraph will result in disciplinary action upon the discretion of Vollmer Polygraph Director. Conduct policy applies on or off campus within the scope of school hours. The enrollment of any student may be terminated for any of the following behavior; including, but not limited to:

- Falsification of the Admission Application.
- Theft, deliberate or careless damage or destruction of any Vollmer Polygraph property or the property of any student or instructor.
- Removing Vollmer Polygraph property from the facility without prior authorization.
- Causing, creating or participating in any disruption of class during Vollmer Polygraph hours on Vollmer Polygraph property.
- Making sexually inappropriate remarks or advances to other students or faculty.
- Use of abusive, discriminatory or threatening language at any time on Vollmer Polygraph premises.
- The commission of an assault or battery upon the person of another.
- Attending class while under the influence of alcohol, marijuana or illegal drugs.
- Plagiarism or cheating on any examination.
- Bringing firearms or any offensive weapon into the classroom.

Vollmer Polygraph is committed to fostering a drug-free environment for its students. Therefore, no student may use, possess, sell or distribute alcohol or other types of "illegal" or controlled substances, or use possess drug paraphernalia or in Vollmer Polygraph classrooms, except for drugs prescribed by a physician. Additionally, the illegal use of prescribed drugs and the inappropriate use of over the counter drugs are also prohibited. Persons showing behavior or conduct indicative of having used or consumed alcohol or other illegal substances shall be prohibited from entering Vollmer Polygraph classrooms.

Vollmer Polygraph reserves the right to impose disciplinary action to the extent allowed by local, state and federal laws against students or employees found to be in violation of this policy.

Liability – Vollmer Polygraph assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or classroom.

TUITION

The tuition for the entire program. There are no other costs or fees. Payment in full is required on the first day of class. Vollmer Polygraph accepts payment from major credit cards.

CANCELLATION AND REFUND POLICIES

You have the right to cancel the enrollment agreement you sign for a program of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, by fax or telegram. The notice, if mailed is effective by postmark date. This notice need not take any specific form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, Vollmer Polygraph will refund any money that you paid, less any deductions for equipment not timely returned in new condition within 30 days after receipt of the notice.

You have the right to withdraw from Vollmer Polygraph at any time. If you withdraw from the program after the cancellation period described above, Vollmer Polygraph will remit a refund within 30 calendar days following your withdrawal. The institutional refund policy for a student who has completed 60 percent or less of the program of instruction shall be a prorated refund. You are obligated to pay only for the educational services rendered. The amount owed equals the hourly charge for the program multiplied by the number of hours of instruction for which you were scheduled to attend prior to withdrawal. If the amount you have paid is more than the amount you owe, then a refund will be made within 45 days of your withdrawal date. If the amount that you owe is more than the amount you paid, then you will have to make arrangements to pay it.

The school is owned by: ***The Vollmer Institute, LLC***, a California Limited Liability Company.

The school's mailing address is:

The Vollmer Institute, LLC
31103 Rancho Viejo Rd, Suite 2308
San Juan Capistrano Ca. 92675

All classes are held at:

22600 Savi Ranch Road
Suite A-13
Yorba Linda, California

The school phone number is: (800) 295-6041

GRADUATION REQUIREMENTS

The student must complete the classroom residency requirements and pass all evaluations. Upon successful completion of the program, the student will be granted a "Diploma".

-----NOTHING FOLLOWS-----