

DEPARTMENT GENERAL ORDER 13-03

OFFICE of the CHIEF OF POLICE
REPLACES General Order 06-11

DATE: March 15, 2013

INTERVIEW ROOMS/AREAS

I. PURPOSE.

Employee safety when conducting interviews or interrogations of criminal suspects within the confines of the department is a major area of concern. As such, the intent of this directive is to promote those procedural guidelines relative to providing a safe and secure environment during the interview process.

II. GENERAL.

Interview and interrogation of detainees or criminal suspects will routinely take place in two distinct areas of the police department – the booking/processing area and two dedicated interview rooms adjacent to the Criminal Investigations Division. However, should situational requirements (such as the separation of juveniles from adults, or a large number of suspects) require that other areas of the department be used, efforts shall be made to ensure compliance with all applicable safety requirements, etc.

A. Booking/Processing Area

Officers may utilize the booking/processing area to conduct interviews and interrogations by questioning detainees in conjunction with arrest processing.

B. Dedicated Interview Rooms

These will serve as the primary locations for members of the Criminal Investigations Division to question detainees and/or

criminal suspects. Should a CVSA examination be required to determine a suspect's veracity, the test(s) shall also be administered in one of these rooms, whenever practical.

C. Training

Department personnel will receive periodic in-service training in regard to the proper handling of prisoners, interviewing, and the fire evacuation plan.

III. ROOM LAY-OUT/EQUIPMENT.

Both the booking/processing area and the individual interview rooms are equipped with tables, chairs, and video recording systems.

Each of the interview/interrogation areas have doors which can isolate the area but which also allow easy access from the inside.

A. Interrogation Team/ Lone Interrogator

Whenever possible, interrogations shall be performed by a pair of sworn personnel, either detectives or uniformed officers. This will not only promote officer safety, but will also allow two witnessing signatures on the Miranda Rights form, any written statement given by the suspect, and on the packaging seal if valuable or sensitive evidence are seized.

If the interviewing officer(s) need to leave the interrogation room/area for a short time for consultations, records pick-up, etc., the suspect will be continuously monitored by another officer or camera.

The interrogation officer will conduct a security inspection of the interview room or area immediately following its use.

B. Taping System

An audio and video taping system is available in both the booking/processing area of the police department and each of the dedicated interview rooms. The recording system that monitors the booking/processing area operates automatically, round the clock, seven days a week, while the system that covers the interview rooms must be activated manually.

C. Prisoner Processing Hold Over Cell

This area between the sally port and cell blocks will be used to restrict the movements of those suspects or detainees whom the arresting

or booking officer believes poses a threat to themselves or department employees. This area offers two points of entry, and plenty of glass to keep a close watch.

IV. SECURITY CONCERNS.

A. Weapons Control

Prior to conducting an interview or interrogation, either in the booking/processing area, or a dedicated interview room, the responsible officer(s) will secure their firearm in weapon's locker. This will apply equally to both uniformed officers assigned to the patrol division or plain clothes detective personnel. Gun lockers are available in both the booking/processing area and the Criminal Investigative Division for this purpose.

B. Handcuffing

Detainees that pose a threat to themselves or department employees will be restrained with handcuffs and/or flexcuffs as soon as practical. Suspects will not be handcuffed to chairs or tables.

C. Emergency Alarm

When immediate assistance is required in booking/processing area, uniformed officers can summon assistance by radio broadcast, activating the emergency button on their portable radio, by phone, or by pushing a wall-mounted emergency sensor that sends a signal to the East Central Dispatch Center.

When immediate assistance is required in one of the interview rooms, plain clothes personnel can summon emergency assistance by cellular phone or by activating the emergency button on their radio.

D. Fire Safety/Evacuation

As the Clayton Police Department is a non-smoking facility, detainees will not be permitted to light matches or lighters, or consume cigarettes, cigars, etc.

Should a fire emergency occur, sworn department employees will escort detainees from the building in accordance with the Fire Safety/Evacuation Plan.

E. Escape Attempts

Detainees will be searched prior to being questioned, and each will be continuously monitored to forestall any would-be escape attempt.

V. PERSONAL RELIEF MEASURES.

Detainees will be provided access to water, restrooms and comfort breaks as the need arises. However, they shall be monitored at all times and will not be permitted to move about the facility without an escort. As feasible, female supervision for female detainees will be provided. In case of an emergency or escape attempt, gender considerations will be ignored in favor of employee safety.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:mj
CALEA Reference: 42.2.10