

PALM BEACH GARDENS POLICE DEPARTMENT		
INTERVIEW ROOMS		
POLICY AND PROCEDURE 4.2.3.23		
Effective Date : 10/01/08	Accreditation Standards: CALEA 42.2.10 CFA Chapter 39	Review Date: 02/01/2010

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PURPOSE: This policy establishes guidelines for the proper and safe use of designated interview rooms.

SCOPE: This policy applies to all members when using the designated interview rooms.

REVIEW RESPONSIBILITY: Investigations Unit

POLICY: Interview rooms may be used for conducting interviews and interrogations and taking statements of victims, witnesses, suspects, and arrestees. Designated interview room(s) will be used in accordance with this policy. The rooms may also be used for conducting truth verification examinations, i.e., CVSA exams.

PROCEDURES:

1. DESIGNATED ROOMS AND AUTHORITY

- a. The Department has two designated interview rooms. These designated interview rooms are located in the Detective's workspace.
- b. When in use, the interview rooms should be accessible to supervisors, legal counsel and victim advocates, when appropriate. The interviewing officer shall have the authority to authorize others to enter the room.
- c. Normally, no more than two officers should be in the interview room with any suspect or arrestee. Exceptions may be made as needed for safety reasons, investigative purposes, or exigent circumstances.

2. WEAPONS CONTROL

- a. No weapons are allowed in the interview room during an interview or interrogation of a suspect or arrestee. Weapons shall be secured outside of the room prior to the interview or interrogation.
- b. Any officer utilizing the interview room with a witness or victim while the officer is armed shall ensure their weapon is securely encased in an approved holster with a retention mechanism as required by Policy and Procedure 4.2.1.1.

3. SAFETY AND SECURITY CONSIDERATIONS

- a. Any officer using the interview room with a person who has previously been violent, or may reasonably be expected to become violent, will ensure a second officer is present in the interview room during any interview or interrogation.

- b. If a secure location for the interview or interrogation is needed for safety reasons, the prisoner processing facility will be used, and all weapons secured as required for that location.
- c. Any person under arrest shall be searched for weapons and/or contraband by the interviewing officer prior to being placed in an interview room. This will be in addition to any search previously conducted. A search of a suspect not under arrest may occur based on reasonable suspicion the person has a weapon. In the absence of reasonable suspicion, consent to check a suspect for weapons should be requested. The search will be conducted by an officer of the same sex, when possible.
- d. Personal property of an arrestee will be secured prior to entering the designated interview rooms. Property of suspects and witnesses should be left outside the interview room whenever feasible.
- e. Officers will ensure that proper restraint devices are used when required. Arrestees should be handcuffed at all times while being moved about the building.
- f. No suspect or arrestee will be interviewed in the Detective's workspace unless a second officer is present to render immediate assistance if needed. In such case, the other officer should, at a minimum, monitor the room via the closed circuit camera system in order to react if assistance is needed. If necessary, the interviewing officer may request assistance from Road Patrol for an officer to stand by during the interview or may conduct the interview in the secure prisoner processing facility.
- g. At a minimum, the second officer present in the Detective's workspace during an interview of a suspect or arrestee must have immediate access to his/her police radio to summon additional assistance if needed.
- h. Securing an arrestee by handcuffing while in the interview room is preferred, but it is recognized that the interviewer may, in his/her discretion; remove an arrestee's handcuffs for interview reasons or for signing documents, etc. If doing so, the interviewing officer should ensure the other officer(s) present in the Detective's workspace are aware the arrestee is not handcuffed.
- i. Arrestees shall not be secured to any fixed objects at any time while in a designated interview room.
- j. The interview rooms are equipped with a closed circuit video monitoring system. That system shall be used and the video displayed on the monitor in the Detective's workspace whenever an arrestee or suspect is being interviewed. This will provide an additional means for the other officer(s) in the Detective Division to monitor the situation and render assistance if needed.
- k. Should it become necessary for the interviewing officer to leave the area of the interview room, another officer will monitor the victim, witness, suspect, or arrestee, either in person or via video monitoring. To secure an arrestee, the door may be locked as long as the arrestee is monitored via video.
- l. Smoking is not permitted and no lighters, matches, or other combustible items are permitted in designated interview rooms.

4. RESPONSIBILITIES AND INSPECTIONS

- a. The interviewing officer is responsible for any persons brought into the designated interview room and shall ensure proper separation of females, males and juveniles as needed.
- b. Immediately prior to use, a safety inspection of the interview room shall be conducted. The interviewing officer should ensure that there are no items in the room that may pose a safety hazard.
- c. Other than equipment assigned to the room (furniture, telephone, CVSA machine, trash can), officers shall not leave any object (clipboard, voice recorders, etc.) unattended in an interview room while suspects or arrestees are present.
- d. Periodically, interview rooms and equipment should be inspected by a Investigations Bureau supervisor for operational wear and tampering. The supervisor should complete a work order to repair any damage. If the damage renders the room unsafe for use, the supervisor shall ensure that room is not used until the damage is repaired.
- e. In the event of a fire or evacuation emergency, the interviewing officer, and any other officers present, will assist the person being interviewed in exiting the location to a safe location. Arrestees will be properly secured via handcuffing prior to evacuating and should be placed in a secure vehicle as soon as possible.

- f. In the event of a medical emergency, the custodial officer will summon EMS and provide appropriate first responder assistance. Custody of arrestees shall be maintained in the event of medical transport and treatment.
- g. In the event of an escape, procedures shall be the same as described in policy 4.2.3.20 – Prisoner Processing Facility, Escapes or Riot Situations.
- h. The interviewing officer will ensure that victims, witnesses, suspects, and arrestees have access to drinking water and a restroom and allow comfort breaks as needed. Arrestees must be properly supervised and secured during these times.

5. TRAINING

- a. All sworn personnel shall receive training on the proper use of interview rooms. This may be accomplished through review of this policy during roll call training or in-service training.

6. VIDEO MONITORING

- a. Video cameras are installed in both designated interview rooms.
- b. If a suspect or arrestee is left unattended in a designated interview room, officers shall have visual contact via video monitoring.

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- PATROL OPERATIONS BUREAU

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APPROVED:



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Date