



INTERVIEW ROOMS

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I. PURPOSE

The purpose of this directive is to establish procedures and protocol when using rooms designated for witness/suspect interviews.

II. POLICY

The Anne Arundel County Police Department will ensure the safety of all personnel, witnesses, suspects, and arrestees that enter any of the rooms designated for interviews.

III. SCOPE

This policy is applicable to all sworn and non-sworn personnel.

IV. PROCEDURES

A. Weapons Control

1. When an interview of an arrestee, suspect, or a person who could possibly evolve into a suspect is conducted in a designated interview room, ALL weapons must be secured prior to entry into the room.

Weapons will include any and all firearms, knives, expandable batons, OC spray and Tasers.

2. Detectives in plainclothes must remove and secure any and all badges, police identification cards/lanyards, handcuff cases, handcuffs, ammunition pouches, and ammunition prior to entering the interview room.

3. All firearms will be secured in the appropriate weapons lockers located outside or near the interview rooms.

B. Security Concerns

1. The interview rooms should be considered a safe and secure environment. It is the interviewer's responsibility to search the interview room for any contraband/weapons prior to placing the interviewee inside and also at the conclusion of the interview.

2. It is the interviewer's responsibility to ensure the arrestee, suspect, or person who could possibly evolve into a suspect **IS SEARCHED** prior to placing the individual into the interview room.

3. It is the responsibility of the interviewer to ensure that the arrestee, suspect, or person who could possibly evolve into a suspect will be monitored at all times.

4. The interviewer will ensure the arrestee, suspect or person who could possibly evolve into a suspect will be kept in the interview room only for the length of time necessary to complete the interview and/or obtain the official statement.

5. The arrestee, suspect or person who could possibly evolve into a suspect that poses a threat to themselves or others will be restrained as soon as possible and transferred to the proper facility.

C. Personnel

The number of personnel allowed to enter the interview room during the interview of the arrestee, suspect or person who could possibly evolve into a suspect will be limited to two. This will not preclude others from entering the room to provide additional information, take photographs or provide for the collection of evidence.

D. Methods of Summoning Assistance

When immediate response for assistance is required, an interviewer can call for assistance by requesting aid over the building's paging system, via telephone/cell phone, and/or via police radio.

For safety purposes, during the interview of an arrestee, or a person who is being interrogated in a custodial setting, two detectives/officers should be present in the interview room at all times. When a second detective/officer is not available, the interviewing detective/officer must carry his/her police radio into the interview room and notify Communications of the location of the interview room he/she is utilizing.

E. Equipment or Items to be Kept in Interview Room Area

The interview rooms should contain, at minimum, a table, three chairs and instruments needed to document the interview (paper, pens, pencils, etc.) Additional equipment may be brought into the interview room as needed, such as a laptop computer, Computer Voice Stress Analyzer, camera, etc.

F. Access to Restrooms, Water, or Comfort Breaks

1. Interviewees will be provided access to water, restrooms, and other needs that may arise during the interview. It will be the responsibility of the interviewer to ensure the interviewee is monitored during these times. It will be the responsibility of the interviewer to document such actions.

2. The interviewers need to be cognizant of the time elapsed during an interview to ensure that the interviewee's restroom needs and other breaks are being met.

V. PROponent UNIT: CID Major Crimes Section.

VI. CANCELLATION: This directive cancels Index Code 1824, dated 06-28-07.