



# Clayton County Police Department PROCEDURES

Subject <b>INTERVIEW ROOMS</b>		Procedure # <b>B20</b>	
Authorizing Signature 	Effective <b>03-02-2026</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>6</b>

## I. PURPOSE:

The purpose of this policy is to provide guidelines for officers who use interview rooms inside the Clayton County Police Department (CCPD) Headquarters Building.

## II. POLICY:

It shall be the policy of the Clayton County Police Department (CCPD) to ensure the safety of all individuals who enter any of the rooms that are designated for interviews.

## III. DEFINITIONS:

Constant Supervision: The direct, personal supervision and control of a detainee by the attending officer who can immediately intervene on behalf of the Department or the detainee.

Detainee: A person in custody of Department personnel and whose freedom of movement is at the will of Department personnel.

## IV. PROCEDURES

### A. General

- When an individual is arrested, they are transported to the appropriate detention facility, if necessary. When necessary, detainees may be taken to CCPD Headquarters (hereinafter referred to as Headquarters) for an interview, in conjunction with an arrest, prior to being booked into a detention facility.
- All detainees shall be properly handcuffed and thoroughly searched for weapons and contraband before they are transported, and each time the detainee enters custody of an officer.
- The Department does not operate a holding facility nor does it maintain or authorize a temporary detention room; hence, officers will maintain constant supervision of any detainee that is taken into custody and/or transported to Headquarters for an interview.

### B. Interview Rooms

The Department's interview rooms may be utilized by officers for both custodial interrogations of detainees and non-custodial interviews with witnesses, victims, suspects, applicants and other individuals. **For the purpose of this policy, interview rooms include polygraph examination rooms.**

Interview Rooms: The Interview Rooms (#'s 180, 181 and 183) are located on the second floor of Headquarters. These rooms shall contain a minimal amount of furniture (typically a table and three chairs) and are equipped with a camera system to record audio and video for interviews and interrogations.

Polygraph Examination Rooms: The Polygraph Examination Rooms (#'s 124 and 126) are located on the second floor of Headquarters. These rooms shall contain a minimal amount of furniture (typically two office chairs, an examination chair, a desk, and a file cabinet). The rooms are equipped with the polygraph instruments, computer accessories, and a camera system to record audio and video for interviews, interrogations, and examinations.

1. The interview rooms shall be used for all interviews and interrogations, whenever possible.
2. The interview rooms should be considered a safe and secure environment. It is the officer's responsibility to search the interview room for any contraband, evidence, weapons, or potential weapons, prior to placing an individual inside and also at the conclusion of the interview.
3. When an interview room is utilized, the "Interview in Progress" sign will be activated to ensure the interview is not interrupted. When a sign is activated, the letters are illuminated in red, alerting others that the room is in use. The signs are fixed to the ceiling in front of each interview room.
4. Only authorized personnel, for work-related reasons, shall be allowed inside the interview rooms. Note: The polygraph examination rooms may only be used by a Polygraph Examiner for an interview/interrogation or examination.
5. When an interview room is utilized for an interview/interrogation, the number of people present shall be kept to a minimum. [CALEA 42.2.8(c)]
  - a. Typically, this shall be no more than two (2) officers and the person being interviewed.
  - b. This will not preclude others officers/detectives from entering the room to provide additional information, take photographs, or collect evidence.
  - c. Special circumstances may require a parent, guardian, interpreter or legal representation.
  - d. Ultimately, it will be up to the detective on a case-by-case basis to make the decision as to who may be present.

Note: When a polygraph examination room is utilized, no individuals, other than the Polygraph Examiner and the Examinee will be present inside the room. Exceptions to this rule may occur, when an interpreter is used or when other extenuating circumstances exist.

6. Departmental forms and other items (e.g., pens, paper, etc.) needed to document an interview may be brought into an interview room.
  7. Additional equipment (e.g., laptop computer, camera, digital recorder, etc.), chairs and/or other items may be brought into an interview room as needed. [CALEA 42.2.8(f)]
  8. Officers who utilize an interview room are responsible for the removal of any added furnishings, equipment or other items at the conclusion of an interview.
  9. Interviews and interrogations of detainees inside an interview room shall be recorded via cameras and/or audio recording system/device.
- C. Cameras and/or Audio Recording System/Devices [CALEA 42.2.8(e)]

Interview rooms are equipped with camera systems for recording audio and video of interviews, interrogations and examinations.

1. Only trained personnel are authorized to operate or use these cameras and audio recording systems.

2. Equipment checks are mandatory before and after use to ensure proper function.
3. Any equipment malfunctions during an interview must be documented in the interviewing officer/detective's report and reported immediately to a Criminal Investigation Division (CID) supervisor.

D. Weapons Control [CALEA 42.2.8(a)]

1. It will be the sole discretion of the interviewing detective, and in certain cases a supervisor, whether or not the interviewing detective maintains their authorized weapon(s) on their person while interviewing a detainee.
2. When a detective retains custody of their authorized weapon(s), the detective will use all necessary precautions to prevent a detainee from obtaining them. The detective shall:
  - a. Practice safe positioning and proximity to the detainee, to prevent weapon acquisition by the individual;
  - b. Ensure their authorized weapons are securely holstered; and
  - c. Keep their firearm side away from the detainee and ensure that the individual does not have access to other authorized weapons.
3. Should the detective elect to remove their authorized weapon(s), the detective shall:
  - a. Notify their supervisor;
  - b. Properly secure the weapon(s); and
  - c. Inform assisting officers.

E. Supervision of Detainees

1. The transporting officer is responsible for the safety and security of a detainee that is brought to Headquarters for an interview until they are relieved by another officer assuming responsibility for the individual.
2. At no time will any detainee be left unattended.

F. Communication and Coordination

1. When the transporting officer contacts the interviewing detective, the transporting officer shall advise the detective of the following:
  - a. Threats, requests (e.g., speak to an attorney, phone call, etc.), and unusual and/or relevant comments that were made by the detainee;
  - b. Violent, strange, or unexpected behavior displayed by the detainee; and
  - c. Any other security concerns and/or pertinent information.
2. The interviewing detective will notify the transporting officer when it is safe to place a detainee inside an interview room.

G. Security Concerns [CALEA 42.2.8(b)]

When conducting an interview with a detainee, the interviewing detective will ensure that adequate personnel are available for backup and that all security concerns are addressed before the interview starts. Additional personnel should be requested to participate where prudence and safety warrant the presence of additional officers.

1. Interview Rooms

- a. Assisting personnel shall remain in close proximity to the interview room.
- b. Assisting personnel can watch and listen to the interview via closed-circuit television (CCTV) inside the Audio/Visual (AV) Room (# 159) or from desktop computers inside Headquarters.

2. Polygraph Examination Rooms
  - a. Assisting personnel shall remain in close proximity to the interview room.
  - b. The lead detective or an assisting detective may be present during polygraph examinations related to their specific investigation. The detective(s) can assist with the direction of the post-test interview as well as the security of the Polygraph Examiner.
  - c. Assisting personnel may monitor the polygraph examination via a two-way mirror or through closed-circuit television (CCTV) on desktop computers inside Headquarters.
3. Interviews and interrogations of detainees shall, whenever possible, be conducted by two (2) officers. Prior to the interrogation, each officer shall have a clear understanding of the respective roles each will perform.
4. Prior to placing a detainee inside an interview room, the transporting officer and interviewing detective will visually and physically check the room for weapons, contraband, evidence and any item that a person might be able to use to harm themselves or anyone else.
5. All detainees will be thoroughly searched for weapons and contraband prior to being placed into an interview room.
6. No more than one (1) detainee will be in an interview room at a time.
7. Detainees will be handcuffed prior to being placed in the interview room. Handcuffs may be removed at the discretion of the officer or detective that has physical custody. If there is any doubt as to officer safety, the handcuffs will remain in place.
8. Detainees are not to be handcuffed to any fixed object (e.g., ring or bar) unless the object is designed and intended for that use.
9. Detainees will not be left alone in an interview room.
10. When an interview or interrogation is not actively being conducted, a minimum of one (1) officer shall be dedicated to the immediate supervision and/or monitoring of the detainee.

#### H. Accountability

1. Responsibility for the supervision and accountability of a detainee placed in an interview room is shared between the officer who placed them there and the interviewing detective. However, the placing officer may request that the interviewing detective assume full responsibility until the interview has concluded.
2. Normally, the officer who placed the detainee inside the room will wait outside the interview room.
3. The interviewing detective will ensure the detainee is kept in the interview room only for the length of time necessary to complete the interview, collect evidence, or obtain an official statement.

#### I. Access to Restroom, Water, or Other Breaks [CALEA 42.2.8(g)]

1. The interviewing detective and/or officer responsible for a detainee will ensure that the detainee is provided access to a restroom, water and other basic needs in a timely manner; meals are not provided.
2. It will be the responsibility of the interviewing detective and/or officer responsible for the detainee to ensure the individual is monitored during these times.
3. Any actions or effort taken to provide such resources and/or use of facilities shall be documented in the interviewing detective's case file and/or officer's report.

J. Emergency Requests for Assistance [CALEA 42.2.8(d)]

1. If an officer/detective or detainee needs assistance, any means of communication may be used including, but not limited to: portable radio, alert button, telephone/cellular phone, or verbal request. Emergency assistance may be requested if the circumstances require it.
2. At least once (1) officer participating in and/or monitoring the interview shall have their portable radio readily available to summon assistance, as needed.

K. Transport to Detention Facility

1. Once the interview has ended, the interviewing detective will notify the transporting officer.
2. The transporting officer will re-apply restraints to the detainee if they were removed, and search the individual for weapons and contraband.
3. The detective and transporting officer will search the interview room for weapons, contraband, and evidence.
4. The transporting officer will transport the detainee to the appropriate detention facility.

For further information regarding transport of detainees refer to CCPD SOP: *D24: Transportation of Detainees*.

L. Non-custodial Interviews

The following procedures shall be followed when officers utilize an interview room for a non-custodial interview.

1. Prior to and after a non-custodial interview, the officer/detective shall visually and physically check the room for the presence of weapons, contraband, or evidence.
2. If a frisk for weapons is necessary, the officer/detective shall ask the suspect, witness or victim to consent to the frisk.
3. Suspects will not be left alone in an interview room.
4. Witnesses and victims will not be left alone in the interview room for extended periods of time.
5. Constant visual contact with individuals inside an interview room will be maintained through the following:
  - a. Monitors inside the Audio/Visual (AV) Room;
  - b. Two-way mirror for polygraph examination rooms;
  - c. Desktop computer monitors inside Headquarters; and
  - d. An open door for interview rooms and polygraph examination rooms.

M. Visitors

All visitors will be escorted by Department personnel while inside restricted and/or secure areas of Headquarters.

N. Inspections

1. All employees are responsible for maintaining a clean working environment and ensuring that all interview rooms are free from hazards. Employees will report conditions requiring attention through the chain of command.
2. All supervisors are responsible for the ongoing inspection of the general condition, cleanliness, damage, usability, and safety of the Department's interview rooms and for taking corrective action, when possible. Problems that cannot be corrected by the supervisor will be reported through the chain of command immediately, with a Memorandum (Memo) describing the problem and recommended solution.

3. Prior to each use, the officer/detective will inspect the interview room being utilized; any issues will be forwarded to the respective supervisor for notification and subsequent resolution.
4. On a monthly basis an inspection of the interview rooms will be conducted in the following manner: by the concerned Division/Unit Commander, or authorized designee.
  - a. A CID supervisor will inspect Interview Room numbers 180, 181 and 183.
  - b. A supervisor in charge of the Polygraph Unit will inspect Polygraph Examination Room numbers 124 and 126.

The monthly inspection shall be documented and address any problems or potential problems that exist, along with a plan to resolve them. Once the inspection is completed, the information shall be forwarded through the chain of command, filed, and maintained.

5. Annually, the concerned Division Commander, or authorized designee, shall conduct an administrative review to ensure that departmental policies and procedures governing interview rooms are followed and that these areas remain adequate for the Department's needs. The administrative review may also identify more effective arrangements for utilizing these rooms.

The respective Division Commander, or authorized designee, will document the review and forward the report to the Deputy Chief of Support Operations or to the Assistant Chief of Field Operations, who will then forward it to the Chief of Police.

## **V. CANCELLATION**

This procedure amends and supersedes the following standard operating procedure: *B20: Interview Rooms*, dated June 1, 2022.