

A. **PURPOSE.** To outline procedures regarding the use of Grand Rapids Police Department Facilities for Interviews, Interrogations, and Temporary Detention.

B. **GENERAL PROCEDURE**

1. **Weapon security**

- a. Sworn personnel may wear their issued sidearm in the interview room. The firearm must be secured in a department authorized Level 2 or 3 holster.
- b. Personnel choosing not to wear their firearm in the interview room shall secure their firearm in one of the provided lock boxes and maintain control of the lock box key.

2. **Security concerns**

- a. Suspects shall be monitored at all times in person or by electronic means unless exigent circumstances exist.
- b. The observation monitor shall be activated whenever a subject is in an interview room.
- c. Officers are discouraged from interviewing suspects alone or having more than two officers present at the time of the interview barring extenuating circumstances (i.e. officer safety issues, etc.)
- d. Anyone inside the interview room in need of emergency assistance shall shout and activate the panic alarm installed in the interview room.

3. **Equipment**

- a. Interview rooms may be equipped with a table, chairs, panic alarm, audio/video monitoring devices and waste basket. No additional equipment shall be stored or maintained in the interview rooms.
- b. Any damage or malfunction of the monitoring equipment or panic alarm shall be brought to the attention of the Detective Unit Commander.

4. Comfort breaks shall be provided to all subjects, including access to water and restrooms.
5. Temporary Detention
 - a. Suspects placed into custody and being detained prior to transportation to the Kent County Correctional Facility, or other facility, shall only be secured in the authorized interview rooms located in the Major Case and Family Service Teams office areas.
 - b. The assigned detective shall document in the incident report the following information when a subject is temporarily detained.
 - (1) The reason for the detention
 - (2) The date and time the subject(s) became temporarily detained
 - (3) The date and time the subject was released or transported to another location
 - (4) All comfort breaks and meals
 - c. The assigned detective will be responsible for the temporary detention of subjects in their assigned cases. This includes:
 - (1) Ensuring subjects are searched prior to temporary detention
 - (2) Securing and monitoring unattended detainees within locked rooms, including face-to-face visual observation at least every 30 minutes
 - (3) Ensuring detainees are not secured to fixed objects
 - (4) Separating males, females, and juveniles
 - (5) Allow only authorized access to the detainee
 - (6) Ensuring the detainee is accompanied on any comfort breaks by at least two officers

d. Juveniles

- (1) Juveniles in custody solely for a status offense may not be placed in any room that has the ability to be secured.
- (2) Juveniles may not be secured in temporary detention for longer than six (6) hours.
- (3) The assigned detective shall document the presence of a juvenile in any of the department's interview rooms.

e. Inspections

- (1) The Detective Unit Commander, or designee, shall inspect each interview room annually for cleanliness and the existence of any unsafe conditions. If any unsafe conditions are noted, the room shall not be used until the unsafe conditions are addressed.
- (2) The Deputy Chief of Administrative and Investigative Services, or designee, along with the Office of Research & Planning, shall conduct an administrative review of all temporary detentions and procedures every three years.