



Chapter: Investigations and Enforcement Operations
Subject: 07-12 – Interview Rooms
Effective: October 29, 2024
Supersedes: None
Distribution: Department Members

PURPOSE: This Order provides guidance and procedures to be followed when using rooms designated for witness/suspect interviews.

07-12-1 POLICY:

It is the department's policy to ensure the safety of all members, witnesses, suspects, and arrestees that enter a designated interview room.

07-12-2 DEFINITIONS

- A. Interview Room: Any room(s), whether located within a department owned or operated facility or operated by another entity, regularly used by department members to conduct custodial interviews of arrestees or non-custodial interviews of witnesses, victims, or suspects.

07-12-3 DESIGNATION OF INTERVIEW ROOMS

- A. Commanders of worksites where interviews may be conducted in criminal matters, shall designate rooms for use in interviews, interrogations, or polygraphs.
- B. Polygraph examinations will only be conducted in rooms that are specially equipped to perform the examination/interview in accordance with the policies and procedures of the Polygraph Section.

07-12-4 REQUIREMENTS

- A. The number of enforcement members allowed in an interview room will be left to the discretion of the lead investigator with member safety as the principal factor. The number of members participating in or observing an interview will be governed by the nature of the crime and the threat level presented by the individual being interviewed.
- B. Enforcement members participating in an interview shall have a method for summoning assistance, which may include a portable radio, cell phone, or by voice.
- C. Interview rooms shall be searched prior to and following an interview to ensure there are no weapons or items that could be used as weapons accessible.
 - (1) Arrestees participating in a custodial interview shall be searched prior to entering an interview room.

- D. Interview rooms shall be furnished with consideration of the intent of conducting interviews in a safe and effective manner. Any items taken into an interview room for the purposes of an individual interview shall be removed when the interview is complete. Examples may include case files, photographs, audio and video recorders, notepads and pens, computers or tablets, or personal items such as glasses or phones.
- E. Enforcement members entering an interview room are responsible for the security of their weapons.
- F. Interview rooms shall be continuously monitored by audio and/or video when occupied by non-department members. Enforcement members should not interrogate individuals in interview rooms unless there is another enforcement member present in the building and the room is being monitored. If there is reason to believe a suspect presents a safety risk, arrangements shall be made to have another enforcement member present to monitor the room.
- G. Water, restroom access, and breaks should be provided when reasonably necessary to ensure the interviewee's comfort, maintain their ability to focus, and uphold their well-being throughout the interview process.
- H. Interview room doors shall not lock automatically when closed, and interview rooms shall not be locked during non-custodial interviews.

DIRECTOR

Annual Review Responsibility: Field Services Bureau

Accreditation Standards: CALEA 42.2.8