

La Plata Police Department – General Orders

	Title: Interview Room		Order #: 670	
	Effective Date: September 1, 2014	Review Date:		
	<input checked="" type="radio"/> New <input type="radio"/> Amends <input type="radio"/> Rescinds			
Approved by: Chief Carl Schinner				CALEA 5 th Edition
CALEA Standard: 42.2.10				Pages: 2

- 01 Policy:** It is the policy of the La Plata Police Department to designate a room within the building for the interviewing of witnesses and interrogation of suspects/defendants.
- 02 Procedures:** When a suspect is brought into an interview room the following procedures will be followed:
1. Supervision and Accountability:
 - a. Suspects are, and remain the responsibility, of the arresting officer/detective or investigating detective.
 - b. The officer/detective will provide adequate supervision and control of the suspect. An Interview Room Log will be maintained on every suspect brought into the room.
 2. Weapons Control: (CALEA 42.2.10.a)
 - a. Firearms are not permitted in any of the interview rooms when interviewing suspects of crimes, unless a deadly force situation exists. Firearms will be secured in the lockboxes outside the door.
 - b. Less-Lethal Weapons are permitted to in the interview rooms if they are secured in a Departmentally issued/approved holder.
 3. Safety and Security Concerns: (CALEA 42.2.10.b)
 - a. Prior to a prisoner being placed in an interview room the investigating officer/detective will check the room for weapons and/or contraband. The room will be checked again after the prisoner/detainee leaves the room.
- b. During an interrogation when the suspect is not free to leave, the interview room may be locked when the officer/detective is not present. The suspect however will be visually physically checked on at least every fifteen (15) minutes. The times the prisoner was checked on will be annotated on an Interview Room Log.
 - c. When a suspect is being interviewed who is free to leave, the interview room will not be locked.
 - d. Officer/detectives shall make sure they have a portable radio with them at all times when interrogating/interviewing a suspect. The “Signal 13” button will be deployed to summons emergency aid, if needed. (CALEA 42.2.10.d)
 - e. Officer/detectives shall not restrain suspects to fixed objects in the interview rooms.
4. Number of Personnel Allowed in the Interview Room: (CALEA 42.2.10.c)
 - a. When interviewing an adult or a juvenile charged as an adult, there will be no more than two officer/detectives, at a time, in the interview room during a suspect(s) interview.

EXCEPTION: When a suspect is currently, or in the past, displayed aggressive behavior or has a history of violence.

- b. A juvenile interview should be conducted by one officer so as not to intimidate the juvenile. Two officers may be used under the following circumstances:
 - (1) Violent juveniles; and/or,
 - (2) When the investigating officer/detective is of the opposite sex, and the officer/detective feels it would be prudent to have an officer/detective of the same sex in the interview room with the juvenile.
5. Equipment/Items in Interview Room: Interview rooms shall be kept as clutter free as possible. Interview rooms shall be equipped with at least the following: (CALEA 42.2.10.e)
- a. A desk or table;
 - b. Two or more chairs; and,
 - c. Statement forms.
6. Access to Restroom, Water and Comfort Breaks: (CALEA 42.2.10.f)
- a. Adult suspects will have access to water and restroom facilities when requested. Comfort breaks will be at the discretion of the interviewing officer/detective, but at no time will more than three (3) hours go by without a comfort break being offered.
 - b. Juvenile suspects will have access to water and restrooms facilities when requested. The interview time should not be longer than two hours without a ten minute comfort break and total time shall not exceed six hours.