



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE INTERVIEW ROOM PROCEDURES		PROCEDURE NUMBER PG473.0	
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 06/01/17	REVIEW DATE 05/01/21
REPLACES PG473.0 "Interview Room Procedures" issued 03/01/08			
RELATED DIRECTIVES	REFERENCES CALEA 42	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. POLICY

It is the policy of this division to provide safe conditions and governing procedures for the use of rooms designated for the interviewing of witnesses and applicants, and the interrogation of suspects or defendants.

II. PROCEDURE

When an individual is brought into an interview room, the following procedures will be followed:

1. Supervision and Accountability:
 - a. Defendants are, and remain the responsibility of, the arresting officer/detective or investigating detective.
 - b. The officer/detective who brings an individual into an interview room will provide adequate supervision and control of the person at all times. An Interview Room Log will be maintained on every person brought into the room.
 - c. In the case of a fire, the responsible officer/detective/staff will remove the detainee or person being interviewed from the

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interview room and follow fire suppression and evacuation procedures that will lead them to a safe and secure location.

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 of the prisoner processing area.
 - b. Less-Lethal Weapons are permitted in the interview rooms if they are secured in a departmentally issued/approved holder.
3. Safety and Security Concerns: (CALEA 42.2.10.b)

Prior to a prisoner being placed in an interview room the investigating officer/detective:

- a. 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, officers/detectives will restrain suspects using the handcuffs/bar located in the interview rooms when they are not in the room with the suspect.
 - c. Officers/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)
 - d. Officers/detectives/staff will not leave any detainee unattended that appears to be a potential threat to himself or herself.
4. Number of Personnel Allowed in the Interview Room: (CALEA 42.2.10.c)
 - a. During a suspect interview or when interrogating an adult or a juvenile charged as an adult, there should be no more than two officers/detectives in the interview room at a time.
EXCEPTION: When a suspect/defendant is displaying or has displayed aggressive behavior, or has a history of violence.
 - b. A juvenile interview should usually be conducted by one officer so as not to intimidate the juvenile, but two officers may be used if another

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officer's/detective's rapport with the juvenile would assist the interviewer, or 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 42.210.e)
- 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.
7. **Use of Video Equipment:** The interview rooms located in the upper investigative office are equipped with video cameras. Recordings made with these cameras protect the officer/investigator and the Division from false complaints and in matters of civil litigation
- a. Any officer or investigator who uses the interview room to interview victims, witnesses, suspects of crimes/professional misconduct, or applicants for employment, must video record the interview.
 - b. The Detective Sergeant of Investigative Operations will maintain a log with the following information: Date, Case Number, Name of Interviewee, Date Released, Purpose of Release (recycle, investigation), and Released to (Name).

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- c. In criminal matters, the Detective Sergeant of Investigative Operations will store DVD's of the interview for 90 days unless held by an investigator or Command Staff member. DVD's not held will be recycled destroyed.
- d. The Supervisor of the Office of Accountability and Oversight will store DVD's of internal investigations or background investigation-related interviews for 90 days unless authorized to be held. Recordings not held will be destroyed.

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