

	POLICY & PROCEDURE	SERIES # 710	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	INTERVIEW / INTERROGATION ROOMS		01/24/06
			ORIGINATOR Investigative Services
DISTRIBUTION	AMENDS/SUPERSEDES/CANCELS		
ALL MANUALS	P&P # NEW POLICY		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the utilization of rooms designated as Interview / Interrogation Rooms (hereinafter referred to as Interview Rooms) within the Investigations Section of the Police Division.

II. POLICY:

It shall be the policy of the Hampton Police Division to utilize the four small rooms in Investigative Services identified as Interview Rooms for the purpose of non-custodial interviews of victims, witnesses and suspects of crimes, and custodial interviews of arrestees.

III. PROCEDURE:

A. Custodial Interrogations

1. All prisoners will be thoroughly searched for weapons, contraband, and evidence prior to being placed in the interview room.
2. Each prisoner will be placed in a separate interview room apart from other prisoners.
3. Prisoners will be handcuffed prior to being placed in the interview room. Handcuffs may be removed at the discretion of the officer having physical custody of the prisoner or the investigator working the case. If there is any doubt as to officer safety, the handcuffs will remain in place. At no time will prisoners be secured to any object in the interview room. (See P&P 533 for further guidelines)
4. Interview rooms are **not** holding cells. If a prisoner is left alone in an interview room, visual contact will be maintained through the peep hole or an open door or by utilizing the video system in the room. It is the interviewing officer's responsibility to be sure visual contact is maintained.
5. Arresting and/or interviewing officers will ensure that the human needs of the persons placed in the rooms are met (restrooms, water or comfort breaks).

APPROVED:
CHIEF OF POLICE



6. Firearms and tasers will be secured in the lockboxes provided in Investigative Services by all officers entering the interview rooms.
7. Normally, no more than two officers will be involved in an interview at one time. Exceptions will be approved by a supervisor.
8. Officers conducting interviews should have another officer in the area whenever possible for safety reasons. When this is not possible, the officer will have immediate access to a police radio or telephone for summoning assistance, if needed.
9. The video and/or audio recording of interviews shall be done in accordance with P&P #711.
10. For fire safety reasons, cigarette lighters and matches will be removed from prisoners placed in an interview room.

B. Non-custodial Interviews

1. If in the opinion of the officer, a frisk for weapons is necessary, he/she should ask the suspect or witness to consent to the frisk.
2. Witnesses should not be left alone in the interview rooms for extended periods of time. Officers should make visual contact at least once every 10 minutes with witnesses. If the person is a suspect, visual contact will be maintained through an open door or peep holes in doors or by utilization of the video system monitors.

C. Interview Room Maintenance

1. The interview rooms will be left clean. No forms, pens, pencils, cups or trash will be left in the rooms. The only items to be maintained in the rooms are the chairs, table and video/audio equipment.
2. Prior to and immediately after utilizing an interview room, the interviewing officer shall visually check the room for the presence of weapons, contraband and evidence.

-