


# MONROE COUNTY SHERIFF'S OFFICE

## GENERAL ORDER

<b>CHAPTER:</b>	<b>34A</b>	<b>TITLE:</b> Interview / Interrogation Rooms
<b>EFFECTIVE DATE:</b> May 21, 2009	<b>NO. PAGES:</b> 2	<b>AMENDED:</b>
<b>RESCINDS:</b> Special Order – Interview Rooms		<b>REFERENCE:</b>  CFA 19.03e, 39.01, 39.02 , 39.03 CALEA 42.2.10
 <b>Sheriff of Monroe County</b>		

### PURPOSE:

To establish standard procedures for the safe, effective use of interview / interrogation rooms used throughout the county.

### PROCEDURE:

#### Interview / interrogation room designation

There are rooms used primarily for interview / interrogation located at:

- Headquarters: Internal Affairs
- Headquarters: Criminal Investigations Unit
- Department of Juvenile Justice (DJJ)  
Building: Crimes Against Women and Children Unit (CAWACU)
- Plantation Key district office

#### Authorization for use of the room

Any deputy wishing to use an interview / interrogation room to conduct an interview / interrogation as part of an investigation must obtain permission from the supervisor, or his/her designee, who controls access to that room [CFA 39.01a] [CFA 39.02b]

#### Items kept in the room

Only items that assist the deputy should be kept in the room, e.g. tables, chairs, writing materials, tape recording equipment, etc. [CFA 39.01g] [CALEA 42.2.10e]

Items that can be used as potential weapons shall not be kept in the interview / interrogation room [CFA 39.01g] [CALEA 42.2.10e]

#### Search of room prior to use

Deputies using an interview / interrogation room to conduct a suspect interview / interrogation shall conduct a security inspection of the room prior to its use. Officers should look for and remove any item(s) that could be used as potential weapons. [CFA 39.02i] [CALEA 42.2.10]

#### Search of suspects

The interviewing deputy is responsible for the safety of all persons involved in the interview / interrogation including the safety of the suspect. [CFA 39.01b]

Prior to conducting the interview / interrogation, the deputy shall conduct a pat search of the suspect. [CFA 39.01b] [CFA 39.02a] [CALEA 42.2.10b]

Training for deputy accountability for the suspect is conducted during the Field Training Officer program. [CFA 39.01f]

#### Property belonging to suspect

Any property taken from the suspect prior to, or during the pat search, shall be placed in a secured area or given to another deputy for safekeeping [CFA 39.02e]

### **Separation of male, female and juvenile prisoner / detainee**

Male prisoners / detainees shall be kept separate from female prisoners / detainees. Adult prisoners / detainees shall be kept separate from juvenile prisoners / detainees. [CFA 39.01c]

### **Weapons control**

It is recommended that deputies secure their firearm and less-lethal weapons prior to entering the interview / interrogation room. If the deputy chooses to keep his/her firearm and/or less-lethal weapons on his/her person, the deputy should position him/herself so that the firearm or less-lethal weapon is not within ready access of the suspect. [CFA 39.02c] [CALEA 42.2.10a]

### **Suspect control**

The deputy may use temporary restraints during the interview / interrogation to maintain control of the suspect. The officer shall not secure the suspect to a fixed object. [CFA 39.01d]

### **Number of officers present during interview / interrogations**

No more than two deputies should be present at any one time during an interview / interrogation. [CALEA 42.2.10c]

### **Monitoring the suspect**

Ideally, the suspect should be kept under continuous observation while he/she is in the interview / interrogation room.

Video monitoring can be used as long as the deputy watching the video monitor can maintain continuous observation without being distracted by other tasks and can immediately respond to a request for assistance.

If the suspect can not be continuously monitored, a deputy or other agency member shall visually check on the suspect at least every 30 minutes. The officer or agency member shall receive verbal affirmation from the suspect that they are "okay" and are not in need of water, a restroom, etc. [CFA 39.03] [CALEA 42.2.10f]

### **Access to water, restrooms, etc.**

The interview / interrogation room shall have reasonable access to restrooms and water.

The suspect shall be afforded reasonable breaks in the interview / interrogation process to gain access to water, restrooms and other needs. [CFA 39.01e] [CALEA 42.2.10f]

### **Escape prevention**

Deputies shall be diligent in taking the necessary precautions to prevent the suspect from escaping.

Allowing the suspect access to the restroom, water, etc. may present the possibility of an escape attempt and the deputy (ies) should take precautions to prevent it.

Deputies should also be aware that persons who accompany the suspect to the location of the interview / interrogation room, also present security risks. [CFA 39.02d] [CALEA 42.2.10b]

In the event of a medical or other emergency situation, i.e. floods, power failure, etc., the deputy (ies) shall take precautions to secure the suspect to prevent an escape. [CFA 39.02f]

In the event of a fire, the deputy (ies) shall evacuate the building with the suspect following the posted evacuation route. [CFA 39.02g]

### **Summoning assistance**

Deputies should not conduct an interview / interrogation alone.

However, if it becomes necessary to conduct an interview / interrogation with only one deputy in the interview / interrogation room, a second deputy, and/or any additional deputies, shall place themselves in a position to be able to see and/or hear what is occurring in the interview / interrogation room.

Any deputy, in the interview / interrogation room, who needs assistance may use his/her "Officer Down" feature on his/her assigned portable radio. Deputies may also use a predetermined verbal/visual signal to summon assistance from other officers present. [CFA 39.02h] [CALEA 42.2.10d]

### **Non-designated interview / interrogation room**

When areas are used for interview / interrogations that are not solely used for that purpose, the deputy shall take into consideration all of the issues / concerns presented in this directive.