

GENERAL ORDER

August 2017

Immediately

III-28

Distribution: All Employees

Subject: **USE OF INTERVIEW AND POLYGRAPH ROOMS**

Index as:	Continuous Supervision Detainee Detainee, Interviewing	Interrogation of Detainee Interview Rooms Interview of Detainees	Interviewing Polygraph Rooms Polygraph of Detainee
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Accreditation Standards: 42.2.8, CFA 31.01

Cross Reference: G.O. III-10, Transporting and Booking Detainees
G.O. III-25, Search of Persons
USB SOP II-16, DUI Arrests

Replaces: G.O. III-28 Use of Interview and Polygraph Rooms (August 28, 2017)
CAPP SOP III-04, In-Custody Interviews (April 2017)

This Order consists of the following sections:

- I. Policy
- II. Definitions
- III. Designated Interview Rooms
- IV. Weapons Control
- V. Security and Control of Detainee
- VI. Emergency Procedures
- VII. Interview Room Equipment
- VIII. Access to Restrooms, Water or Comfort Breaks
- IX. Electronic Monitoring

I. POLICY

- A. The Department has designated rooms for conducting interviews, interrogations and/or conducting polygraph testing of persons who presently are in custody, or who are likely to be placed in custody, and unable to leave Police Headquarters, and other off-site facilities, of their own free will. This policy does not affect the interview or polygraph testing of persons who are not, nor are they likely to be, placed in custody.
- B. The Department has no rooms or areas that are specifically designated for unattended detention of anyone in custody. It is the intent of the Department to always have continuous supervision of anyone detained.
- C. It is recognized that a cooperative subject may quickly become uncooperative and create a dangerous situation. Specific procedures which address the custody and control of detained persons help ensure the safety of officers, other employees and the person(s) in custody.

II. DEFINITIONS

- A. Continuous Supervision – Presence by a sworn officer with the authority and responsibility to exercise control over the detainee and who can immediately intervene for security and safety reasons, if necessary.
- B. Detainee – A person in custody whose freedom of movement is at the will of Department personnel.

- C. Interviewing – As used in this Order, means interviewing, interrogating or conducting a polygraph or similar testing process.

III. DESIGNATED INTERVIEW ROOMS

- A. Authorized detainee interview rooms are:
1. Polygraph Rooms Training Division;
 2. Interview Rooms, Investigative Services Bureau (ISB)
- B. Detainees will not be interviewed in any room not authorized for this purpose, without the permission of a supervisor based on the need to conduct a timely interview.
- C. Polygraph interview rooms are used for both criminal and background examinations. Polygraph operators may be either an officer or a civilian employee. If a criminal suspect is being examined by a civilian employee, a sworn officer will remain immediately outside the polygraph room to provide assistance, if needed.

IV. WEAPONS CONTROL

- A. Firearms may be worn and secured in a proper holster by sworn personnel engaged in the interview of a detainee.
1. If not worn, officers will secure their firearm in an investigator's locked desk, a cruiser trunk, or in some other secure manner away from the interview area.
 2. If a single officer is present with the detainee during an interview, a second armed officer must be outside the room and able to intervene in an emergency.
- B. Less-lethal weapons normally carried by sworn personnel may be retained during an interview, if desired.

V. SECURITY AND CONTROL OF DETAINEE

- A. In-custody detainees:
1. May be kept secured in handcuffs and/or similar devices to prevent escape and to protect the officer(s) and the detainee from injury.
 - a. At the interviewing officer's discretion, a detainee may be secured to the fixed bracket attached to the top of the interview room tables in the ISB interview rooms, which have been installed for this purpose. Detainees may not be secured to any other object.
 - b. Should the officer choose to conduct the interview with the prisoner unhandcuffed, they will ensure that they have adequate back up officers available in case the prisoner becomes a threat or attempts to escape. At no time should a single officer or detective be left alone with an unhandcuffed prisoner.
 2. Will be under continuous supervision as the designated interview rooms are not secure.
- B. When the interview or testing has been completed the detainee will be transported to the Pinellas County Jail, released, or other arrangements made, as soon as possible.
- C. When a detainee is brought to Police Headquarters to be turned over to another officer for an interview, the arresting or transporting officer will remain with the detainee unless verbally relieved by a receiving officer.
1. The officer receiving the detainee will clearly accept the responsibility for the control of the detainee and their property from the arresting/transporting officer, if sufficient personnel are available to do so.
 2. The receiving officer will conduct another search of the detainee to ensure that no weapons or contraband have been overlooked by the previous officer.

3. The receiving officer, if any, will arrange for the transportation or release, etc., of the detainee as soon as the interview has been completed. If another officer is called to transport, the transporting officer will clearly accept the responsibility for the control of the detainee from the officer presently in control of the detainee.
 4. Officers will notify the Emergency Communication Center of any transfer(s) of custody. The date and time will be automatically recorded when the CAD entry is made.
 5. Any additional searches will be noted in the reports of the respective officers.
- D. Generally, no more than two (2) officers will be involved with the processing and/or interviewing of a detainee; however, there are occasions when a detective or a cadet will sit in for training purposes. These individuals will not participate in the process or the interview under way.
- E. Access to others by the detainee and to the detainee by other persons, including police personnel, is under the direct control of the officer(s) in charge of the detainee and will be strictly limited.
- F. Male, female and juvenile prisoners will be separated, unless directly supervised by an officer in the interview room, and only if investigated for the same offense.
- G. Clothes may be taken as evidence from detainees who are under arrest. If the detainee refuses, or it appears that physical force may be needed, the prisoner should be transported to the detention facility for this procedure. Coveralls are available.

VI. EMERGENCY PROCEDURES

- A. In case of an emergency or escape:
1. Designated rooms are equipped with an alarm to summon assistance.
 2. Officers may activate their personal radio alarms if available, keeping in mind that they must have previously advised the Emergency Communications Center of their exact location.
- B. Upon receipt of an alarm, the Emergency Communications Center will make an appropriate announcement over each District radio channel to alert personnel who may be at Headquarters.
- C. As soon as possible, the Emergency Communications Center will establish the identity of the person activating the alarm and, if not a false alert, notify the appropriate supervisor to respond.
- D. Fire, Medical Issue, Power Failure and Evacuation:
1. Personnel having control over a detainee are responsible for the safe and secure evacuation of the person in an emergency. Evacuation to a safe area within the confines of the building is the first choice of action.
 2. If the fire or other emergency is in the interview area, the officer is responsible for notifying the Emergency Communications Center of the occurrence as they would for any other emergency.
 3. In a power failure, emergency generators supply backup power to many locations throughout the building. If the interview room loses lights/power, the interview of the detainee should cease, and they should be moved to a lighted area. Further processing or interviewing if necessary, or transport to the jail, will be coordinated with the approval of a supervisor.

VII. INTERVIEW ROOM EQUIPMENT

- A. Rooms utilized for polygraph examinations will have the specified devices and necessary related equipment.
- B. The primary officer utilizing the interview room:
 - 1. Will search it prior to use to ensure no items that can be used as a weapon are present, and that necessary equipment is present and in working order; and
 - 2. Is responsible for ensuring its cleanliness upon completion, ensuring that nothing is left behind and making notifications, as needed, for maintenance.
- C. Rooms will be:
 - 1. Kept neat and clean and should have little or no distractions on the walls or table which may interfere with the interview of the detainee.
 - 2. Inspected quarterly to ensure the rooms are clean and properly equipped and that any alarm system is functioning properly. Interviews rooms will be inspected at the direction of the respective supervisor:
 - a. Interview Rooms, Major Crimes Sergeant
 - b. Polygraph Rooms, Staffing and Screening Supervisor
 - 3. A Memorandum reporting the results of the alarm test will be submitted to the respective Division Major. In the event an alarm is inoperative, the supervisor will ensure a visible notice is posted in the room to alert users to the problem and make an immediate notification requesting repairs.

VIII. ACCESS TO RESTROOMS, WATER OR COMFORT BREAKS

- A. The officer in control of a detainee, depending upon the detainee's demeanor and officer safety practices, will provide as necessary:
 - 1. Fluids; *i.e.*, water, etc.; and
 - 2. Access to a restroom:
 - a. When required, the restrooms designated for detainee use will be utilized
 - b. A same sex officer will monitor the detainee while they use the restroom; and
 - c. If a same sex officer is unavailable, the detainee may be permitted to use the restroom alone, after being patted down for weapons.
 - 3. Comfort breaks; and
 - 4. While not usual during the course of an interview, a reason may exist for the provision of snacks or meals.
- B. When so provided, the Officer in control of the detainee will record this information in their written report.

IX. ELECTRONIC MONITORING

- A. Electronic monitoring may be available for one or more interview rooms to record actions and discussions during an interview.
- B. Electronic monitoring, when available, is maintained for recording events and not for security, as detainees are not secured in a locked room.

C. Electronic monitoring of rooms is maintained by the Information and Technology Services (ITS) Division.

1. Training – All ISB personnel will receive training and information about the equipment so they may better understand the use and limitations thereof.

2. Equipment – equipment repairs, if any, will be arranged by supervisors and coordinated with the ITS.

Anthony Holloway
Chief of Police