

	Policy & Procedures				No. 1.21	
	Subject: Interview Rooms					
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Review						
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CALEA Standards: 42.2.10

GENERAL CONSIDERATIONS AND GUIDELINES

Officers of the Canton Police Department conduct interviews and interrogations of suspects that are not always in custody. Designated areas of the station should be used whenever possible, and include the Interview Room, Booking Room, Interrogation Room and the Detective Bureau. **42.2.10 (1B)**

POLICY

It is the policy of the Canton Police Department to maintain safe, efficient, and humane conditions whenever subjects are interviewed or interrogated by uniformed or non-uniformed officers.

- A.) Officers must be concerned with the safety of all officers in the station as well as the subject during the process.
- Weapons are allowed in all areas of the station except in the Booking Room during the times when a detainee is present. Officers should consider the seriousness of the crime being investigated in determining whether or not to secure weapons while conducting interviews and interrogations. **42.2.10 (3A)**
 - Subjects shall not have access to items which can be used as weapons against officers or to harm themselves. They may be subjected to a pat search for weapons if there is any concern on this issue. **42.2.10 (3B)**
 - Dispatch shall be notified at the start and finish of an interview. **42.2.10 (3B)**

Officers shall have a portable radio or a telephone as well as a panic button on the wall available to summons assistance if necessary. **42.2.10 (3D)**

B.) To allow for the comfort of subjects and to limit accusations of undue intimidation of those being interviewed or interrogated:

- No more than two (2) officers should be present in the room; **42.2.10 (2C)**
- All conversations shall be conducted away from public view;
- Upon request, subjects must be allowed reasonable access to restrooms, drinking water and rest breaks. **42.2.10 (3F)**

C.) Rooms used for interviews and interrogations should contain: **42.2.10 (3E)**

- Desk or table
- Writing materials
- Telephone
- Seating for the subject and officers
- Standard overhead lighting
- Comfortable heat level
- Minimal background noise or distractions, to the extent these can be controlled.
 - The Canton Police Department Interview Room is located on the first floor by the waiting area.
 - The Interrogation Room is located out back by the Booking Room
 - These rooms are equipped with a color DVR (digital video/audio recorder), which digitally time/code stamps each frame and may be turned on or off from inside the MIS room. The use of this technology will help to insure the integrity of any conversations held within.
- DVR video /audio recording should be turned on when interviews and interrogations take place inside these rooms. **42.2.10 (3G)**