

# Bowie City Police Department - General Orders



TITLE: INTERVIEW ROOMS		NUMBER: 416
EFFECTIVE DATE: 3/23/22		REVIEW DATE:
_ NEW _X AMENDS _ RESCINDS		DATE: 5/9/16/13/11

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## I. POLICY

It is the policy of the City of Bowie Police Department to designate rooms within the building for the interviewing of witnesses and interrogation of suspects/defendants.

## II. PROCEDURE

When a suspect is brought into an interview room the following procedures will be followed:

### 1. Supervision and Accountability:

- a. Suspects are, and remain the responsibility, of the arresting officer/detective or investigating detective.
- b. The officer/detective will provide adequate supervision and control of the suspect. An Interview Room Log will be maintained on every suspect brought into the room.
- c. When an individual is placed into the interview room, the camera and video system will be activated and placed in record mode. If an individual is placed into the room, and the interviewing officer leaves for any reason, another officer must remain in the interview room, or in the Criminal Investigations Section within eyesight of the camera monitors to maintain security, and attend to the interviewee's needs as they arise. (CALEA 42.2.8.e)

### 2. Weapons Control: (CALEA 42.2.8.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. Under no circumstances will any weapon be stored in a desk, file cabinet or container other than the gun boxes previously mentioned.
- b. Less-Lethal Weapons are not permitted in the interview rooms they shall be secured in Departmental lockbox.

### 3. Safety and Security Concerns: (CALEA 42.2.8.b)

a. Prior to a prisoner being placed in an interview room the investigating officer/detective will check the room for weapons and/or contraband. The room will be checked again after the prisoner/detainee leaves the room.

b. When a suspect is being interviewed the interview room may not be locked.

c. Officer/detectives will be deployed the panic button to summon emergency aid.  
(CALEA 42.2.8.d)

d. Based upon the Officer's discretion and circumstances surrounding the interview, interviewees should be secured utilizing the handcuff bar located inside of the room.

4. Number of Personnel Allowed in the Interview Room: (CALEA 42.2.8.c)

a. When interviewing an adult or a juvenile charged as an adult, there will be no more than two officer/detectives, at a time, in the interview room during a suspect(s) interview.

**EXCEPTION:** When a suspect is currently, or in the past, displayed aggressive behavior or has a history of violence.

b. A juvenile interview should be conducted by one officer so as not to intimidate the juvenile. Two officers may be used 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 may be equipped with the following: (CALEA 42.2.8.f)

a. A desk or table;

b. Two or more chairs;

c. Statement forms;

d. Polygraph or voice stress equipment;

e. recording devices, and

f. writing instruments as needed.

If the officer leaves the room, files containing sensitive information, writing instruments, recording or polygraph and voice stress devices are to be removed. The only exception is in situations where an individual is left to write a statement on his or her own. During these times the individual should be supervised via the camera monitors located in the Criminal Investigations Section Office. When reentering the room, officers will use caution, as writing instruments can be used as weapons.

6. Access to Restroom, Water and Comfort Breaks: (CALEA 42.2.8.g)

- 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.
- c. Officers are to escort interviewees to the restroom area located within the temporary holding facility. Interviewees will be supervised at all times while in the station.

### **III. PRIVATE ROOM**

HB0193/SB0484 requires the State Board of Victim Services to develop a poster to notify victims of the right to request a private room in a law enforcement agency or unit to report crimes under Title 3 of the Criminal Law Article (Other Crimes Against the Person). Title 3 crimes include: (1) suicide; (2) assault, reckless endangerment, and related crimes; (3) sexual crimes; (4) robbery; (5) kidnapping; (6) abuse and other offensive conducts; (7) extortion and other threats; (8) stalking and harassment; (9) surveillance and other crimes against privacy; (10) threat of mass violence; (11) human trafficking; and (12) labor trafficking. The bill also requires each law enforcement agency to display the poster and provide, on request, a private room to a victim to report information related to such crimes.

The City of Bowie Police Department has set the conference room outside of the Record's window as the designated "Private Room" victims can use.