
	Operational General Order	14.03 Secured Interview Rooms	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order		03/31/2014
	Chapter 14 - Detainees and Prisoners		ORIGINATOR/REVIEW
DISTRIBUTION		CALEA: 42.2.8, 71.1.1	Uniform Division
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:			

Purpose

To establish guidelines for the use of secured interview rooms in the Virginia Beach Police Department.

Definition

Interview Room - will be any area used by members to conduct either custodial or non-custodial interviews during the investigative or arrest process.

Policy

All sworn personnel are responsible for the proper use of secured interview rooms in furtherance of the safety and security of detainees. When utilizing secured interview rooms, it is imperative that all personnel be aware of the procedures that must be exercised to ensure the safety of all police/custodial personnel and minimize the risk of escape. During the use of these facilities, sworn personnel will not place detainees in a secured interview rooms for more than two (2) hours without continuous supervision or control.

Physical Facilities (CALEA 42.2.8 B, C, E, F, 71.1.1)

Interview rooms shall contain appropriate and limited furnishings (table and chair) and signage indicating the availability of restrooms, water, and emergency exit information. Such signage will be posted on paper, or paper contained in self or flexible plastic sleeves that may not be converted to use as weapons. Pens, pencils, notebooks etc, shall not be stored or left unattended in interview rooms at any time.

Secured interview rooms must meet the following conditions prior to use in detaining prisoners:

- Only areas or interview rooms capable of being secured will be used to detain prisoners.
- [REDACTED]
- [REDACTED]
- All detainees will be provided access to water, rest room facilities, and other needs as required. Meals will be provided if appropriate.
- No detainee will be temporarily secured to a fixed object (i.e., wall, furniture, or other object) unless it is designated for such purposes.
- While utilizing secured interview rooms, male and female detainees will be kept in separate locations.
- Juveniles will only be detained in areas or secured interview rooms that are separate (by sight and sound) from adults.
- Each precinct, bureau, or division will have a documented emergency plan. This plan will address fire prevention, evacuation, and suppression for all facilities including each SECURED

INTERVIEW ROOM. The plan will be reviewed periodically to ensure it meets all requirements and be posted in a conspicuous location along with an emergency exit route within each section of the facility.

- Detainee processing and testing areas shall be clearly designated and placarded. Processing and testing areas are not designed for temporary detention purposes and therefore extra care should be taken by Departmental members to prevent escape, assault or disturbances. In the opinion of the arresting officer or other Departmental member responsible for testing or processing, if the detainee is believed to be a security threat, alternative measures should be taken; such as adding additional personnel for security or conducting the processing at Central Process.

Responsibilities of Officers (CALEA 42.2.8 A, C)

Officers who either bring detainees into a secured interview room, or are in proximity to such rooms in use, shall be responsible for ensuring the safety and security of both the detainee and others in and around the area. Officers shall adhere to the following guidelines:

- Detainees must be under the supervision and/or control of a police officer/investigator at all times.
- Investigators/Officers will log all the detainees' information, name of lead investigator, arrest information, times checked, searched by and items taken off the subject, list any injuries, sick, medical or suicidal tendencies of the subject, if known, and any cautions in the appropriate manner or on the appropriate form for **each detainee placed in a secure room**. The procedure for logging this information will be documented on a PD-79-3/Precinct Detention Record.
- At no time shall an officer/investigator dealing with a detainee carry a weapon into any secured interview room.
- All detainees will be searched prior to being placed in a secured interview room. The secured interview rooms will be searched before and after each use for weapons, contraband, and to ensure all security features are functioning properly.
- While secured in an interview room, the detainee is the responsibility of the arresting officer or detective and will be constantly supervised and monitored. Monitoring may take place either through electronic surveillance (if so equipped). [REDACTED]
- It will be the investigators/officers responsibility to document in their notes the time and date of when detainees were provided access to water, rest room facilities, meals, and other needs while in detention.
- All officers/investigators will be advised of the locations designated as secured interview rooms. As these rooms are used for other purposes, such as non-custodial interviews, access to these areas will not be restricted. Whenever an officer/investigator is near these areas they should be vigilant and alert to any effort by detainees to escape, damage property, or injure themselves or department personnel.
- A supervisor will be notified prior to an attorney entering a secured interview room. Conversations between a detainee and his attorney are confidential and department personnel shall not listen to or otherwise intrude on these discussions.
- As a practical matter, no more than two officers/investigators will be allowed in an interview room with a suspect as one given time, however, depending upon the circumstances of the investigation and facts known at the time of the interview, this can be altered. The decision to deviate from this policy will be made by either the lead investigator or a supervisor.
- Officers utilizing interview rooms for meetings with persons who are not being detained (victims, witnesses, or others) are responsible for the safety and security of both the citizen being interviewed and other within the precinct or bureau where the interview is taking place.