

## Interview Room

### 501.1 VERSION

Review Date	Effective Date	Approving Authority
02/11/19	07/09/18	Eric D. English, Chief of Police

### 501.2 POLICY AND PURPOSE

The purpose of this policy is to provide guidelines for the safe and effective use of HPD interview rooms.

### 501.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

### 501.4 DEFINITIONS

**Interview room** – An area designated for conducting interviews, securing statements and performing polygraphs.

**Visual observation** – The monitoring of a person by another person while in their physical presence or via video surveillance.

### 501.5 PROCEDURE

#### 501.5.1 LOCATION OF INTERVIEW ROOMS

All interview rooms have audio/video surveillance and are located on the first floor of the Police Department as follows:

- (a) Two rooms off the lobby, numbers 123 (Interview 1) and 124 (Interview 2)
- (b) One room inside the main entrance to CID from lobby, number 148 (Interview 3)
- (c) One room inside CID for polygraph tests, number 130.

#### 501.5.2 ACCESS TO THE ROOMS

- (a) Use of the interview rooms shall be limited to law enforcement personnel and personnel from other outside law enforcement agencies for the purposes of:
  - 1. Conducting interviews;
  - 2. Conducting interrogations;

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3. Conducting polygraph examinations.
  - (b) Any HPD officer can access rooms 123, 124 and 148. Room 130 is reserved for polygraph testing and any initial or follow-up interviewing or interrogation by the operator or observer.
  - (c) Rooms 123, 124 and 148 do not have locks on their doors. Room 130 can be locked by key from the outside only. Keys are only issued to polygraph operators to secure the equipment inside when no testing is taking place.

#### 501.5.3 SAFETY AND SECURITY IN THE INTERVIEW ROOM

- (a) The interview room shall be searched or prepared before and after each use by the officer using it.
- (b) Prior to placing a person to be interviewed in the room, he/she should be searched depending on the nature of the interview (suspect vs. complainant, etc).
- (c) Any officer that intends to be in the room while it is occupied by a person to be interviewed shall remember officer safety.
- (d) All discrepancies and items located shall be reported to a supervisor immediately (i.e. Weapons, drug paraphernalia, found items, etc).
- (e) The Inspection Sheet shall be completed before using any of the interview rooms. See attached inspection sheets for the interview rooms.
  1. 211a-Interview Rm Number 123.pdf (Interview 1)
  2. 211b-Interview Rm Number 124.pdf (Interview 2)
  3. 211c-Interview Rm Number 148.pdf (Off of CID Lobby)
  4. 211d-Interview Rm Number 130.pdf (Polygraph Tests)

#### 501.5.4 MONITORING OF PERSONS IN THE INTERVIEW ROOM

A person to be interviewed shall not be allowed to remain in the room unattended.

Additional personnel can monitor individuals in an interview room either by being in the room itself, maintaining visual contact while outside the room or by observation from the video room. Having personnel in close proximity from either location, allows them to rapidly intervene on behalf of the person being interviewed or the interviewer in the event of an emergency.

Interview room use is guided by the following:

- (a) Interview rooms should be constantly monitored through visual and/or video technology of the person placed and left alone in an interview room.
- (b) Employees should remain in close proximity of the interview room and be available to immediately intervene, as needed.
- (c) Officers should conduct a search of the person and the interview room as necessary.
- (d) Weapons should be secured in accordance with any applicable department guidelines.

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- (e) Access to keys and other access devices to the interview rooms should be controlled and monitored.

Interview room inspection sheets will be placed on the door for officer to fill out.

#### 501.5.5 TRAINING

All sworn personnel shall be trained in interview room usage. Personnel having questions about proper usage of these rooms should consult their shift supervisor.