

<p style="text-align: center;">East Haven Police Department</p> 	Type of Directive: Policies & Procedures		No. 445.1
	Subject/Title: Interview Rooms	Issue date: April 24, 2018	
		Effective Date: June 11, 2018	
	Issuing Authority: Honorable Board of Police Commissioners	Review Date: Annually	
References/Attachments: Polices and Procedures #: 216, 418, 504		Rescinds: N/A	Amends: N/A

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding guidelines for the use of designated interview rooms.

II. POLICY

- A. It is the policy of the East Haven Police Department to use designated interview rooms that are safe and secure for both uniformed and non-uniformed personnel as well as for arrestees, suspects, victims and/or witnesses.

III. GENERAL GUIDELINES AND CONSIDERATIONS

- A. Interviews shall be conducted as set forth in this directive and in accordance with Policies and Procedures #504 – Interviewing Suspects and Arrestees.
- B. When applicable, interviews shall also be conducted in accordance with Policies and Procedures # 418 – Electronic Recording of Interviews.

IV. PROCEDURES

- A. Roll Call/Training Room
1. The Roll Call/Training Room may be utilized by officers when interviewing victims or witnesses.

2. The Roll Call/Training Room should not be used to interview arrestees or suspects unless an exigent circumstance exists.
3. If using the Roll Call/Training Room for any interview, the officer conducting the interview shall ensure that tables and posting boards have been cleared of law enforcement related documents and confidential information prior to the interview.
4. Anyone being interviewed should not be left alone in the Roll Call/Conference Room for extended periods of time.
5. The basic responsibility for safety and security remains with the officer who brought the person being interviewed into the Department.

B. Juvenile Room

1. Equipped with a table, chairs, and a recording camera system, the Juvenile Room may be used by officers to interview victims, witnesses, parents and/or juveniles.
2. The Juvenile Room shall not be used to interview adult arrestees or suspects unless an exigent circumstance exists.
3. If using the Juvenile Room to interview victims, witnesses, parents and/or juveniles, the officer conducting the interview shall ensure that the table being used has been cleared of law enforcement related documents and confidential information prior to the interview.

C. Interview Room

1. Equipped with a table, chairs, and a recording camera system, the Interview Room shall be used by officers to interview victims, witnesses, suspects and/or arrestees.
2. Interviewees should not be left alone in the Interview Room for extended periods of time without being monitored.

D. Weapons Control

1. Officers may maintain possession of their firearms when utilizing the Roll Call/Conference Room or the Juvenile Room for interviews.
2. Officers utilizing the Interview Room to interview suspects and/or arrestees shall secure their weapons in a weapon lock box or a secured area prior to the commencement of an interview.

E. Security Concerns

1. All persons entering the lobby of the Department may be subjected to a weapons check.
2. Arrestees will only be interviewed in the Interview Room unless an exigent circumstance exists.

3. Officers will search an interview room for contraband before and after using it for an interview.
4. All suspects or arrestees will be searched prior to entering an interview room.

F. Persons Permitted in Interview Rooms

1. The number of officer present during an interview should be kept to a minimum.
2. Generally, interviews of a suspect or arrestee should be conducted by one to two officers and limited to no more than two officers at any one time during an interview unless the circumstance dictates otherwise.
3. Other personnel shall not interrupt an ongoing interview unless it is deemed necessary to do so.

G. Summoning Assistance

1. Officers may use their two-way radio, the panic alarm button located on their assigned radio, or other means to request assistance.
2. If an officer does not have his/her two-way radio, the interview must be monitored by a second officer not actively involved in the interview.

H. Restrooms/Comfort Breaks

1. All individuals will be afforded an opportunity to address their personal needs during an interview. Officers will be responsible to ensure that those individuals who wish to use the facilities (restrooms, water, comfort break) are escorted to and from these services in accordance with Policies and Procedures # 216 – Physical Security.
2. No individual will be permitted to move around the building without proper escort in accordance with Policies and Procedures # 216 – Physical Security.