

# Annapolis Police Department



## GENERAL ORDER

**Number: L.12**

**Issue Date: August  
2009**

**TO:** All Personnel

**SUBJECT:** Interview Rooms

### PURPOSE

The purpose of this General Order is to establish guidelines for the use of designated rooms used for interview and interrogations.

### POLICY

It shall be the policy of the Annapolis Police Department to have specially designated rooms for interviews and interrogations.

#### **I. Required Action**

- A. Both uniformed and non-uniformed members may at times need facilities to conduct interviews and interrogations. There are two interview rooms located in the secure section of the Annapolis Police Department's headquarters building. The interview rooms will be the primary rooms used to conduct interviews and interrogations.
- B. Prior to conducting an interview/interrogation all firearms will be secured in gun lockers before entering the interview rooms. ASP batons, OC spray are permitted in the interview rooms as long as these weapons are secured in their holders. While interviewing witnesses, officers do not need to place their firearm in the gun locker, but need to keep the firearm secure in the holster and keep weapon control in mind.
- C. A security inspection of the interview room shall be made prior to and immediately after the interview/interrogation has been completed or the detainee/subject has been removed. All individuals, except witnesses, will be searched prior to entry into the interview room. Searches of the opposite sex will be conducted in accordance with **General Order C.5**
- D. Individuals will not be restrained by securing them to fixed objects in the interview

room. However, members may use handcuffs to restrain the hands of individuals during an interview or interrogation. Only one detainee or potential suspect at a time will be in the interview room.

- E. The number of personnel allowed in the interview room will be governed by officer safety, the purpose of the interview and an awareness by the member of the admissibility of any statements made therein. In the case of juveniles, the number of officers engaged in an interrogation shall not exceed two at any given time and the interview/interrogation shall not exceed two hours without a break being offered.
- F. In the event of an emergency the officers should utilize the duress alarm (the emergency button) on the portable radio and/or panic alarm button located in the interview rooms. Both the radio alarm and panic alarm alert directly to Communications which is the designated control point in the event of an emergency. The interview rooms are also equipped with surveillance cameras, which can be monitored from Communications.
- G. The interview rooms shall have only those items necessary to conduct the interview and to provide for the safety and/or the comfort of both the officers and the detainees/person being interviewed. These items include but are not limited to:
  - 1. Telephone
  - 2. Surveillance camera
  - 3. Paper, pens, etc.
- H. Detainees, potential suspect, interviewee will be offered access to restrooms (if the officer feels it is safe to do so), water and comfort breaks. If the detainee request access to a restroom, the detainee will be escorted to a cell in the holding facility which is equipped with a toilet and basin.
- I. Detainees, potential suspect and interviewee **will not** be locked in the interview room **nor** will they be left alone in the interview rooms. The interview room will not be used as a holding cell.
- J. If any other room is used for interviews/interrogations this policy will apply.

Michael A. Pristoop  
Chief of Police

References
1. Accreditation Standard 42.2.10

**Revision:** This General Order replaces Special Order 07-001 Interview Rooms dated September 14, 2007