

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>GENERAL ORDERS</b>
<b>SUBJECT: Interview Rooms</b>	<b>NUMBER: GO 2-41</b>
<b>EFFECTIVE DATE: November 7, 2016</b>	<b>REVIEW Date: March 26, 2019</b>
<b>AMENDS/SUPERSEDES: GO 2-41, October 2001</b>	<b>APPROVED:</b> _____  Sheriff
<b>VLEPSC: OPR.14.01</b>	

1    **INDEX WORDS**

- 2
- 3    Prisoners
- 4    Responsibility
- 5    Suspects
- 6    Use of Interview Room(s)

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8    **POLICY**

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10   It is the policy of the York-Poquoson Sheriff's Office to provide a secure and safe environment

11   while conducting interviews in the interview room. All personnel will receive training in the

12   operation of the interview room prior to conducting those duties.

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14   **PURPOSE**

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16   The purpose of this General Order to establish procedures for the management, operation,

17   maintenance, and security of the interview room.

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19   **PROCEDURES**

- 20
- 21    • Responsibility
- 22      ○ The Investigation Division Commander shall oversee the general condition of the
- 23      interview room(s) located at the York-Poquoson Sheriff's Office Law Enforcement
- 24      Center.
- 25      ○ The Investigations Commander, or his or her designee, shall:
- 26        ▪ Regularly inspect the room(s) for:
- 27          ❖ Weapons,
- 28          ❖ Damage,
- 29          ❖ Furniture problems,
- 30          ❖ Operation of video cameras, etc.
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- 32      ○ The Investigations Division Commander or his designee shall be responsible for
- 33      providing training on the use of interview room video and audio recording equipment
- 34      to Sheriff's Office personnel utilizing the interview rooms.
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- 36      ○ If required, the Investigations Commander, or his or her designee shall consult with a
- 37      polygraph examiner(s) on polygraph operations involving the interview room(s).
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- Prisoners and Suspects
    - Prisoners/ arrestees shall be searched prior to entering the interview room(s).
    - No prisoner or suspect will be left unattended in an interview room(s), unless
      - He/ she is being watched by video.
      - A deputy or other law enforcement officer is stationed immediately outside the interview room(s) when there is no law enforcement officer in the room(s).
        - ❖ The back-up officer shall be available to intervene on behalf of the immediately if needed.
    - In the event a prisoner needs to be unrestrained during an interview:
      - There shall be at a minimum of one backup deputy observing the interview from outside the interview room(s).
  - Use of Interview Room(s)
    - The interview room(s) shall not be used as a prisoner holding cell.
    - The interview room(s) shall be searched before and after each use.
    - No weapons shall be worn while conducting interviews in the interview room(s).
      - This includes law enforcement personnel as well as the person or persons being interviewed.
        - ❖ A gun box is provided for securing weapons outside the interview room(s).
    - Keys to the outside of the interview room door(s) shall be maintained by the following personnel:
      - Investigative,
      - Supervisory, and
      - Administrative.
    - The interview room(s) shall be located in a secure, limited access, area of the Sheriff's Office or if located in an area accessible to the public, remain locked when not in use.
      - The interview room door, if locked, must be able to be opened from the inside.