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			Distribution: All
Title: INTERVIEW ROOMS		Section: Organization	
Issued: 06/14/2011	Effective: 06/22/2011	Revised: 07/10/2013	
Rescinds: All Previous		Amends:	
CALEA References: 42.2.10			
Review: Annual	Authority: Chief Michael A. Keller 		

I. Purpose

The purpose of this General Order is to designate rooms to be used for interviews and interrogations, and to establish guidelines for the use of these rooms.

II. Policy

The department has designated rooms throughout the building which may be used for interviews and interrogations. These rooms are designated for interviewing victims, witnesses and suspects. These rooms are not equipped for or intended to be used as temporary holding cells.

III. Definitions

- A. Interview:** An interview is a non-accusatory, structured conversation during which specific factual information concerning the case and/or suspects may also be developed during this non-accusatory exchange.
- B. Interrogation:** An interrogation is a conversation between the interrogator and the suspect during which the suspect is accused of involvement in a particular incident or group of incidents. The accusatory tone of the exchange is what distinguishes the interrogation from the interview.

IV. Regulations

- A.** Officers are responsible for the safety and security of persons being interviewed [B].
- B.** Officers interrogating arrestee(s) shall not allow them to escape through the officer's carelessness, neglect or inattentiveness [C].

V. Procedures

A. Interview/Interrogation Rooms

1. Primary Interview Rooms - The following rooms are located within the secure areas of the department and are the primary rooms used for interviews and/or interrogations:
 - a. Room 110 – Booking area
 - b. 137 – Interview Room
 - c. 148 – Soft Interview Room

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2. Secondary Interview Rooms – Other appropriate rooms located within the secure areas of the department may be used for interviews and/or interrogations when the primary interview/interrogations rooms are occupied:
3. The lobby conference room, room 275, is located in the public lobby area of the department. This interview room is not located within a secure area of the department and may be used to conduct non-suspect related interviews, receive complaints from the public and to take walk-in reports.

B. Primary and Secondary Interview Rooms

Rev. 08/23/2012

1. Weapons Control: With the exception of the Booking Area (110) sworn personnel are not restricted from carrying weapons while utilizing departmental interview/interrogation rooms. Should officers choose to secure their weapons while using an interview room, they may do so by utilizing the gun lockers located outside of Interview Room 137 or outside of the Booking Area, room 110. Weapons not secured in the interview room gun lockers must be secured in approved holsters. Weapons will be secured at all times prior to entering the Booking Area (42.2.10a).
2. Security: These interview/interrogation rooms are located within a secure area of the department. Officers should inspect these rooms before and after conducting an interview/interrogation. Rooms 148 and 137 are equipped with audio/visual recording equipment and may be monitored from numerous locations within the department. Room 110 is equipped with visual recording equipment that can be monitored from the Communications Center (42.2.10b).
3. Number of Personnel in Room: Typically interviews will be conducted with no more than two officers in a room with one subject. Under exceptional circumstances an additional officer/detective may be present (42.2.10c).
4. Summoning Assistance: Assistance may be summoned by portable radio, telephone and panic alarms. If the interview/interrogation rooms are utilized by an outside police agency a sworn member must be present and in close proximity (42.2.10d).
5. Equipment/Items in the Room: Primary interview rooms are equipped with cameras and microphones used to record interviews/interrogations. Other items in the rooms may include a table or desk, chairs, couches, and writing materials to include pens, paper, and statement forms (42.2.10e).
6. Access to Water, Restrooms or Comfort Breaks: Officers should be mindful of the length of time involved in an interview, and should provide reasonable breaks. Although not stipulated, breaks will normally be provided every two hours or more frequently if deemed appropriate. The break may be postponed if the subject is actively engaged in detailing a crime. During breaks, non-department personnel shall be escorted while in the secure area of the building and should not use locker room restroom facilities (42.2.10f).

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C. Lobby Conference Room

1. Weapons Control: Officers are not restricted from carrying weapons while utilizing this room (42.2.10a).
2. Security: Officers should inspect the room before and after conducting an interview and should be alert to the contents of the room prior to use (42.2.10b).
3. Number of Personnel in Room: Typically interviews will be conducted with no more than two officers/detectives in a room with one subject. Since interviews conducted in this room are not suspect interviews, family members, friends or others that have accompanied the citizen to the department may be allowed to sit in during the interview if deemed appropriate by the officer (42.2.10c).
4. Summoning Assistance: Officers utilizing this room should be, but are not required to be, equipped with a communication device to summon assistance if needed. The room is also equipped with a telephone that can be used to summon assistance if necessary (42.2.10d).
5. Equipment/Items in the Room: Items in this room include a table, chairs and may include writing material to include pens, paper and statement forms (42.2.10e).
6. Access to Water, Restrooms or Comfort Breaks: Individuals interviewed in this room are not generally detained and therefore have free access to utilize the public restrooms and other comfort features offered in the lobby area (42.2.10f).