

**TITLE: USE OF INTERVIEW ROOMS**

**CODIFIED: 100.1**

**EFFECTIVE: 07/23/04**

**RESCINDS/AMENDS: NEW POLICY**

**PAGES: 1**

**PURPOSE**

To ensure that any use of an interview facility/room is done in such a manner that protects the rights and wellbeing of any persons using it.

**DISCUSSION**

The use of an interview room is a commonly used tool in the investigative process. It is essential that officers understand the civil liability that can be incurred when the room is used to hold an arrestee/prisoner who is not under constant observation.

**POLICY**

It is the policy of the Santa Fe Police Department to promote the use of an interview facility/room as long as its operation is consistent with a set of procedures designed to protect officers, arrestees/prisoners, and any other persons using it.

**PROCEDURE**

**100.1.01** Any room used for the express purpose of interviewing arrestees/prisoners must meet certain requirements.

**A. Physical aspects:**

1. Any access doors to the room must not be lockable from the inside.
2. The room must only be lockable from the outside by the use of a thumb-lock or other manual device. The room must not be lockable by any method that may be accessible to the arrestee/prisoner.

3. The use of key type locks on the interview room doors is strongly discouraged.
4. The room must be equipped with a monitoring device such as one-way glass or a video transmitter. In the absence of such devices an arrestee/prisoner must be accompanied, and under constant visual observation by a sworn officer.

**B. Personnel Rules:**

1. Before and after any use of the interview room, a thorough search of the premises must be made to ensure the room is clear of any contraband, weapons, or any other items that may endanger the safety of the arrestee/prisoner, officers, or any other occupant.
2. A thorough search of each and every arrestee/prisoner must be made prior to being admitted to the interview room.
3. While the interview room is in use, support officers shall remain in the immediate vicinity in order to provide assistance to any occupants of the room.
4. Prior to using the interview room, officers shall evaluate the necessity of bearing weapons of any kind while conducting their interviews. The decision shall be based on the risks of being in confined spaces and the potential danger posed by the arrestee/prisoner.
5. All sworn officers involved in the interview process, and those responsible for the safety of the arrestee/prisoner shall be trained in standard police methods related to prisoner safety as prescribed by the NMDPS Basic Police Academy.

Drafted (awm) 01/03

**APPROVED:**   
**BEVERLY K. LENNEN**  
Chief of Police

**DATE:** 09-27-04