

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 576-S

REFERENCE STANDARDS: 42.2.8 71.1.1 72.4.1

SUBJECT: Specialized Rooms and Areas

PURPOSE: To designate specialized rooms and areas of the police facility and establish guidelines for their use.

I. TEMPORARY DETENTION (71.1.1)

- A. Temporary Detention is defined by CALEA as: *Detention of a person for the purpose of processing or testing. Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.*
- B. The Holding Facility booking room will be used for processing and testing of detainees, and may be used for temporary detention provided a police employee is present in the immediate area.
- C. All detainees that will be temporarily detained without a police employee present in the immediate area will be placed in the holding cell or other cell.
- D. No other areas of the police facility will be used for detainee processing, testing or temporary detention.

II. INTERVIEW ROOMS (42.2.8)

- A. The interview rooms are designated for use in interview or interrogation of subjects in the police facility.
- B. In order to establish safe conditions for the various situations that law enforcement officers may encounter when conducting interviews or interrogations, the following guidelines will be followed by uniformed and non-uniformed police employees when using an interview room for this purpose:
 - 1. Weapons Control. (42.2.8a) (72.4.1)
 - a. No firearms are allowed in an interview room during an interrogation or interview that is likely to turn into an interrogation or arrest.

- b. Firearms will be locked in a gun locker at the Holding Facility entrance or other secure area.
 - c. Less-lethal weapons do not have to be secured, but should be concealed, if possible.
- 2. Security Concerns. (42.2.8b)
 - a. Subjects brought into an interview room for interview or interrogation should not be in possession of weapons or items that may pose a threat to employees or the facility.
 - b. No subject of an interrogation, or interview that is likely to turn into an interrogation or arrest, will be left in an interview room unless sufficient police employee(s) are present in the area to prevent escape or danger to employees or other persons.
 - c. Personnel should keep in mind that serious conditions unexpectedly develop, such as an apparently cooperative suspect becoming combative.
 - d. Other security concerns, such as a subject's past history of violent or unpredictable behavior, should also be considered.
- 3. Number of Personnel Allowed in Interview Room. (42.2.8c)
 - a. Police employees should limit the number of interviewees per employee present in an interview room, unless the interview is of cooperative victims or witnesses and persons accompanying them.
 - b. Police employees should carefully consider and strictly limit the number of interviewees per employee present in an interview room during an interrogation or interview that is likely to turn into an interrogation or arrest to a number that would not endanger employees' safety if the interviewee becomes violent or uncooperative.
 - c. Unless exceptional circumstances exist, such as the likelihood of a physical confrontation, police employees should limit the number of employees per interviewee present in an interview room during an interview or interrogation to a number that would not cause the interviewee to feel intimidated, or make it appear the interviewee was intimidated.
- 4. Means for Summoning Assistance. (42.2.8d)
 - a. Any police employee in an interview room conducting an interrogation or interview that is likely to turn into an interrogation or arrest will have a portable radio, telephone, or other means of summoning assistance, if needed.
- 5. Equipment or Items to be Kept in Interview Rooms/Areas. (42.2.8f)
 - a. Interview rooms may be equipped with basic equipment, such as a table, several chairs, and audio/video monitoring equipment.
 - b. No other equipment or items are to be routinely kept in the interview rooms.
 - c. Personnel may bring other items, such as writing utensils, notebooks, citation or bond books, etc. into the interview rooms, however, should

carefully consider the purpose of bringing other items into the room versus any potential hazard the item may present.

6. Access to Restrooms, Water, or Comfort Breaks. (42.2.8g)
 - a. All subjects being interviewed or interrogated in an interview room shall have access to restrooms, water, or comfort breaks when requested, or when reasonable and appropriate.
 - b. Subjects will be escorted by a police employee to the restrooms in the holding facility, administrative area of the police department, or to the restroom in the police lobby.
 - c. The employee escorting the subject will, at a minimum, remain in the area of the restroom and escort the subject back to the interview room.