POLICY/PURPOSE:
The Cedar Rapids Police Department (CRPD) will ensure the safety of all personnel, suspects, witnesses, or victims that enter any of the rooms designated for interviews and interrogations.

PROCEDURE:
The CRPD has multiple interview rooms and one identification/fingerprinting room. All rooms are securable except for the Identification/Fingerprinting Room: [71.1.1]

- Youth Bureau Conference – Room 115
- Youth Bureau Interview 5– Room 116C
- Youth Bureau Interview 6 – Room 116B
- Youth Bureau Interview 7 – Room 116A
- CID Interview 8 – Room 124B
- CID Interview 9 – Room 124C
- CID Interview 10 – Room 124D
- CID Interview 11 – Room 124E
- CID Gillen Conference – Room 141
- Identification/Fingerprint – Room 118

If an interview room is used for any subject who is not under arrest, the officer placing that subject into the room shall notify that individual that they are free to leave at any time they request and will remain unsecured. Subjects are instructed to ask for assistance if the wish to leave so that they can be escorted out of the building.

All of these rooms have video/audio recording capability. It is preferable that the conference rooms be used for victims of crime first and witnesses second. If it is necessary to put a victim or witness in a securable room, officers will ensure that the door is not closed, and that the victim and/or witness knows how to make contact with an officer, if the officer is out of the room.

All non-custodial subjects in any interview room will be informed of the way to the exits. [71.4.2]

These interview rooms have minimal office equipment such as a table, two or more chairs; the large conference room is also equipped with a smart board, television, and a computer station [42.2.10e].

There are two rooms located outside the Sally Port that are old holding cells; these rooms are now used for storage and the K-9 program. Each door is labeled as to its use. They are not to be used as holding cells.

A reasonable amount of time should not be exceeded when a detained subject is at the police department for an interview or interrogation.
POLICY TITLE: Interview and Interrogation Rooms
STANDARD/REF #: 42.2.10; 71.1.1; 71.2.1; 71.3.1; 71.3.3; 71.4.1; 71.4.3; 71.5.1b
APPROVED BY: Wayne Jerman, Chief
REVIEWED DATE: 1/17/2019
REQUIRED REVIEWERS: CID Captain
REVISED DATE: 1/17/2019

Weapons Control: [42.2.10a; 71.3.3a; 71.5.1b]
When fingerprinting or conducting an interview/interrogation of a subject, all who enter the room will secure any firearms in a weapon’s locker or by placing the firearms in a locked cabinet in their office.

Authorized Access: [71.3.3c]
Access to detainees may be required in certain situations. Officers will refer to the Building Access/Security directive to ensure visitors are properly searched and escorted throughout the building. Access to a detainee may be for several reasons, to include:

- Attorney/Legal Representation
  - Consul (Foreign Nationals)
- Interpreter
- Medical Aid
- Outside agencies
- Parent/Guardian
- Special Circumstances

Security Concerns: [42.2.10b]

- The door leading to CID is locked and access is restricted to employees. [71.3.3c]
- Except for juveniles being fingerprinted, all in-custody subjects will be placed in a securable room within CID.
- In-custody subjects will be handcuffed and escorted while they are being moved within the police station, and moved between the building and transport vehicles. [71.3.3d]
- Subjects will be kept apart at all times, unless their joint presence is needed.
- All in-custody males, females, and juveniles will be kept separate if possible. Juveniles will be kept within the Youth Bureau in an interview or conference room.
  - If any juveniles are being held in the Youth Bureau, adult in-custody subjects are not permitted to be escorted through the Youth Bureau area and should be escorted via an alternate route. [71.3.1e]
- All in-custody subjects will be searched prior to removal of restraints and placed in an interview room. [71.3.1b]
- Officers will activate the video/audible equipment as soon as they place someone in an interview or conference room, or use the Identification/Fingerprinting Room. This video can be monitored at individual work stations with Arbitrator access. [71.3.1b; 71.3.3f, 71.3.1c].
  - The video/audible equipment will stay activated the entire time the interviewee is in an interview, conference, or the Identification/Fingerprinting room.
    - Recordings will be appropriately labeled with the case number in the Arbitrator system.
POLICY TITLE: Interview and Interrogation Rooms

STANDARD/REF #: 42.2.10; 71.1.1; 71.2.1; 71.3.1; 71.3.3; 71.4.1; 71.4.3; 71.5.1b

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✓ Refer to Juvenile Operations directive for additional information concerning the Identification/Fingerprinting room. [71.3.1b]

- A restroom is available in CID and a controlled flush toilet is located near the sally port to utilize if officers are concerned with contraband.
  - Subjects may have water or soda if requested. [42.2.10f, 71.4.1]

- Officers will have a face-to-face visual check with subjects in the interview and conference room at least once every thirty (30) minutes [71.3.1b; 71.3.3e].

- The officers will limit the number of people in an interview room. The usual practice will be to have the subject being interviewed, and no more than two officers doing the interviewing. [42.2.10c]

- During an interview an officer outside of the interview room must be made aware that an interview is taking place, and be in the immediate area or able to respond immediately if watching remotely via video/audible equipment.[42.2.10b,d]

- Two officers will be present during any in-custody fingerprinting.[42.2.10b,d]

- No person will be restrained by securing them to fixed objects of any kind [71.3.2, 71.3.1d].

- If a subject becomes combative or unruly, the officers should discontinue the interview. If criminal charges are applicable, the subject will be transported to the Linn County Jail (LCJ).

Interview and Interrogation Room Log:
When an interview and interrogation room is used with a subject who is under arrest, an Interview and Interrogation Room Log (CRPD #812) shall be completed, documenting the reason, date and time in and out of the station, and any meal, if and, that were provided during the detention. The log will be submitted with the officer’s report. [71.3.1a]

- The Identification/Fingerprinting Room is designed for processing and is not securable. Suspects should be in the room as briefly as possible.
  - This room does not require an Interview and Interrogation Room Log.

Duress Alarms: [42.2.10d, 71.3.3b]
All of the interview rooms and conference rooms within CID along with the Identification/Fingerprinting Room are equipped with a duress alarm system. When the alarm is activated, an audible alarm will sound within CID and at the following monitoring computer locations:

- The Command Desk
- All CID commanders’ workstations
- The Front Desk
- The Administrative Operations Lieutenant’s Desk

Once activated, the alarm can only be silenced through the computer software.

Integrated duress alarm buttons are located:
• Under the tables in the interview rooms
• On the wall as a large red button in the CID conference room
• In the middle of the back wall at table height in the Youth Bureau conference room

In the event that assistance is required, officers can activate the alarm by depressing the emergency button in the room or by using their portable radio, if available.
• Officers are not required to carry their portable radios with them in the interview rooms.

Fire Prevention, Suppression, and Evacuation Plan [71.4.2]
Fire Prevention
• Smoking is prohibited on all City property per City of Cedar Rapids policy 7.07 – Smoking.
• Detainees will not be permitted possess matches or lighters.

Fire Suppression
• Interview and Interrogation Rooms within CID are equipped with automatic fire detectors and automatic sprinklers.
• A portable fire extinguisher is located near the CID Lieutenant’s office.
• In the event of a fire, an employee will pull the fire alarm and notify JCA.

Evacuation
If officers have a suspect, victim, or witness in the station, that officer is responsible for escorting that individual to safety during the event of a building emergency such as a fire or natural disaster. Suspects will be handcuffed during such escorts. (Refer to the Evacuation, Sheltering On Site Personnel Directive.)
• During the event of a fire or other emergency that requires evacuation, detainees shall be immediately removed from the interview and interrogation rooms through one of the exits and placed in a squad equipped with a cage.
• Detainees may be returned to the interview and interrogation rooms when it is safe to do so.
  o If it is not safe to return to the interview and interrogation rooms, detainees shall be transported to the Linn County Correction Center (LCCC) if under arrest.
    ▪ Juveniles shall be released to a parent/guardian or transported to the Linn County Juvenile Detention Center.

Training: [71.2.1]
Officers are trained on the proper use of interview and interrogation rooms during the Cedar Rapids Regional Police Academy. In-service training is conducted every three years.
Inspections: [71.4.3]

Interview and Interrogation Rooms will be inspected by the Captain of CID or designee every quarter utilizing the Quarterly Interview and Interrogation Room Inspection Form (CRPD # 811). This is to ensure cleanliness and to correct any safety concerns or maintenance issues.

Annually the Captain of CID or designee will conduct an administrative review of the interview and interrogation rooms and procedures to ensure policy is being adhered to, follows the intended use of these rooms, and that the needs of the CRPD are met. The review will be forwarded through the chain of command to the Chief of Police.