

SWA

Generally, no more than 2 officers / detectives will be in an interview room with a subject unless security risks mandate more personnel. The supervisor on duty will determine the need for additional personnel authorized in an interview room.

Summoning Assistance: Panic or duress alarms are provided near the SWA'S at both precincts. These alarms are provided to help with appropriate response to emergencies occurring in or near the SWA'S. (See Training Bulletin 2007-22) Officers conducting interviews / interrogations in alternative Interview Rooms (see list above) will utilize their portable radios for assistance as needed.

Equipment authorized in rooms: For the safety of all officers and suspects, no items will be left in an interview room. This included pens, pencils and other objects that could be used as weapons of opportunity. Officers / Detectives obtaining written statements will remain with the subject until such time as they are complete, prior to leaving the interview room. Telephones are available to plug in for use during interviews as needed, however, they should be removed when the officer / detective leaves the room.

Access to restrooms, water and comfort breaks: All officers are reminded to document any meals / snacks or beverages provided to subjects they are interviewing / interrogating. Officers will provide restroom breaks to individuals as requested, as long as the detainee is escorted and supervised by a member of the same gender.

SWA Logs, SWA Inspections

The sector lieutenant will ensure the log is complete and will distribute copies as follows:

- Original copy is retained in the office of the sector lieutenant for 30 days.
- A copy will be sent daily to the sector patrol captain.
- After 30 days, the original copy is given to the Records supervisor to be retained for 24 months.

A formal inspection of the secure waiting area shall be made annually by a sergeant or lieutenant. A written record of such inspection, in memo format, shall be issued and placed in the accreditation file. The written record shall include, but is not limited to:

- Name and rank of the person inspecting the facility,
- Date and time of the inspection
- Summary of the observed conditions of the facility, including the condition and integrity of the locks and/or other security devices associated with the facility

A documented administrative review will be conducted of all temporary detention areas and procedures at least once every three years.

We conduct inspections daily - what is the point of this?

updated & updated 7/20/12
Remove ka 7-19-12