



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 712 – Interview, Interrogation and Processing Rooms

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.01 INTRODUCTION

The purpose of this procedure is to establish safe conditions for rooms in police facilities that are used to interview witnesses, interrogate suspects and process detainees involved in various crimes.

.02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Interrogation Interview Interview/Interrogation Room Pre-Booking Activities Processing Room

.03 PROCEDURES FOR USE OF INTERVIEW/INTERROGATION ROOMS

- A. Officers, both uniformed and non-uniformed, whose jobs require interviewing witnesses or interrogating suspects involved in criminal activities are authorized to use rooms in police facilities to conduct the interviews or interrogations.
- B. The only equipment or items kept in interview/interrogation rooms are computers and a minimal amount of furniture. There should be nothing in the rooms that suspects or detainees might use as a weapon.
- C. Officers utilizing interview/interrogation rooms must be familiar with emergency evacuation routes. Fire evacuation routes are posted outside each interview/interrogation room.
- D. Officers are responsible for the continuous supervision of witnesses or suspects being interviewed or interrogated.
- E. Normally, a maximum of two (2) officers are allowed in an interview or interrogation room while a witness is being interviewed or a suspect is being interrogated. Additional officers might be needed if suspects are combative.
- F. If only one (1) officer is conducting an interview or interrogation, a second officer shall be immediately available to address any security concerns or to provide immediate assistance, if needed.
- G. Officers may carry their authorized weapons while in interview/interrogation rooms, but only in approved holsters.
- H. Officers conducting interviews or interrogations shall have their Department-issued radio for summoning assistance, if needed.
- I. Arrested persons will not be handcuffed or restrained to fixed objects.
- J. Persons being interviewed or interrogated will be provided access to restrooms, water or comfort breaks.
- K. Juveniles shall only be interrogated in the interview/interrogation room in the Juvenile Processing Office.

.04 PROCEDURES FOR USE OF PROCESSING ROOMS

- A. Officers are authorized to take prisoners to processing rooms to conduct pre-booking activities prior to being taken to a detention facility to be booked.
- B. Officers utilizing processing rooms shall maintain constant supervision over their prisoners.
- C. Officers may carry their authorized weapons while in processing rooms, but only in approved holsters.



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- D. Officers conducting pre-booking activities in processing rooms shall have their Department-issued radio on their person and should activate the emergency button as a panic or duress alarm, if necessary.
- E. Prisoners shall not be handcuffed or restrained to fixed objects while in a processing room.
- F. To prevent an escape attempt by an uncooperative or combative prisoner, more than one (1) officer should be in the processing room during the pre-booking process.
- G. Juvenile prisoners shall only be taken to the processing room in the Juvenile Processing Office.