POLICY 505.0	INTERVIEW ROOMS	
	REVISED: 1/93, 8/97, 6/99, 12/00, 11/01, 02/02, 06/02, 02/04, 06/06, 09/06, 06/10, 01/14, 10/18, 11/18, 05/24, **08/26**	RELATED POLICIES:503.1
	CFA STANDARDS: CHAPTER 31	REVIEWED: AS NEEDED **THIS VERSION EFFECTIVE DATE: AUGUST 19, 2026**

TABLE OF CONTENTS

A.	**POLICY**	**2**
B.	**PURPOSE**	**2**
C.	**INTERVIEW ROOMS**	**2**
D.	**RESPONSIBILITY, GUIDELINES AND PROCEDURES**	**3**
E.	**ANIMALS**	**4**
F.	**BLANKETS**	**4**
G.	**CLEANLINESS**	**4**
H.	**MEDICAL**	**4**
I.	**FIRE**	**5**
J.	**INSPECTIONS**	**5**
K.	**DEATH**	**6**
L.	**ESCAPE**	**6**
M.	**EVACUATIONS**	**7**
N.	**FOOD**	**7**
O.	**HOSTAGES**	**8**
P.	**SEARCHES OF SUSPECTS, ARRESTEES OR PRISONERS**	**8**
Q.	**SUSPECT, ARRESTEE OR PRISONER SECURITY**	**8**
R.	**JUVENILES**	**9**
S.	**EQUIPMENT**	**9**
T.	**UNUSUAL OCCURRENCE**	**10**
U.	**TRAINING**	**10**

A. POLICY

It is the policy of the Fort Lauderdale Police Department to provide interview rooms for the processing, questioning, or testing of individuals by department members.

B. PURPOSE

The purpose of this policy is to ensure the safety and security of the public, arrestees, and department members and to address the physical needs of suspects, arrestees, or prisoners brought to interview rooms and surrounding area. This policy also addresses the physical conditions and security measures of the designated interview rooms and surrounding areas.

C. INTERVIEW ROOMS

1. There are four (4) interview rooms and one (1) Control Room which are located in the Criminal Investigations Division (CID). One of the rooms is designated as a soft interview room. All rooms are secured by steel doors and are equipped with audio and video recording capability. Interview rooms 2-6 are equipped with metal security tables and shackles.

    a. Interview Room 1, Rm 3719 is located on the 3rd floor south end of hallway. (NO SUSPECTS ONLY WITNESS/VICTIM).

    b. Interview Room 2, Rm 3712 is located on the 3rd floor south end of hallway, (secure area for suspect interview).

    c. Interview Room 3, Rm 3714 is located on 3rd floor south end of hallway, (secure area for suspect interview).

    d. Interview Room 4, Rm 3716, is located on the 3rd floor, south end of hallway (secure area for suspect interview).

    e. Interview Room 5, Rm 3718 is located on the 3rd floor south end of hallway (secure area for suspect interview)

    f. Interview Room 6, Rm 3717 is located on the 3rd floor south end of hallway (secure area for suspect interview).

    g. There is a "Soft" Interview room, Rm 3310 located on the East end of the 3rd floor next to Special Victims

    h. Control for each interview room is located outside the location.

2. Interview rooms **2** through **6** allow suspects, arrestees, or prisoners to be secured for processing, questioning, or testing.

3. The Soft Interview Room and CID Conference Room allow for victims and witnesses to be interviewed. No suspects, arrestees or prisoners are to be interviewed in these rooms.

4. Any suspect, arrestee or prisoner kept in an interview room must be given a break as frequently as deemed necessary by the custodial officer but under no circumstance shall a suspect, arrestee or prisoner be held for more than two (2) hours without being removed from the room and offered a break of at least five minutes.

5. Only members involved in, or assisting members involved with, processing, questioning, or testing are authorized access to occupied interview rooms.

6. For officer safety, each interview room is equipped with a duress alarm controlled by a button attached to the wall of the interview room, located just below the table. No officer will enter an occupied interview room unless another officer is within hearing distance of the alarm, which sounds in the CID corridor. Any officer who hears the alarm shall immediately respond to the interview rooms to assist any officer in duress.

D. RESPONSIBILITY, GUIDELINES AND PROCEDURES

1. The custodial officer will be responsible for the safety, care, and escape prevention of all individuals brought into the Criminal Investigation Division interview rooms and the adjacent areas.

    a. To help prevent escape, interview rooms shall remain locked when a suspect, arrestee or prisoner is left unattended.

    b. Officers need not secure their weapon solely for the purpose of securing a suspect, arrestee, or prisoner, or removing a suspect, arrestee, or prisoner from an interview room. However, any officer entering an occupied interview room for the purpose of interviewing a suspect, arrestee or prisoner shall secure their weapon before entry. Lock boxes, in the write-up room, are provided for the control of weapons.

2. Custodial officers shall be responsible for conducting a search of every suspect, arrestee or prisoner brought into the interview rooms and surrounding areas.

3. Males will be kept separate from females in the interview rooms.

4. Lock boxes in the write-up room may be used for the safeguarding of suspect, arrestee, or prisoner property.

5. Custodial officers are responsible for continuous observation and control of persons confined within the interview rooms, including during an emergency and/or unusual situation.

6. The interview room and adjacent area is the responsibility of the CID. The CID Captain, or his/her designee, will be responsible for maintaining, ordering, and storing all materials needed to operate the interview room and adjacent area.

E. ANIMALS

1. Officers shall not permit any type of animal into an interview room where a suspect, arrestee or prisoner is confined.

2. The arresting officer will be responsible for the proper disposition of the animal, utilizing facilities provided at the rear of the police building.

3. Animals used to aid bona fide handicapped people will be the only exception to this rule.

F. BLANKETS

1. Upon the request of the suspect, arrestee or prisoner, the custodial officer may provide blankets as needed.

2. When a person vacates an interview room, removal of the blankets shall be the responsibility of the custodial officer.

3. Emergency type blankets ONLY will be provided.

G. CLEANLINESS

1. Janitorial personnel shall ensure that the interview rooms and adjacent areas are maintained in an orderly manner and kept in a state of cleanliness.

2. The interview rooms and adjacent area will be cleaned at least once each day or as may be required.

    a. Officers will notify their supervisor whenever any condition, sanitary or otherwise, exists that could adversely impact a suspect, arrestee or prisoner. It is the responsibility of the supervisor to ensure the condition is corrected. If the condition cannot be corrected, the supervisor will report the condition to the CID Captain.

    b. In such cases, the interview rooms will not be used until the adverse condition(s) is corrected.

H. MEDICAL

1. These sections only apply to suspects, arrestees, or prisoners when detention is required, and do not preclude the use of a Notice to Appear, when possible.

2. Any and all injuries that occur to a suspect, arrestee or prisoner while within the interview area shall be reported immediately to the CID Captain or the appropriate Shift lieutenant or Unit Captain or if unavailable, the appropriate Investigative Services Sergeant. A written report will be completed and forwarded to the CID Captain.

3. No suspect, arrestee or prisoner shall be placed in an interview room when the custodial officer observes a recent or fresh injury requiring medical attention or the

suspect, arrestee, or prisoner complains of any injury. Under these circumstances, the following steps shall be taken:

a. Medical attention will be afforded immediately.

b. A paramedic unit will be summoned immediately.

If the paramedic unit determines that transportation is necessary, the suspect, arrestee or prisoner will be transported to an emergency room. An officer will accompany the suspect, arrestee or prisoner to the hospital. A medical release form MUST be obtained before the suspect, arrestee or prisoner can be taken back to the interview room area.

4. If the suspect, arrestee, or prisoner becomes self-destructive or violent, the suspect, arrestee or prisoner shall be secured and, at the earliest moment, removed to a jail or medical facility as required. Self-destructive or violent suspects, arrestees or prisoners shall not be kept in the interview room area beyond the time it takes to remove them.

I. FIRE

1. The interview area shall be equipped with fire suppression equipment.

2. The Support Services Bureau Logistics Lieutenant, or his/her designee, shall be responsible for regular inspections of fire equipment for damage or tampering and the recording of these inspections.

3. The Support Services Bureau Logistics Lieutenant, or his/her designee, shall have the fire and smoke alarms tested annually by a competent authority. The fire suppression equipment shall be tested on an annual basis. The testing of the above will be documented in a log.

4. The Support Services Bureau Logistics Lieutenant, or his/her designee, shall establish and maintain a current evacuation plan for the interview room area. In addition, the Support Services Bureau Logistics Lieutenant, or his/her designee, will maintain an up-to-date and posted evacuation map for the interview room area, which will be checked and logged annually.

J. INSPECTIONS

1. It shall be the responsibility of the CID Captain, or his/her designee, to ensure that the interview rooms and the adjacent area are inspected daily. Any problems noted during this inspection will be reported to the CID Captain or his/her designee.

2. In addition, interview rooms shall be searched and inspected prior to placing a suspect, arrestee, or prisoner in the rooms.

3. Upon removal of a suspect, arrestee or prisoner from an interview room, the custodial officer will completely inspect and search that room.

K. DEATH

1. Upon the death of a suspect, arrestee, or prisoner while confined in an interview room, or a suspect, arrestee or prisoner transported to a medical facility from the interview room area, notification shall be made immediately as follows:

   a. Immediate Supervisor

   b. Homicide Sergeant

   c. Shift Lieutenant

   d. Violent Crimes Division Captain

   e. Investigations Bureau Major

   f. Investigations Bureau Assistant Chief

   g. Operations Bureau Assistant Chief

   h. Internal Affairs Division Commander; and

   i. The Chief of Police

2. If the death of a prisoner is within the interview room area, it shall be treated as a crime scene and the area secured.

3. The first supervisor on the scene will determine what other units are needed.

L. ESCAPE

1. When an escape from an interview room occurs, the highest-ranking officer present shall assume command until relieved by a higher-ranking officer.

2. The officer in charge shall mobilize all available resources.

   Officers in the immediate area of the interview rooms shall be given search assignments for the interior of the police building. The building search shall be conducted by no less than two-person search teams. The officer in charge will assign additional search teams for the building as needed.

3. Custodial officers shall IMMEDIATELY report any escapes from the interview room area to Regional Communications.

4. Following this IMMEDIATE report, the custodial officer shall inform Regional Communications of ALL known information pertaining to the suspect, including name or alleged name, physical description, and pending charges.

5. The officer in charge shall notify the Duty Lieutenant of the escape. In the event the Duty Lieutenant is not available, the District III Captain shall be notified.

6. The Duty Lieutenant, or his/her designee, shall be responsible for notifying Personnel as requested.

7. As soon as possible, the officer in charge shall notify the Criminal Investigations Captain who shall assign the case to a detective for follow-up. The Criminal Investigations Captain shall also notify the Investigations Bureau Major, Assistant Chief and/or the Chief of Police, if necessary.

8. Once the escapee is recaptured, the member in charge shall ensure that all persons involved in the search and Regional Communications are advised of such, and the search will be discontinued.

9. In the event of an escape, the custodial officer shall prepare an offense and/or supplemental report as to the escape of the prisoner and forward a copy to the V.C.D. Captain as soon as possible. Any other involved officer shall also complete a supplemental report and forward a copy to the CID Captain.

10. The report shall take into consideration conditions which may have led to the escape.

M. EVACUATIONS

1. In case of an emergency evacuation, the decision to evacuate will be made by the custodial officer.

2. Emergency assistance for the removal of suspect, arrestee, or prisoner from the interview room area shall be provided by Patrol units. The number of sworn officers shall be determined by the highest-ranking supervisor commanding the incident.

3. All suspects, arrestees or prisoners shall be properly restrained.

4. Upon the arrival of Patrol units, the suspect, arrestee or prisoner shall be removed from the interview room area and taken to prisoner intake processing, or another safe and secure location as determined by the supervisor in charge of the incident.

5. Upon receipt of an "all clear," authorization from the appropriate authority in charge of the emergency, the suspect, arrestee, or prisoner shall be returned to the interview room area.

N. FOOD

1. Food and beverages shall be afforded the suspect, arrestee, or prisoner at the discretion of the custodial officer.

2. Water, access to restrooms, and other needs of a suspect, arrestee or prisoner shall be the responsibility of the custodial officer.

O. HOSTAGES

1. All officers shall exercise caution and practice safety procedures in order to avoid increasing their exposure to being taken hostage by a suspect, arrestee or prisoner within the interview room area.

2. If a suspect, arrestee, or prisoner has taken a hostage while within the interview room area the officer(s) present shall NOT open the door. Officers faced with this situation shall call for assistance and await the response of other units.

3. Should a suspect, arrestee, or prisoner take a police officer as hostage within the interview room area, the Shift Lieutenant or senior-ranking Supervisor on the shift will be responsible for directing other police response, deployment, and action.

P. SEARCHES OF SUSPECTS, ARRESTEES OR PRISONERS

1. Custodial officers shall be responsible for conducting a search of every suspect, arrestee or prisoner brought into the interview room area.

2. When available, any search of a suspect, arrestee or prisoner shall be conducted by an officer who is of the same gender as the suspect, arrestee, or prisoner.

3. Searches shall be confined to a careful and complete "pat down" type of search, unless the nature of the offense and/or special conditions dictates.

4. Strip searches and body cavity searches shall only be conducted in accordance with Policy 501.3, Search of Arrested Persons.

Q. SUSPECT, ARRESTEE OR PRISONER SECURITY

1. It will be the responsibility of the custodial officer to secure and release his/her own suspect, arrestee, or prisoner from the interview room area.

2. A suspect, arrestee, or prisoner placed in an interview room shall remain handcuffed. The suspect, arrestee or prisoner will also be secured with the leg iron attached to the metal security table.

3. The officer may remove the handcuffs from the suspect, arrestee, or prisoner if the officer feels it is appropriate and would benefit the investigation. The leg iron shall not be removed except to remove the suspect, arrestee, or prisoner from the interview room.

4. Lighting within the interview rooms and surrounding area shall be turned on at all times while the interview rooms are occupied.

   NOTE: As the interior lights are turned on, flashing red lights will go on outside interview room doors to indicate that the rooms are occupied. Upon vacating the interview rooms, the lights MUST be turned off, thus deactivating the flashing lights.

5. Custodial officers shall leave no suspect, arrestee, or prisoner unattended while confined in the interview rooms.

6. Custodial officers shall be responsible for the care and custody of all suspects, arrestees or prisoners brought into the interview rooms. (Refer to other sections in this policy.)

7. All occupied interview rooms will have the audio and video recording turned on prior to or immediately after being occupied by suspect, arrestee, or prisoner.

8. All paperwork relating to a suspect, arrestee or prisoner placed in the CID interview rooms will be completed in the adjacent write-up room.

9. When a vacant interview room is not available, a prisoner, suspect or arrestee will not be kept in the main police building. Under no circumstances will a prisoner be held within any area of CID while waiting for an interview room to come available.

10. Suspects, prisoners, or arrestees will not be brought into investigative office areas.

R. JUVENILES

1. NO juvenile shall be left unattended at any time within any area of the Criminal Investigations Division.

   If a custodial officer must vacate the interview room area when a juvenile suspect, arrestee or prisoner is present, proper relief will be obtained prior to departing.

2. Juveniles must be kept separate from adult males and females. Juveniles are to be kept in an area out of sight and sound of adult prisoners at all times.

3. When escorting any suspect, arrestee, or prisoner(s), juvenile, or adult, anywhere in the CID area, officers will comply with all procedures adopted by the CID Captain for the operations of that area. When ANY suspect, arrestee, or prisoner is placed in an interview room, the custodial officer shall be responsible for continuous observation of the suspect, arrestee or prisoner.

S. EQUIPMENT

1. No officer shall remove or permit to be removed any furniture or other equipment or materials from the interview room area without approval of the CID Captain or the Investigations Bureau Major or Assistant Chief.

2. Officers must be aware that many objects may be used as weapons against them or others. Officers shall not leave any object unattended in an interview room. When an officer leaves the interview room, any object taken into an interview room (clipboard, tape recorder, etc.) must be removed.

T. UNUSUAL OCCURRENCE

Any situation occurring in the interview room area involving equipment failure, unsafe conditions, injuries, escapes, etc., will be reported in writing to the CID Captain.

U. TRAINING

Prior to utilizing the interview rooms, department members shall be trained on the proper operation of the equipment and interview room procedures.