

	MEDFIELD POLICE DEPARTMENT	POLICY NO. 1.13b
INTERVIEW ROOMS		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: NONE		DATE OF ISSUE: 05/21/2023
ISSUING AUTHORITY: Michelle Guerette Chief of Police		EFFECTIVE DATE: 05/21/2023 REVISION DATE: 11/07/2025

BACKGROUND:

Members of this Department conduct interviews and interrogations of suspects that are both in custody and not in custody. Designated areas within the police station should be used whenever possible to conduct interviews and/or interrogations of suspects. These areas are both within and outside of the secure areas of the police station.

POLICY:

The Medfield Police Department will maintain safe and humane conditions in areas where subjects are interviewed or interrogated by officers.

PROCEDURES:

Officers must be concerned with the safety of all officers in the station as well as the suspect during the interview and/or interrogation process. Suspects who are not in custody should be interviewed in the public interview room, when practical. Suspects who are in custody should be interviewed in the secure interview room within arrestee processing, when practical. The Lobby interview room and the Detectives interview room may also be used for interviews and/or interrogations when situationally appropriate.

The following procedures will be used to establish safe conditions for the officers conducting the interview process:

1. Firearms shall be worn in all areas of the station, except within the arrestee processing area during the times when a detainee is present. **[42.2.10(a)]**

2. Subjects should not have access to items which can be used as weapons against officers or to harm themselves. They may be subjected to a pat frisk for weapons if necessary. **[42.2.10(b)]**

3. Officers may use portable radios or in-house telephones to summons assistance if necessary. **[42.2.10(d)]**

To allow for the comfort of subjects, and to limit accusations of undue intimidation of those being interviewed or interrogated:

1. Generally, no more than two officers should be present in the room. **[42.2.10(c)]**
2. All interviews and interrogations shall be conducted outside of public view.
3. Upon request, subjects must be allowed reasonable access to restrooms, drinking water and rest breaks. **[42.2.10(f)]**

Rooms used for interviews and interrogations should contain: **[42.2.10(e)]**

1. Desk or table;
2. Seating for the subject and officers;
3. Standard overhead lighting;
4. Comfortable heat level;
5. Minimal background noise or distractions, to the extent these can be controlled; and
6. An audio/video recording system.