



Sheridan Police Department
Policies and Procedures
26.3 Replaces 401.1
Chapter 26 – Facilities & Security
Section 3 – Interviewing & Processing

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Revised: 05/13/2022

Signature:

Police officers often need to interview, process or test persons before they are incarcerated. At times it may be necessary or beneficial to interview or process arrestees at the Sheridan Police Department before taking them to the detention center.

26.3.1 Interviewing and Processing

- A. Prisoners will not be taken to, held, or housed at the police department except for the purpose of interviewing and/or processing.
- B. Prisoner custody is solely the responsibility of the arresting or transporting officer. Officers may delegate custody responsibility to other sworn officers, but not to a civilian.
- C. Officers charged with the custody of prisoners at the police department will:
 - 1. Maintain constant supervision and control of prisoners to prevent escape and/or injury to themselves, injury to others, or damage to property. Prevention techniques include:
 - a. Thorough searches;
 - b. Monitoring; and
 - c. Proper prisoner handling.
 - 2. Keep all prisoners handcuffed unless performing a necessary procedure such as a chemical breath test, alcohol/drug evaluation, having the prisoner demonstrate actions taken, sign paperwork, or toilet use by the prisoner after which the handcuffs will be reapplied. No prisoner will be un-handcuffed unless there are at least two officers present, or there is an employee monitoring from a remote observation site.
- D. Interviewing
 - 1. Officers in a designated interview room or any room temporarily used as an interview room shall be equipped with a portable radio or other communication device to summon assistance when necessary.
 - 2. Weapons may be maintained in approved holsters while in the interview room.
 - 3. Security cameras when available will be activated when the room is occupied.
 - 4. No visitors will be permitted with a subject, with the exception of the subject's attorney or in the case of a juvenile, his or her legal guardian(s).
- E. It may become necessary to use a room, space or area to separate persons being questioned or under arrest. In the event that prisoners are temporarily detained, the arresting officer will ensure that:
 - 1. The room, space, or area in which a prisoner is temporarily detained is searched for damage, weapons, contraband, or other unauthorized material. In addition, the room should be checked when the prisoner leaves.

2. A sworn officer will remain with, or in close proximity to, the prisoner;
3. Prisoners are given necessary access to water and toilet facilities.
 - a. When prisoners must use a toilet facility, officers will search the facility thoroughly looking for weapons, objects adaptable for use as weapons, and other contraband that prisoners could use to aid in escape or to injure themselves, officers, or others.
 - b. Officers who are the same gender of prisoners may escort prisoners inside toilet facilities, at the officer's discretion.
 - c. Officers who are the opposite gender of prisoners will remain outside the toilet facility while being used by prisoners, except when continuous visual observation of the prisoner is necessary because there is reason to believe that the prisoner may cause self-injury, injury to others, or attempt escape.
 - d. The officer shall search the restroom after use.
4. The separation of males, females and juveniles who are under arrest shall be accomplished by use of separate rooms, space or areas.