

## **GLENN DYER JAIL Interview Instructions**

Policy & Procedure 17.02, Interviews, has established a process for attorney's, attorney assistants, investigators, medical examiners, individuals working with drug treatment and other rehabilitation programs to interview inmates. Those of you listed above may interview inmates during normal facility operating hours. The on-duty Watch Commander may grant requests for interviews during other than normal operating hours based on security requirements of the facility.

### **INSTRUCTIONS:**

1. You and your possessions are subject to search.
2. Nothing shall be passed to the inmate directly by you for the inmate's retention per 4570 P.C.
3. If you intend to give an inmate written documents for their retention you must first notify jail staff.
4. If the documents are not objectionable, the jail staff will allow the inmate to have them.
5. Documents containing "contraband" or any items considered "contraband" will be refused. Contraband items include but are not limited to paper clips, staples, metal fasteners or metal items of any kind.
6. Tape recorders or photographic equipment are not permitted in the interview room without prior permission from the on-duty Watch Commander.
7. Breached of law, jail security, or these instructions may terminate your interview.

### **PROCEDURE:**

To proceed with your interview walk to the interview room as directed by the lobby staff.

- a. The requested inmate will be brought to the interview room.
- b. When you have completed your interview, notify Central Control as follows:
  1. In interview room #134, pick up the telephone in the booth and dial 27778 and notify the jail staff.
  2. In interview room #139, pick up the telephone. It automatically connects to Central Control. Notify the staff that your interview is complete.
- c. If you are unable to contact Central Control by telephone, notify the deputy conducting periodic checks at his or her next check.