



ALBUQUERQUE POLICE DEPARTMENT  
GENERAL ORDERS

SOP 1-80 (Formerly 6-5)

Effective: 12/29/2022 Review: 12/29/2023 Replaces: 08/13/2021

## 1-80 PRISONER TRANSPORT UNIT

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

#### A. Related SOP(s)

[2-3 Firearms and Ammunition Authorization \(Formerly 2-22\)](#)  
[2-5 Department Vehicles \(Formerly 1-19\)](#)  
[2-8 Use of On-Body Recording Devices \(Formerly 1-39\)](#)  
[2-35 Emergency Response Team \(ERT\) \(Formerly 2-29\)](#)  
[2-52 Use of Force: General \(Formerly 3-45\)](#)  
[2-82 Restraints and Transportation of Individuals \(Formerly 2-19\)](#)

#### B. Form(s)

[PD 4402 APD Transport Unit Daily Inspection Log](#)

#### C. Other Resource(s)

Occupational Safety and Health Administration (OSHA) Regulations

#### D. Rescinded Special Order(s)

None

### 1-80-1 Purpose

The purpose of this policy is to outline the responsibilities of Prisoner Transport Unit personnel who provide a safe and secure transportation environment for sworn personnel and for in-custody individuals or individuals who are being transported to a detention facility, and to ensure that the community is safe while supervising individuals who are in police custody.

### 1-80-2 Policy

It is the policy of the Albuquerque Police Department (Department) to perform prisoner transport activities and supervision of in-custody individuals in accordance with the Department's Standard Operating Procedures (SOP) and Occupational Safety and Health Administration (OSHA) regulations.

### N/A 1-80-3 Definitions

#### A. Law Enforcement Area (LEA)

A secured area at the MDC where inmates are either booked into, transferred, or released from.



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B. Prisoner Transport Center (PTC)

A substation used for the temporary detention of in-custody individuals.

C. Prisoner Transport Unit (PTU)

The Department unit responsible for the transport of in-custody individuals to a detention facility.

D. Tyvek Suit

A fabric coverall suit that is worn to protect other in-custody individuals and Department personnel from contamination from bodily fluids and other hazardous contaminants.

**7** 1-80-4 Responsibilities

A. PTU Manager

The PTU Manager shall have overall command of the PTU.

**6** B. PTU Supervisor

1. The PTU Supervisor shall:

- a. Supervise, coordinate, and monitor the daily work activities of an assigned shift in the PTU;
- b. Ensure that PTU personnel report for duty at the time and place required by assignment or order;
- c. Be physically and mentally fit to perform their duties;
- d. Be required to maintain adequate staffing levels for basic PTU operations and all hospital guard duty assignments;
- e. On a weekly basis, ensure that PTU Sergeants review when PTU personnel are on scheduled leave to determine whether overtime is necessary to maintain adequate staffing levels;
- f. Ensure that PTU personnel are in a serviceable uniform with all Department-issued duty belt equipment and on-body recording devices (OBRD) so they may immediately assume their duties, consistent with SOP Uniforms (refer to SOP Uniforms for sanction classifications and additional duties);
- g. Conduct a briefing with PTU personnel and communicate necessary Department information and safety instructions, including pertinent information that needs to be relayed from prior shifts;
- h. Ensure that PTU personnel inspect the PTC at the beginning of the PTU Supervisor's shift;
- i. Ensure that transport vehicles are inspected and that the APD Transport Unit Daily Inspection Log is completed at the beginning of their shift, at the end of each run to the transport location, and at the end of the last shift; and

N/A

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- j. Ensure that leg shackles are used during the detention and transport of individuals who are charged with escape, have a history of escaping or fleeing from law enforcement, or are a danger to themselves or others, consistent with SOP Restraints and Transportation of Individuals (refer to SOP Restraints and Transportation of Individuals for sanction classifications and additional duties).

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C. PTU Personnel

1. PTU personnel shall:

- a. Provide temporary detainment and transportation of prisoners;
- b. Prevent escapes and other criminal acts;
- c. Ensure public safety while controlling the custody of prisoners;
- d. Ensure the safe transportation of prisoners;
- e. Be present at the PTC admissions desk if there are in-custody individuals present inside any of the holding cells at the PTC;
- f. Be within line-of-sight supervision, maintaining a constant visual of in-custody individuals, and to be able to operate the electronic door controls;
- g. Ensure that two (2) PTU employees are present at the PTC during operating hours when in-custody individuals are being processed or secured in the holding cells;
- h. Transport in-custody individuals from other agencies when approved by a PTU Supervisor; and
- i. Support arresting sworn personnel by relieving them of transporting persons in custody to the MDC or other destinations.

N/A

2. Admissions Process at the PTC

- a. Arresting sworn personnel are to stage in-custody individuals away from the admissions desk in the entrance foyer on the stainless steel benches and are to remain in their control and custody until the admissions process is complete.
- b. PTU supervisors have the discretion to accept only Department in-custody individuals.

3. If an in-custody individual does not comply with the requirements of the PTU admission process, the PTU Supervisor shall refuse the exchange of custody of the in-custody individual from arresting sworn personnel. During the admissions process, PTU personnel shall ensure that in-custody individuals:

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- a. Remain handcuffed behind their backs while at the PTC unless there is a valid medical illness or concern which outweighs safety concerns, as determined by the PTU personnel;
- b. Have completed a medical intake with the MDC medical staff stationed at the PTC and are medically cleared to be transported to MDC as indicated by their completed medical intake paperwork;
- c. Are wearing a Tyvek suit coverall over their clothing when their clothing is soiled from blood or bodily fluids;



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N/A

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- i. PTU personnel shall ensure that arresting sworn personnel direct the in-custody individual to remove any soiled clothing and to wear the Tyvek suit before the in-custody individual is accepted by PTU personnel.
- ii. PTU personnel shall refuse any in-custody individual who does not comply with wearing the Tyvek suit over their clothing.
- iii. Arresting sworn personnel shall transport the in-custody individual to the MDC to eliminate cross-contamination between individuals.
  - 1. Sworn personnel may use the available cleaning supplies provided by the PTC to clean their vehicles after transporting the individual.
- d. Arresting sworn personnel shall conduct a thorough inventory search of the individual in custody at the admissions counter, removing all property and items (i.e., wallet, jewelry, etc.) from the individual in custody, and place the items on the counter to be inventoried by PTU personnel. Arresting sworn personnel shall check all prosthetics, medical wraps, and bandages for contraband.

4. Prisoner Transport Medical Guidelines

- a. Arresting sworn personnel shall arrange for transportation of in-custody individuals who have medical issues and shall maintain custody of those individuals until they are medically cleared by a doctor for processing at the PTC.
- b. Arresting sworn personnel or their designee shall return custody of the individuals and obtain a medical clearance or for hospital admittance, if they are refused by MDC medical personnel.
  - i. When an individual is returned to arresting sworn personnel, they shall arrange for the individual's transportation to a medical facility.
  - ii. Sworn personnel may choose whether to transport the individual in their Department-issued vehicle or ask the Emergency Communications Center (ECC) to call for an ambulance for transport.

N/A

5. Management of In-Custody Individuals at the PTC

- a. PTU personnel shall:
  - i. Maintain line-of-sight supervision with in-custody individuals at all times;
  - ii. Escort in-custody individuals to the restroom and water fountain;
    - 1. PTU personnel may handcuff in-custody individuals in the front while using the bathroom; and
    - 2. PTU personnel may remove handcuffs when the individual does not present a safety threat.
  - iii. Only secure in-custody individuals to approved immovable objects that are designed and intended for this purpose (e.g., bars, rings, leg restraints fixed into floor, etc.); and
  - iv. Ensure the safety of in-custody individuals during any emergency that may occur while in-custody (refer to the emergency evacuation procedures that are posted within the building).
- b. PTU personnel shall not:

N/A

N/A



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- i. Detain or transport female and male in-custody individuals together in the same holding cells or vehicle prisoner compartments; or
- ii. Detain or transport juveniles.

6. Managing Disorderly In-custody Individuals

N/A

- a. All PTU personnel working at the PTC shall follow all procedures and guidelines consistent with all Department SOPs.
- b. The PTU Supervisor may refuse custody of individuals who become disorderly, combative, or threaten the safety of other in-custody individuals; and
- c. The PTU Supervisor shall ensure that the in-custody individuals are returned to the custody of the arresting sworn personnel or their designee.
- d. The PTU Supervisor shall be responsible for authorizing additional restraints for disorderly in-custody individuals.
- e. The PTU Supervisor shall ensure that belligerent and verbally disruptive in-custody individuals who are not a danger to themselves or another in-custody individual are isolated, monitored, and supervised.

7. Transporting In-Custody Individuals

N/A

- a. PTU personnel shall:
  - i. Determine when to initiate the movement of in-custody individuals from the holding cells to the transport vehicles;
  - ii. Stop all other admissions processes during the movement of in-custody individuals to the transport vehicle;
  - iii. Ensure that the areas in front of the holding cells and the loading areas remain clear during the movement of in-custody individuals;
  - iv. Make sure that the exterior areas around the transport vehicles and the PTC have been checked and secured before in-custody individuals are moved; and
  - v. If there is inadequate staffing to safely load in-custody individuals, request to have sworn personnel respond to assist temporarily.
- b. PTU personnel shall physically escort each in-custody individual one (1) at a time to the transport vehicle.
- c. A minimum of two (2) PTU personnel shall be assigned to the transport when more than three (3) in-custody individuals are being transported.
  - i. The PTU Supervisor may request additional PTU personnel to assist with the transportation of in-custody individuals to maintain the safe and secure transportation of all in-custody individuals, as necessary.

8. MDC Arrival and Booking Process

- a. PTU personnel shall park the transport vehicle in the parking spaces nearest to the LEA entrance doors, so the rear doors of the prisoner compartment doors face the LEA entrance doors.



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- b. Before opening any transport vehicle prisoner compartment doors, PTU personnel shall ensure that the LEA sally port and main exterior gates, entrance, and exit are secured.
- c. PTU personnel shall process each in-custody individual through the MDC pre-booking process.

9. Escapees

- a. In the event an in-custody individual escapes from police custody at the PTC, PTU personnel shall:
  - i. Immediately notify the ECC of the escape;
  - ii. Provide the physical description and, if possible, charges of the escapee to the ECC Dispatcher; and
  - iii. Provide the exact location and the direction of travel of the escapee.
- b. If the individual escapes during transit, PTU personnel shall:
  - i. Immediately secure the transport vehicle and the remaining in-custody individual(s); and
  - ii. Notify the on-duty PTU supervisor and maintain the security of the scene for responding sworn personnel to arrive.
- c. PTU personnel shall complete a Uniform Incident Report and a Supplemental Report documenting the escape.

10. Hospital Guard Duty

- a. The hospital guard duty supervisor shall ensure that hospital guard duty assignments are managed by PTU personnel assigned to the hospital guard duty team.
- b. PTU personnel are authorized to keep the primary hospital guard duty assignment for the Department. Any secondary or additional hospital guard duty assignment that is generated shall be managed by the established Field Services Bureau (FSB) area command rotation.
- c. Once an in-custody individual is admitted into a hospital room, arresting sworn personnel shall contact the ECC to generate a hospital guard duty assignment.
- d. The PTU Supervisor can approve the assignment of a second PTU employee to any in-custody individual, as needed. The PTU supervisor shall make all reasonable efforts to accept custody of the primary hospital guard duty assignment as soon as possible from FSB sworn personnel.
- e. PTU personnel shall ensure that all arresting documents are present at the start of their shift. If the documents are not with the in-custody individual, PTU personnel shall contact the original arresting sworn personnel to ensure those documents are provided.

11. Special Requests

- a. Emergency Response Team (ERT)
  - i. PTU personnel shall assist the ERT with any protest activity, demonstrations, or events that require the management of in-custody





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individuals, refer to SOP Emergency Response Team (ERT) for sanction classifications.

- b. Tactical Operations Plan or Warrant Round-Ups
  - ii. The supervisor of the tactical operations plan shall present the request for assistance to the PTU Manager a minimum of twenty-four (24) hours before the beginning of the operation.
  - iii. The PTU Manager shall determine whether sufficient staffing exists in order to grant the request.
- c. The Chief of Police may call out and order PTU personnel to work in the case of an emergency or unplanned event that requires mass arrests.

N/A

**N/A 1-80-5 Use of Transport Vehicles**

A. PTU personnel may only use prisoner transport vehicles:

- 1. Only in the scope of their duties;
- 2. Approved for Department training exercises; and
- 3. While on duty.

- 6 a. PTU personnel are prohibited from using a prisoner transport vehicle while off duty.

B. PTU Supervisors are authorized to participate in the City of Albuquerque's take-home vehicle program.

C. PTU Supervisors shall follow all guidelines and procedures, consistent with SOP Department Vehicles (refer to SOP Department Vehicles for sanction classifications and additional duties).

**3 1-80-6 Carrying of Firearms Guidelines**

**N/A** A. PTU personnel shall follow the Department-issued firearms requirements outlined in SOP Firearms and Ammunition Authorization (refer to SOP Firearms and Ammunition Authorization for sanction classifications and additional duties).

- 1. PTU personnel shall carry Department-issued firearms while on-duty and in uniform.

- N/A** 2. PTU personnel may carry their Department-issued firearm in transit to and from scheduled work assignments.

- 3. PTU personnel are also approved to carry their Department-issued firearm during Department-authorized training sessions.



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a. PTU personnel shall display their Department identification when wearing civilian clothing during training.

B. PTU personnel are not authorized to carry Department-issued firearms while off duty.

N/A

1. PTU personnel who possess a State of New Mexico Concealed Weapon Permit may carry personally-owned firearms and are not authorized to carry their Department-issued firearm in a concealed manner.

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**1-80-7 Crimes Committed in the Presence of PTU Personnel in Public**

A. PTU personnel do not have arrest authority; however, due to the scope of the job and interaction with the public, crimes may be committed in the presence of PTU personnel. PTU personnel shall complete the following procedures to avoid violating any constitutional rights of community members:

1. PTU personnel and Supervisors shall only intervene if the situation requires contact based on physical danger to themselves, physical danger to the public, physical danger to community members or Department sworn personnel;
2. PTU personnel shall transmit through their radio information on the crime being committed, the location the crime is being committed, a description of the individual(s), and request for sworn personnel to respond to the scene;
3. If the situation requires PTU personnel to immediately make physical contact with the individual based on the threat of harm to themselves or the threat of physical harm to the public, PTU personnel shall transmit through their radio that they are physically engaging the individual and request immediate backup from sworn personnel; and
4. PTU personnel shall transmit through their radio whether they have handcuffed the individual.

B. PTU personnel shall not place any individual(s) into handcuffs or advise the individual that they are unable to leave the area without there being a threat of physical harm requiring the individual(s) to be handcuffed for safety reasons.