



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-80

Effective: 08/13/2021

Review: 08/13/2022

Replaces: 07/18/2019

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Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):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](#)
- [2-5 Use of Police Vehicles](#)
- [2-8 Use of On-Body Recording Devices](#)
- [2-35 Emergency Response Team \(ERT\)](#)
- [2-52 Use of Force-General](#)
- [2-82 Restraints and Transportation of Individuals](#)

B. Form(s)

PD 4402 APD Transport Unit Daily Inspection Log

C. Other Resource(s)

Occupational Health and Safety Administration (OSHA) Regulations

D. Rescinded Special Order(s)

None

1-80-1 Purpose

The purpose of this policy is to provide a safe and secure transportation environment for sworn personnel, as well as for individuals in custody or in transit to the Metropolitan Detention Center (MDC) or other destination, and to ensure public safety while controlling the custody of individuals in the custody of police.

1-80-2 Policy

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

Nothing in this policy prohibits the transport of in-custody individuals from other agencies when approved by a Prisoner Transport Unit (PTU) Supervisor. PTU personnel shall support arresting sworn personnel by relieving them of transporting persons in custody to the MDC or other destinations.

N/A 1-80-3 Definitions

A. Law Enforcement Area (LEA)



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

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 (Bunny 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.

1-80-4 Responsibilities

A. Prisoner Transport Unit Manager

1. The PTU Manager shall have overall command of the PTU.

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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 PTU personnel report for duty at the time and place required by assignment or order and shall be physically and mentally fit to perform their duties;
- c. Be required to maintain adequate staffing levels for basic PTU operations and all hospital guard-duty assignments;
- d. Ensure PTU sergeants review the vacation book and review any leave of absences to forecast any overtime necessary to maintain adequate staffing levels on a weekly basis;
- e. Ensure 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;
- f. 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;
- g. Ensure that the PTC is inspected at the beginning of their shift;

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- h. Ensure transport vehicles are inspected and 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
- i. 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 who are a danger to themselves or others.

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C. PTU Personnel

1. PTU personnel shall:

- a. Provide temporary detainment and transportation of prisoners; prevent escapes and other criminal acts; ensure public safety while controlling the custody of prisoners; ensure the safe transportation of prisoners;
- b. Be present at the admissions desk if there are in-custody individuals present inside any of the holding cells at the PTC;
- c. Be within line of sight supervision, maintaining a constant visual of in-custody individuals, and be able to operate the electronic door controls; and
- d. Ensure a minimum of two (2) PTU personnel are present at the PTC during operating hours when in-custody individuals are being processed or secured in the holding cells.

N/A

2. Admissions Process at the PTC

- a. Individuals who are in-custody are to be staged away from the admissions desk in the entrance foyer on the stainless steel benches, and are to remain in the arresting sworn personnel's control and custody until the admissions process is complete.
- b. PTU personnel have the discretion to accept only Department in-custody individuals.
- c. The on-duty supervisors shall have the discretion to accept in-custody individuals without the completed arrest documents from:
 - i. Sworn personnel who use the PTC breathalyzers; and
 - ii. Sworn personnel who are completing their investigation and need to use the PTC computers to complete their arrest documents.

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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 the arresting officer. The requirements of the admission process are:

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- a. All individuals in-custody shall 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. Individuals who are in custody who have been checked and cleared by Albuquerque Fire Rescue and Albuquerque Ambulance still require a medical doctor's clearance before being admitted into the PTC;



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- c. Any individual who is in custody who has soiled clothing from vomit, urine, feces, or other unknown substances shall not be accepted unless the in-custody individual is wearing a Tyvek “bunny suit” coverall over their clothing;
 - i. PTU personnel shall ensure arresting sworn personnel direct the in-custody individual to place the Tyvek suit over their clothing before the in-custody individual is accepted by PTU personnel.
 - ii. PTU personnel shall refuse any in-custody individual who does not comply with placing the Tyvek suit over their clothing.
 - iii. The in-custody individual shall be transported to the MDC by the arresting sworn personnel.
 - 1. This is to eliminate cross contamination between individuals.
 - 2. The PTC has cleaning supplies available for use by sworn personnel to clean their vehicles after transporting the individual.
 - d. The arresting officer 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. The arresting officer shall check all prosthetics, medical wraps, and bandages for contraband.

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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 that individual until are medically cleared by a doctor for processing at the PTC .
- b. In-custody individuals refused by MDC medical personnel shall be returned to the custody of arresting officer or their designee to obtain a medical clearance or for hospital admittance.
 - i. When an individual is returned to the arresting officer, the officer shall arrange for the individual’s transportation to a medical facility.
 - ii. Sworn personnel may choose whether to transport the individual in their own police vehicle or ask the Emergency Communications Center (ECC) to call for an ambulance for transport.

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5. Management of In-Custody Individuals at the PTC

- a. All 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. In-custody individuals using the bathroom may be handcuffed in front; and
 - 2. PTU personnel have the discretion to remove handcuffs when the individual does not present a safety threat, if necessary.
 - iii. Only secure in-custody individuals to approved immovable objects that are designed and intended for this purpose (i.e., 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).



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- b. PTU personnel shall not detain or transport female and male in-custody individuals together in the same holding cells or vehicle prisoner compartments.
- c. PTU shall not detain or transport juveniles.

N/A

6. Managing Disorderly In-custody Individuals

- 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 ensure they are returned to the custody of the arresting sworn personnel or their designee.
- c. The PTU supervisor shall be responsible for authorizing additional restraints for disorderly in-custody individuals.
- d. 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.

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7. Transporting In-Custody Individuals

- 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 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. Each in-custody individual shall be physically escorted one (1) at a time to the transport vehicle.
- c. When more than three (3) in-custody individuals are transported, a minimum of two (2) PTU personnel shall be assigned to the transport.
 - i. The PTU supervisor shall have the discretion to 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.

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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 are facing the LEA entrance doors.



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N/A

- b. Before opening any of the transport vehicle prisoner compartment doors, PTU personnel shall ensure 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.

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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);
 - 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 supplemental narrative report documenting the escape.

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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. The PTU is 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 all arresting documents are present at the start of their shift. If the documents are not with the in-custody individual, the original arresting sworn personnel shall be contacted to ensure those documents are provided.

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11. Special Requests

- a. Emergency Response Team (ERT).



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

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1-80-5 Use of Transport Vehicles

- A. PTU personnel are authorized to use prisoner transport vehicles only in the scope of their duties.
 1. The use of prisoner transport vehicles is also approved for Department training exercises.
 2. The use of any prisoner transport vehicle by PTU personnel in an off-duty status is prohibited.
- B. PTU supervisors are authorized to participate in the City of Albuquerque's take-home vehicle program. The PTU supervisors shall follow all guidelines and procedures consistent with SOP Use of Police Vehicles.

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1-80-6 Carrying of Firearms Guidelines

- A. PTU personnel are authorized to carry Department-issued firearms while on-duty and in uniform.
 1. PTU supervisors shall follow all of the firearms guidelines of the PTU personnel.
 2. PTU personnel's armed status is also permitted when PTU personnel are 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.
 - a. PTU personnel shall display their Department identification when wearing civilian clothing during training.
 4. PTU personnel shall abide by all procedures outlined in SOP Firearms and Ammunition Authorization.
- B. PTU personnel are not authorized to carry Department-issued firearms when off-duty.



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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.

7 **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. The following procedure should be taken 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 use the radio to state over the air with 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 make immediate contact as based on the threat of harm to themselves or the threat of physical harm to the public, PTU personnel shall use the radio to state over the air that they are going hands-on with an individual, and request immediate backup from sworn personnel. PTU personnel shall also state over the air if there has been an individual placed in handcuffs; and
 4. 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.