



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-80

Effective: 07/18/19 Review: 07/18/20 Replaces: 08/25/16

1-80 PRISONER TRANSPORT UNIT

Related SOP(s):

[2-3 Firearms and Ammunition Authorization](#)

[2-8 Use of On-Body Recording Devices](#)

[2-52 Use of Force](#)

1-80-1 Purpose

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

1-80-2 Policy

It is the policy of the Department to ensure the supervision of prisoner transportation activities is in accordance with Department Standard Operating Procedures and Occupational Health & Safety Administration (OSHA) standards.

Nothing in this policy prohibits the transport of prisoners from other agencies when approved by a Prisoner Transport Unit (PTU) supervisor. The PTU officers shall support arresting officers and detectives by relieving them of transporting persons in custody to the Metropolitan Detention Center (MDC) or other destinations.

1-80-3 Definitions

A. Tyvex Suit (Bunny Suit)

A fabric coverall suit is worn to protect other prisoners, Department officers, and PTU personnel from contamination from bodily fluids and other hazardous contaminants.

B. Law Enforcement Area (LEA)

A secured area at a detention center where inmates are either booked into, transferred, or released from.

C. Prisoner Transport Center (PTC)

Department unit responsible for the transport of prisoners to a detention facility

1-80-4 Training

Prisoner transport officers are graduates of the Albuquerque Police Department Advanced Training Academy. The primary prisoner transport training curriculum is a minimum of 480



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hours of academy instruction. PTU officers are required to take all mandated use of force training and CIT training. PTU officers are required to be trained in firearms and less than lethal weapon, i.e., bean bag, ECW (Taser), chemical (OC) spray and baton. Transport officers will receive annual training at the direction of the advanced training academy.

1-80-5 Rules and Responsibilities

6 A. Supervisors

1. Shall ensure transport officers report for duty at the time and place required by assignment or order and shall be physically and mentally fit to perform their duties.
2. Supervisors shall be required to maintain adequate staffing levels for basic Prisoner Transport Center operations and all hospital guard duty assignments. Sergeants every week shall review the vacation book, review any leave of absences to forecast any overtime necessary to maintain adequate staffing levels.
3. Supervisors shall ensure personnel is in a serviceable uniform with all of their issued duty belt equipment and On-Body Recording Device (OBRD) so they may immediately assume their duties.
4. The on-duty supervisor shall conduct a briefing with their team members and communicate necessary Department information and safety instructions, including pertinent information that needs to be relayed from prior shifts.
5. The first on-duty supervisor of the day shall prepare a daily line-up form. The line-up shall be passed on to each new supervisor at the beginning of their shift and filled out accordingly. The last supervisor of the day shall complete the line-up and attach it to the daily report.
6. Ensure the PTC is inspected at the beginning of their shift.
7. Ensure transport vans are inspected at the beginning of their shift, at the end of each run to the transport location and the end of the last shift. Ensure the daily inspection log is filled out and that it is completed daily.

5 8. Ensure high-risk prisoners accepted at the PTC who have current escape charges, is a US Marshal's prisoner, or has a history of escaping or fleeing from the custody of law enforcement, shall be properly leg shackled during the temporary detainment at the PTC and the transport to the detention facility.

6 9. Hospital Guard Duty Supervisors shall ensure that hospital guard duty assignments are managed by transport officers assigned to the hospital guard duty team

7 10. PTU Supervisors will conduct a uniform and equipment inspection every month.

B. Posting of Officers



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1. There shall be an officer present at the admissions desk if there are prisoners present inside any of the holding cells at the PTC. Officers shall be within line of sight supervision, maintaining a constant visual of the prisoners, and able to operate the electronic door controls.

N/A

2. There shall be a minimum of at least two PTU personnel present at the PTC during operating hours when prisoners are being processed or secured in the holding cells.

C. Admissions Process at the PTC

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1. Prisoners shall be staged away from the admissions desk in the entrance foyer on the stainless steel benches. The arresting officer shall maintain control and custody of the prisoner until the admissions process is complete.

2. PTU personnel will have the discretion to accept only Department prisoners.

3. The on-duty supervisor shall have the discretion to accept prisoners without the completed arrest documents for:

- a. Officers who use the PTC breathalyzers.
- b. Officers who are completing their investigation and need to use the PTC computers to complete their arrest documents.

4. All prisoners must remain handcuffed behind their backs while at the PTC unless there is a valid medical illness or concern.

5. Prisoners checked and cleared by the Albuquerque Fire Rescue, and Albuquerque Ambulance still requires a medical doctor's clearance before being admitted into PTC.

6. Any prisoner that has soiled clothing from vomit, urine, feces or other unknown substances shall not be accepted unless the prisoner is wearing a Tyvex "bunny suit" coverall over their clothing.

- a. The arresting officer shall be responsible for directing the prisoner to place the Tyvex suit over their attire before the prisoner is accepted. Any prisoner who does not comply with putting the Tyvex suit over their clothing will need to be transported by the arresting officer.

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7. The arresting officer shall conduct a thorough pat-down and search of the prisoner at the admissions counter, removing all property and items (i.e., wallet, jewelry, etc.) from the prisoner, placing them on the counter to be inventoried by the admissions officer. Prosthetics, medical wraps, and bandages will be checked for contraband.

D. Prisoner Transport Medical Guidelines



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1. Arresting officers shall arrange transportation for prisoners having non-emergency medical issues and shall maintain custody of the prisoner until the prisoner is cleared for processing at the PTC after acquiring a medical doctor's clearance.
2. Prisoners refused by MDC medical personnel will be returned to the custody of the arresting officer to obtain medical clearance or for hospital admittance.

E. Management of Prisoners at PTC

1. All PTU personnel shall:

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a. Maintain line of sight supervision with prisoners at all times.

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b. Escort prisoners to the restroom and water fountain.

i. Prisoners using the bathroom shall be handcuffed in front.

ii. Officers shall have the discretion to remove handcuffs, if necessary.

c. Only secure prisoners to approved immovable objects that are designed and intended for this purpose, i.e., bars, rings, leg restraints fixed into floor, etc.

d. Ensure the safety of prisoners during any emergency that may occur while in custody. (see posted emergency evacuation procedures)

2. Females and males will not be detained or transported together in the same holding cells or vehicle prisoner compartments.

N/A

3. Temporary detention time should not exceed 90 minutes total at the PTC. Any delays shall be reported immediately to a supervisor.

F. Managing Disorderly Prisoners

N/A

1. All transport and police officers working at the PTC shall follow procedures and guidelines as described in the use of force policies. (See all SOPs – Use of Force as well as SOP – Use of the On-Body Recording Device.)

2. Prisoners already in custody at the PTC that become disorderly, combative, or threaten the safety of other prisoners shall be refused and returned to the custody of the arresting officer or their designee.

3. The on-duty supervisor is responsible for authorizing additional restraints. Belligerent and verbally disruptive prisoners that are not a danger to themselves, another prisoner, or any other law enforcement officer shall be isolated, monitored, and supervised.

G. Transporting Prisoners



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N/A 1. PTU personnel shall determine when to initiate the movement of prisoners from the holding cells to the transport vehicles.

2. PTU personnel shall stop all other admissions processes during the movement of prisoners to the transport van.

3. The areas in front of the holding cells and the loading areas must remain clear during the movement of prisoners.

4. PTU personnel shall make sure that the exterior areas around the transport vans and the PTC have been checked and secured before the prisoner's movement.

7 5. Each prisoner shall be physically escorted one at a time to the transport van.

6. If there is not adequate staffing to safely load prisoners, a request will be made to the Valley Area Command to have a police officer respond to assist temporarily.

6 7. When multiple prisoners (more than three) need to be transported, a minimum of two (2) transport officers shall be utilized. Sergeants have the discretion to add additional officers to the transport as necessary to maintain the safe and secure transportation of all prisoners.

H. MDC Arrival and Booking Process

7 1. Upon arrival to MDC, the transport team shall notify Department dispatch they have arrived and will transmit their ending mileage.

2. The transport team shall park the transport vehicle in the parking spaces nearest to the Law Enforcement Area (LEA) entrance doors so that the rear doors of the prisoner compartment doors are facing the LEA entrance doors.

3. Before opening any of the transport vehicle prisoner compartment doors, the transport team will:

a. Ensure the LEA sally port and main exterior gates (entrance and exit) are secured.

N/A 4. The transport officers will process each prisoner through the MDC pre-booking process.

7 I. Escapes

1. In the event of an escape from custody, the transport officer shall:

a. Immediately notify Department dispatch of the escape.



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- b. Provide the physical description and, if possible, charges of the escapee to dispatch.
- c. Provide the exact location and the direction of travel of the escapee.

2. If escape occurs during transit to MDC:

- a. The transport team will immediately secure the van and the remaining prisoners.
- b. The transport team shall notify the PTC on-duty Sergeant and maintain the security of the scene for responding APD officers to arrive.

J. Hospital Guard Duty

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1. 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 will be managed by the established field services area command rotation.
2. Once a prisoner is admitted into a hospital room, the arresting officer will contact radio communications to generate a hospital guard duty assignment.
3. PTU Sergeants can approve the assignment of a second transport officer to any prisoner, as needed. PTU Sergeants shall make all reasonable efforts to accept custody of the primary hospital guard duty assignment as soon as possible from the Field Services Bureau.

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4. Hospital duty officers shall ensure all arresting documents are present at the start of their shift. If the documents are not with the prisoner, the original arresting officer or detective will be contacted to ensure those documents are available.

K. Special Requests

1. Emergency Response Team (ERT):
The PTU will assist the ERT with any protest activity, demonstrations, or events that require the management of prisoners.
2. Tactical Plan or Warrant Round-Ups
 - a. The supervisor of the tactical plan or operation will present the request to the PTU Lieutenant a minimum of 24 hours before the beginning of the action.
 - b. The PTU Lieutenant shall determine if sufficient staffing exists to grant the request.



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3. PTU personnel may be called out and ordered to work in the case of an emergency or unplanned event that requires mass arrests.

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1-80-6 Prisoner Transport Unit Uniforms

- A. Deputy Chiefs of Police shall determine the appropriate dress for personnel under their command. Deputy Chiefs will not authorize uniforms to be worn that have not been previously approved in this section.
- B. When wearing the uniform, it will be complete. Partial uniforms will not be worn. Uniforms will not be mixed (i.e., Range pants, uniform shirt).
- C. Prisoner Transport Unit Duty Uniform
 1. The duty uniform is authorized for all PTU duties, except Class "A" events, and is the primary duty uniform.
 2. The polo shirt will be black; long sleeve or short sleeve shirts are acceptable and will be made of a poly/cotton material. Preferably the polo shirt will be styled similar to the polo shirts manufactured for law enforcement service that has a microphone clip under the button area and lapel area.
 3. The polo shirt will have a replica cloth badge patch over the left chest area corresponding to the individuals rank.
 4. The polo shirts will be worn with a Department shoulder patch on the left sleeve and the unit patch on the right sleeve. Both shoulder patches will be centered one inch below the shoulder. Supervisors will wear the gold trim patches, and officers will wear the silver-trimmed patches.
 5. The polo shirt will have the officer's first initial and last name embroidered over the right chest area of the shirt. Supervisors will have gold-colored embroidery, and officers will have silver-colored embroidery.
 6. The polo shirt will have the "APD Transport Unit" identifiers on the back of the shirt. Supervisors will have gold-colored lettering, and officers will have silver-colored lettering. The screen-printing identifiers will be a flat colored and do not have to be reflective.
 7. The trousers authorized for the duty uniform will be the cotton trousers with cargo pockets. The trousers will not be the military BDU military pants with blousing cords attached. The slacks will be tan in color and will not be bloused.
 8. For duty use, a combination of all black leather or synthetic leather (excluding black suede) and nylon mesh tactical boots or solid color desert tan duty boots shall be worn. Examples include, but are not limited to Under Armor Valsetz RTS, First Tactical Operator, 511 Recon or Tactical Urban and Bates Velocitor. These boots



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are approved for duty use only and shall not be worn with the Class "A" Dress uniform.

9. Baseball style hats are authorized in black only. The caps cannot have any logos except the small APD patch centered in front. The APD patches will be in color and not be subdued. The officer's hat patch will have the silver-colored trim, and the supervisor's hat patch will have the gold-colored trim.
10. Camelback-style hydration systems and backpacks that cover-up the APD Transport Unit identifiers on the rear of the shirts are not authorized.

D. Class A Uniform

1. The Class "A" uniform for all transport sergeants and officers are a long sleeve shirt, standard black tie, the Lancaster Class "A" hat and white cotton gloves. Personnel will wear the Class "A" uniform at the direction of the Chief or Deputy Chief of Police for formal events. The Class "A" uniform is not a daily duty uniform.

E. Uniform Shirts

1. Shirts will be long sleeve during the winter period and short sleeves during the summer period.
2. Winter and summer timeline dates will fall under the same guidelines as the APD standards section.
3. All shirts will have epaulets.
4. For officers, shirts will be French blue tropical weave, with French blue buttons and pleated pockets with flaps. Officers will wear a black or white crew or V-neck T-shirt.
5. Officers may wear a black turtleneck type shirt under the long-sleeve uniform shirt.
6. The turtleneck shirt will be fine knit (not sweater knit) and will have no visible lettering or logos.
7. The neck will only extend as high as the uniform shirt collar.
8. These standards can be changed by the Chief of Police.

F. Headgear

1. The Class "A" uniform will be Lancaster style with a detachable or fixed cover of navy-blue wool material. The sidebands will have one-eighth inch royal blue piping above and below the band and may be ventilated. The cover grommets will not be removed. The hat bill will be black patent leather. Officers shall wear a silver-



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colored chin strap with chrome-plated "P" buttons. Sergeants and above will wear gold-colored straps and buttons.

2. A navy blue knit watch cap may be worn with the winter uniform. When the watch cap is worn, a Department hat patch will be affixed to the front of the cap.
3. Baseball style caps are authorized for PTC officers and sergeants. The caps will be black, with a cloth front and/or cloth or mesh-style back. Affixed to the front of the cap will be the small (1 7/8 inch by 2 3/8 inch) Department patch. The patch for officers will have silver trim, while the patch for supervisors will have the gold trim. Other writing, symbols or pins may not be displayed on any part of the cap.
4. Headgear for special assignments will be worn at the discretion of the Chief of Police or appropriate deputy chief of police.

G. Uniform Trousers

1. Trousers will be navy blue serge of either wool or polyester material, straight legs. The navy blue poly/cotton police/correctional officer trousers with cargo pockets on the pant legs are also authorized.

H. Jackets and Sweaters

1. Uniform jackets will consist of:
 - a. APD #2000, manufactured by Spiewak, or Avalan, produced by Gerber. Dark navy blue or black and equipped with a removable liner. The jacket may be worn with or without the liner.
2. All personnel may wear a black sweater in the optional winter period. The sweater will consist of:
 - a. Black, wool or blend, V-neck only, ribbed, with cloth shoulders and elbows, military-style.
 - b. The sweater may be lined or unlined.
 - c. The sweater will have epaulets.
 - d. The sweater will have a Department Patch on the left shoulder, may have a unit patch on the right shoulder, and a badge tab
 - e. The sweater will be worn with the Department Badge, not a cloth badge.
 - f. The sweater may be worn tucked in or folded under
3. Windbreaker Jackets
 - a. Jackets will include Department shoulder patch, unit patch, and badge patch.
 - b. They may also include silver or gold letters on the back identifying the wearer as "APD Transport Unit."
 - c. The jacket will be worn with body armor, and the Department issued duty belt.



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I. Rain Gear

1. Rain gear will be clear vinyl or yellow rubberized material for all personnel.
2. Raincoat will be knee-length.
3. A rain jacket will be hip length.
4. Rain pants will be full length.
5. Cap cover for cloth portion of the hat.

J. Footwear

1. Footwear will be black, smooth, highly shined leather without ornamentation.
2. PTU personnel may wear a low quarter shoe, round toe.
3. Patrol boots - shall be round or semi-round toe. Sharp or pointed toed, western-styled boots or riding heels are not authorized. Trouser legs will be worn on the outside of the boot.
4. Military-style boots without steel toe or any other ornamentation are authorized.
5. Black or navy blue socks will be worn when not wearing boots.
6. Athletic footwear is only authorized with the duty uniform and will not be worn with the Class "A" uniform.

K. Gloves

1. Gloves will be black leather, or neoprene-lined or unlined.

L. Department Badge and Patch

1. A cloth replica of the Department issued badge, corresponding to the individuals rank, may be worn on all jackets, coats as outlined within this section.
2. The authorized Department patch will be worn on the left sleeve of all jackets, coats, and shirts, except the winter dress uniform shirt. Supervisors will wear the Department patch with gold trim. Officers will wear the Department patch with silver trim.
3. Jackets and coats will be worn with a 4 3/4-inch-high by 4-inch-wide Department shoulder patch on the left sleeve centered one inch below the shoulder.



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4. Shirts will be worn with a 3 1/2-inch-high by 4 1/2-inch-wide Department shoulder patch on the left sleeve centered one inch below the shoulder.
5. PTU officers shall wear their designated official Department badge when in uniform. The badge will identify the rank and the Department's unit affiliation.

M. Name Tags and Tie Bar/Tack

1. A 2 1/4 by 3/8-inch metal name tag will be worn on the uniform shirt on the right pocket flap just below the stitching, positioned horizontally by all uniformed personnel. First and middle initial and last name will be inscribed in 1/8 block letters, filled with black enamel.
 - a. PTC officer nameplates will be chrome-plated metal.
 - b. Sergeants and above will have gold-colored nameplates.
2. An optional slip-on pin acknowledging years of current service to the Department may be attached to the name tag. The service pin will have inscribed in black enamel, the individual's current rank (officer, sergeant, and lieutenant) and the wording "SERVING SINCE." The current year of the date of hire will be inscribed in the blank space.
3. A tie bar or tack of conservative taste may be worn with the tie. No name brands or advertisement will be allowed.
4. The American Flag lapel pin and/or the approved Law Enforcement Accreditation pin may be worn above the right pocket of the uniform shirt, centered 1/2 inch above the name tag on the vertical shirt seam.

N. Optional Insignia

1. Service bars may be worn on the long sleeve French-blue shirt to signify the number of years of service that an officer has completed with APD or total time of service as a law enforcement officer.
2. Silver embroidered service bar, two inches long by a one-quarter inch wide on a blue background may be worn by patrol officers to signify every two years of completed service.
3. Gold embroidered service bars two inches long by a one-quarter inch wide on a blue background may be worn by supervisory sworn personnel to signify every two years of completed service.
4. Service bars will be worn in a diagonal direction (1 1/4-inch diagonal offset) on the left sleeve of the blue long sleeve shirt, centered, beginning one inch above the cuff and proceeding up the sleeve.



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5. Officers may not wear service bars, for which they are not entitled or qualified.

O. Chevrons

1. Sergeant chevrons (3 ½ x 4 inches) will have a black background with three stripes of royal blue with gold detail and will be worn on both sleeves of the uniform shirt (pointing up, centered 1/2 inch below the patch on the left sleeve and in the same position on the right sleeve).
2. Shirt Insignia for command officers
3. The rank insignias on the shirt will be centered 1/2 inch from the outer edge of the collar tab and will lie parallel to the collar edge and are as follows:
 - a. PTU lieutenant - A single gold plated bar 3/4 x 1/4 inches.

P. Leather Gear

1. Leather gear for officers will be black basket weave design and will consist of the following:
 - a. Equipment belt - two inches wide.
 - b. Department issued leather equipment belt with buckle.
2. Buckle (shall be optional) - will be shined chrome or nickel-plated for officers and shined brass or gold-plated for sergeants and above.
3. Holsters – All officers will be issued the Department issued holster. Officers have the option of purchasing and carrying their holster. The holster must be equal to or exceed the security standards of the Department issued holster. The holster will be subject to approval by the unit Chain of Command and the APD range staff. Officers that choose to carry their holster will have to qualify with the holster through the APD firearms range.
4. Handcuff case – The case may be an open or closed (cover) type. The cover of the case may be secured with either an exposed snap, a concealed snap or Velcro fastener. Extra handcuffs may be worn on the belt or held with a belt keeper.
5. Ammunition carriers – Will be an open case. Carriers for semi-automatic pistol magazines will be capable of holding two magazines.
6. Chemical Agent holder - as appropriate for issued Chemical Agent container.
7. Flashlight holder is optional for uniform wear.
8. A key holder is optional. It will be a pear-shaped piece of leather, five inches long and three inches wide at the widest point, tapering to one-inch-wide at the top. A 3/4-inch-wide strap will be used for attachment to the belt.



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9. Belt keepers will be one-inch-wide with an exposed snap, concealed snaps or Velcro fasteners. A single, four-inch-wide keeper may be worn at the back of the belt.
 10. Collapsible Baton holder may be basket weave, leather, or plastic.
 11. Nylon gear will not be worn by personnel wearing standard uniforms.
- Q. Protective headgear and gas-masks will be issued to transport officers and sergeants for use when they are assisting ERT with any mass arrest situations.

N/A

1-80-7 Use of Transport Vehicles

- A. Transport officers are authorized to use prisoner transport vehicles only in the linear function of their duties. The use of prisoner transport vehicles is also approved for Department training exercises. The use of any PTU vehicle by transport officers in an off duty status is prohibited.
- B. The PTU Lieutenant and Sergeants are authorized to participate in the City of Albuquerque's take-home vehicle program. The PTU Lieutenant and Sergeants must follow all of the guidelines and procedures under Department SOP Use of Police Vehicles.

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1-80-8 Carrying of Firearms Guidelines

- A. Prisoner transport officers are authorized to carry Department issued firearms while on duty and in uniform. The prisoner transport Lieutenant and Sergeants shall follow all of the firearms guidelines of the prisoner transport officers. The PTU officer's armed status is also permitted when the officers are in transit to and from scheduled work assignments. Prisoner transport officers are also approved to carry the Department issued firearm during Department authorized training sessions. Department identification shall be displayed when wearing civilian clothing. PTU officers, Sergeants, and Lieutenant will 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. PTU officers that possess a State of New Mexico Concealed Weapon Permit may carry personally owned weapons and are not authorized to carry their Department issued weapon in a concealed manner.

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1-80-9 Crimes Committed in the Presence of PTU Officers in Public

- A. Prisoner transport officers and Sergeants do not have arrest authority; however, due to the scope of the job and interaction with the public, crimes may be committed in the



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presence of PTU employees. The following procedure should be taken to avoid violating any constitutional rights of the public:

1. PTU officers and Sergeants should only intervene if the situation requires contact based on physical danger to themselves, physical danger to the public, physical danger to the individual(s), or Department officer.
2. Use the radio to call out 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 a field officer to respond to the scene.
3. If the situation requires a PTU officer to make contact immediately, based on the threat of harm to themselves or the threat of physical harm to the public, the PTU officer shall state over the air that they are going hands-on with an individual, and request immediate backup by a field officer. The PTU officer shall also relay over the air if there has been an individual placed in handcuffs.
4. PTU officers 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.