



## **2-83 HOSPITAL PROCEDURES AND RULES**

### **Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- 2-16 Reports
- 2-82 Restraints and Transportation of Individuals

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

SO 21-04 Hospital Guard Duty and Rotation Procedures

### **2-83-1 Purpose**

The purpose of this policy is to outline the procedures Albuquerque Police Department (Department) sworn personnel must follow when taking in-custody individuals to a hospital, including those who are admitted into the hospital for an extended period of time.

### **2-83-2 Policy**

It is the policy of the Department to ensure that medical care is provided to in-custody individuals and intoxicated persons when such care is needed based on approved medical and legal procedures.

**N/A** **2-83-3 Definition**

A. Intoxicated Person

A person whose mental or physical functioning is so substantially impaired as a result of the use of alcohol that the person has become disorderly or has become unable to care for their safety.

**7** **2-83-4 Procedures**

A. Hospital Guard Duty Rotation Cycle

1. The hospital guard-duty rotation schedule takes effect at midnight on the first of each month and shall rotate as follows:



- a. January is the Northeast Area Command;
- b. February is the Southeast Area Command;
- c. March is the Valley Area Command;
- d. April is the Northwest Area Command;
- e. May is the Southwest Area Command;
- f. June is the Foothills Area Command;
- g. July is the Northeast Area Command;
- h. August is the Southeast Area Command;
- i. September is the Valley Area Command;
- j. October is the Northwest Area Command;
- k. November is the Southwest Area Command; and
- l. December is the Foothills Area Command.

B. Responsibility of In-Custody Individuals While on Hospital Guard Duty

1. The Prisoner Transport Unit (PTU) shall be responsible for the first (1<sup>st</sup>) in-custody individual who has been admitted into any hospital and had been placed in a room.
  - a. An in-custody individual who is being treated at an emergency room shall not be considered as having been admitted into the hospital.
2. When there is a second (2<sup>nd</sup>) in-custody individual admitted into any hospital, the area command who is scheduled for hospital guard duty that month is responsible for guarding the second in-custody individual.
3. If there is a third (3<sup>rd</sup>) in-custody individual admitted into any hospital, the area command who is scheduled for the following month shall assume hospital guard duty for the third (3<sup>rd</sup>) prisoner.
  - a. This order shall continue for the fourth and subsequent in-custody individuals.
4. At no time shall area command personnel be responsible for more than one (1) in-custody individual in any given month.
5. If area command personnel for the current month are relieved of their hospital guard duty during their assigned month and there are area command personnel from the following months that are guarding an in-custody individual, it is area command personnel who are responsible for that current month's hospital guard duty to relieve that area command's personnel.

C. In-Custody Individual Requiring Non-Emergency Medical Treatment

1. Sworn personnel shall transport the in-custody individual to a hospital within the Department's jurisdiction before being booked. Sworn personnel shall follow the procedures outlined in SOP Restraints and Transportation of Individuals when transporting the in-custody individual.



- a. If the in-custody individual has insurance that insures their care at a specific hospital or they prefer a particular hospital, sworn personnel shall transport the individual to that hospital. This procedure applies as long as the hospital is within the Department's jurisdiction.

D. In-Custody Individual Requiring Emergency Medical Treatment

1. When an in-custody individual is in need of emergency medical treatment, the in-custody individual shall be transported by ambulance only.
2. Whenever possible, sworn personnel shall ensure that the in-custody individual's identification documentation are available for ambulance and hospital personnel.
  - a. If identification papers are not available, sworn personnel shall provide any available identification information, such as the in-custody individual's name and date of birth, to ambulance and hospital personnel.
3. In all cases involving the use of emergency medical services (EMS) personnel, sworn personnel shall defer to their choice of a hospital.

E. Hospital Procedures for In-Custody Individuals

1. As an alternative to guarding any non-violent in-custody individual who committed a misdemeanor crime, a supervisor may consider the option of having the arresting sworn personnel issue a criminal summons or submitting the case to the District Attorney's Office for prosecution.
2. Sworn personnel shall not leave an in-custody individual who committed a felony and/or domestic violence crime unattended at a hospital.
3. Sworn personnel who assume hospital guard duty shall ensure that all arresting documentation is present at the start of their hospital guard duty shift.
  - a. If the arresting documentation is not with the in-custody individual, the original arresting officer or detective shall be contacted to ensure that those documents are on hand.
4. When feasible, sworn personnel shall maintain line-of sight supervision of the in-custody individual.
  - a. If the in-custody individual has a medical isolation order, sworn personnel shall be expected to perform visual checks of the in-custody individual every fifteen (15) minutes.



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5. Sworn personnel shall restrain in-custody individuals at all times, including when the individual is moved to another location within the hospital by hospital personnel or when the individual uses the restroom and shower facilities.
  - a. Exceptions may be made for medical requirements, the elderly, or other individuals with physical handicaps that prevent the use of handcuffs.
  - b. Sworn personnel shall carefully evaluate the circumstances when determining whether exceptions apply. The nature of an in-custody individual's illness, injury, or physical handicap when considering the level of threat the in-custody individual poses to sworn personnel.
  - c. Sworn personnel are reminded that partial restraint is preferred.
6. In-custody individuals are prohibited from using any hospital telephones or cell phones. All telephones shall be removed from the hospital room.
7. Meals for in-custody individuals shall be ordered in person through the hospital personnel. Sworn personnel shall verify that only plastic utensils are used for meals and shall ensure that all utensils and straws are collected at the end of each meal.
8. If the safety or security of an in-custody individual is compromised, then a request shall be made to transfer them to another hospital room as soon as possible.
9. In-custody individual visits from family members or friends are prohibited.
10. Case detectives and hospital personnel shall not override any requirements outlined in this Standard Operating Procedure (SOP).

F. Protective Custody of Intoxicated Persons

1. Sworn personnel may transport intoxicated persons who have become disorderly to a health care facility for protective custody when it appears that the intoxicated person:
  - a. Has no local residence;
  - b. Is unable to care for their safety; or
  - c. Is a danger to others if not taken into protective custody.
2. Sworn personnel may transport intoxicated persons to the Comprehensive Assessment Recover Through Excellence (CARE) Campus Detox (formerly Metropolitan Assessment and Treatment (MATS)) as long as they are non-violent and are medically cleared for admission.
  - a. Intoxicated persons must be able to walk under their own power.
3. Sworn personnel shall take an individual to the nearest health care facility within Bernalillo County if an individual discloses that they are using prescription medication and they do not have it in their possession.



N/A

4. Sworn personnel shall complete a Uniform Incident Report on all protective custody incidents by the end of their shift, consistent with SOP Reports (refer to SOP Reports for sanction classifications and additional duties).

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G. Securing Weapons at Hospitals

1. If sworn personnel are injured or wounded and are admitted to a hospital, the officer's weapon(s) shall be secured by accompanying sworn personnel or a supervisor.
2. If sworn personnel are called to a hospital for any event that requires sworn personnel to take action, responding personnel shall remain armed. This includes when sworn personnel must enter the interior of the hospital.
3. If sworn personnel are not responding to a call at a hospital but are there on official business, they shall remain armed.

REDLINED



**2-83 HOSPITAL PROCEDURES AND RULES**

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A. Related SOP(s)

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B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

SO 21-04 Hospital Guard Duty and Rotation Procedures

**2-83-1 Purpose**

The purpose of this policy is to outline details the procedures Albuquerque Police Department (Department) sworn personnel must to be followed when taking in-custody individuals to the hospital or medical facility hospital, including those who are admitted into the hospital hospital for an extended period of time.

**2-83-2 Policy**

It is the policy of the Albuquerque Police Department (Department) to policy ensure that medical care is provided to arrested persons in-custody individuals and intoxicated persons persons when such care is needed, based on approved medical and legal procedures.

**N/A 2-83-3 Definition(s)**

A. Intoxicated Person

A person whose mental or physical functioning is so substantially impaired as a result of the use of alcohol, that the person has become disorderly or has become unable to care for his/her their safety.

**7 2-83-4 Procedures**





A. Hospital Guard Duty Rotation Cycle

1. The hospital guard-duty rotation schedule takes effect at midnight on the first of each month and shall rotate as follows:
  - a. January is the Northeast Area Command;
  - b. February is the Southeast Area Command;
  - c. March is the Valley Area Command;
  - d. April is the Northwest Area Command;
  - e. May is the Southwest Area Command;
  - f. June is the Foothills Area Command;
  - g. July is the Northeast Area Command;
  - h. August is the Southeast Area Command;
  - i. September is the Valley Area Command;
  - j. October is the Northwest Area Command;
  - k. November is the Southwest Area Command; and
  - l. December is the Foothills Area Command

B. Responsibility of In-Custody Individuals While on Hospital Guard Duty

1. The Prisoner Transport Unit (PTU) shall be responsible for the first (1<sup>st</sup>) in-custody individual who has been admitted into any ~~hospital~~ hospital, and had been placed in a room.
  - a. An in-custody individual who is being treated at an emergency room ~~do not count as~~ shall not be considered as having been admitted into the hospital.
2. When there is a second (2<sup>nd</sup>) in-custody individual admitted into any ~~hospital~~ hospital, the area command who is scheduled for hospital guard duty that ~~current~~ month is responsible for guarding the second in-custody individual.
3. If there is a third (3<sup>rd</sup>) in-custody individual admitted into any ~~hospital~~ hospital, the area command who is scheduled for the following month shall assume hospital guard ~~duty~~ for the third (3<sup>rd</sup>) prisoner.
  - a. This order shall continue for ~~a~~ the fourth (4<sup>th</sup>), fifth (5<sup>th</sup>), and subsequent ~~or more~~ in-custody individuals.
4. At no time shall ~~any~~ area command personnel be responsible for more than one (1) in-custody individual in any given month.
5. If ~~the~~ area command personnel for the current month ~~is~~ relieved of their hospital guard ~~duty~~ during their assigned month, ~~ly responsibility~~ and there ~~is an~~ area command personnel from the following months that are guarding and in-custody individual, it is ~~the~~ area command personnel who ~~is~~ are responsible for that current month's hospital guard ~~duty~~ to relieve that area command's personnel.



~~A. Protective Custody of Intoxicated Persons~~

~~1. Officers Sworn personnel may transport intoxicated persons who have become disorderly to a health care facility for protective custody when it appears that the intoxicated person:~~

- ~~a. Has no local residence;~~
- ~~b. Is unable to care for his/her/their safety; or~~
- ~~c. Constitutes a danger to others if not taken into protective custody.~~

~~2. Officers will complete an offense report on all protective custody incidents by the end of their work shift.~~

~~3. Officers Sworn personnel may transport intoxicated persons to Metropolitan Assessment and Treatment (MATS) as long as they are non-violent and are medically cleared for admission. Persons Individuals must be able to walk under their own power.~~

~~Sworn personnel shall take an individual to the nearest health care facility within the County of Bernalillo, if a personn individual discloses that they are using prescription medication and they do not have it in their possession, they should be taken to the nearest health care facility within Bernalillo County.~~

N/A

~~Sworn personnel shall complete a Uniform Incident Report on all protective custody incidents by the end of their work shift consistent with SOP Reports (refer to SOP Reports for sanction classifications and additional duties).~~

~~4. When an~~

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~~Arrestee in Custody Individual Who is in Need of Requiring a Non-Emergency Medical Attention~~

C.

~~5.1. Sworn personnel shall When an arrestee is in need of non-emergency medical treatment, the arrestee will be transported the in-custody individual taken to an Albuquerque hospital within the Department's jurisdiction by the arresting officer before being booked in. Sworn personnel shall follow Officers Transportation shall be will follow the procedures listed in the consistent with the procedures outlined in SOP Restraints and Transportation of Prisoners SOP Individuals when transporting the in-custody individual.~~

~~a. If the in-custody arrestee individual has insurance that insures their care at a specific hospital facility or they prefers a particular hospital, the officer sworn personnel shall will transport the arrestee individual to that facility hospital in a non-emergency situation. This procedure applies as long as the hospital facility is within the the Department's jurisdiction.~~

D. In-Custody Individual Requiring Emergency Medical Treatment

~~1. When an arrestee in-custody individual is in need of emergency medical treatment, the arrestee in-custody individual shall will be transported only by ambulance only.~~

~~7.~~

~~2. Whenever possible, officers sworn personnel shall ensure that the arrestee's in-custody individual's identification papers documentation are available for use by ambulance and hospital personnel.~~

~~8. If identification papers are not available, officers sworn personnel should shall provide any available identification information, such as the in-custody individual's name and date of birth, to ambulance and hospital personnel.~~

~~a.~~

~~9.3. In all cases involving the use of rescue or ambulance emergency medical services (EMS) personnel, the officer sworn personnel shall will defer to their choice of a hospital facility.~~

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B.E. Hospital In-Custody Procedures for In-Custody Individuals

1. As an alternative to guarding any non-violent, ~~misdemeanor arrestees~~ in-custody individual who committed a misdemeanor crimes, a supervisor may consider the option of having the arresting ~~sworn officer personnel~~ sworn officer personnel issue a criminal summons or submitting the case to the ~~district~~ District attorney's Attorney's office Office for prosecution.



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2. Sworn personnel shall not leave an in-custody individual who committed a Felony and/or all-domestic violence crime arrestees in-custody individuals will not be left unattended at a hospital.
3. Sworn Officers P personnel who assuming assume hospital guard -duty shawill ensure that all -arresting documents are documentation is present at the start of their hospital guard -duty shift.
  - a. If the arresting documents are documentation is not with the arrestee in-custody individual, the original arresting officer or detective shawill be contacted to ensure that those documents are on hand.
- 5 4. When feasible, sworn Officers P personnel should shall when feasible maintain line- of sight supervision of the arrestee in-custody individual.
  - a. If the arrestee in-custody individual has a medical isolation order, sworn then officers personnel shawill be expected to perform visual checks of the in-custody individual every fifteen (15) minutes visual checks on the prisoner.
- 5 5. Sworn personnel shall restrain in-custody individuals Arrestees shawill be restrained at all times, including during any medical movements when the individual is moved to another location within the hospital by hospital personnel or when the arrestee individual uses the restroom and shower facilities.
  - a. Exceptions may be made for medical requirements, the elderly, or other persons individuals with physical handicaps which that preclude prevent the use of handcuffs.
  - b. Sworn personnel shall Very careful evaluation and discretion must shall be utilized by officers personnel in carefully evaluate the circumstances when determining whether when exceptions apply. The nature of an arrestee's in-custody individual's illness, injury, or physical handicap must shall be weighed against when considering the level of the threat the arrestee in-custody individual poses to the sworn officer personnel.
  - c. Sworn personnel are reminded that Partial partial restraint is preferred able to no restraint at all.
6. All landline telephones shawill be removed from the hospital room. Arrestees In-custody individuals are prohibited from using any hospital telephones or cell phones. All telephones shall be removed from the hospital room.
7. Arrestee m Meals for in-custody individuals shawill be ordered in person through the nursing service hospital personnel. Officers P Sworn personnel shawill verify that only plastic utensils are used for meals and shawill ensure that all utensils and straws are collected at the end of each meal.



- 8. If the safety or security of an ~~arrestee~~ in-custody individual is compromised, then a request ~~sh~~ will be made to ~~move~~ transfer them ~~arrestee~~ into another hospital room as soon as possible.
- 9. ~~Arrestee~~ In-custody individual visits from family members ~~and~~ or friends are prohibited.
- 10. Case detectives ~~or~~ and hospital personnel ~~staff~~ sh will ~~never be allowed to~~ not override any requirements outlined in this Standard Operating Procedure. ~~APD Department hospital guard-duty polic (SOP)~~.

F. Protective Custody of Intoxicated Persons

- 1. Sworn personnel may transport intoxicated persons who have become disorderly to a health care facility for protective custody when it appears that the intoxicated person:
  - a. Has no local residence;
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N/A

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G.G. Securing Weapons at ~~Hospitals~~ Health Care Facilities

- 1. If ~~sworn an officer~~ personnel ~~are~~ is injured or wounded and ~~are~~ is admitted to a ~~healthcare facility~~ hospital, ~~the officer's~~ the officer's weapon(s) ~~must~~ shall be secured by ~~an accompanying sworn officer~~ personnel or ~~a~~ a supervisor.
- 2. If ~~sworn officers~~ personnel are called to a ~~health care~~ hospital facility for any event that requires sworn personnel to take action ~~police intervention~~, ~~the responding officers~~ personnel ~~sh~~ will remain armed. ~~This authorization to remain armed~~



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~~stands even if~~ includes when sworn ~~the officers~~ personnel must enter the interior of the ~~health care facility~~ hospital.

3. If ~~sworn~~ an officer ~~personnel~~ are is not responding to a call at a ~~health care facility~~ facility ~~hospital~~ but are is there on official business, ~~they~~ the officer shall remain armed.

REDLINED