



6-5 1-80 PRISONER TRANSPORT UNIT

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6-5-1 Purpose

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

6-5-2 Policy

Prisoner Transport Officers are graduates of the Albuquerque Police Department Advanced Training Academy. The basic Prisoner Transport Training curriculum is a minimum of 480 hours of academy instruction. PTU Officers are required to be trained in firearms and less than lethal weapons 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.

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 PTU supervisor. The PTU officers will support arresting officers and detectives by relieving them of transporting persons in custody to MDC or other destinations in the performance of their duties. The Prisoner Transport Unit uses established guidelines for Prisoner Transport Officers assigned to temporary provide the detention and prisoner transportation activities.



6-5-3 ORGANIZATION TRAINING

The Prisoner Transport Unit is organized under the Metro Traffic Division of the Special Services Bureau and is supervised by a PTU Lieutenant, an APD Commander and an APD Deputy Chief. Prisoner Transport Officers are graduates of the Albuquerque Police Department Advanced Training Academy. The basic Prisoner Transport Training curriculum is a minimum of 480 hours of academy instruction. PTU Officers are required to be trained in firearms and less than lethal weapons 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.

6-5-4 SUPERVISOR'S DUTIES

- A. Supervisors shall ensure that 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.
- B. Sergeants will be required to maintain adequate staffing levels for basic Prisoner Transport Center operations and all hospital guard duty assignments. Sergeants on a weekly basis will review the vacation book, any leave of absences to forecast any overtime necessary to maintain adequate staffing levels.
- C. Supervisors shall ensure that personnel shall be in a serviceable uniform with all of their issued duty belt equipment and lapel camera so that they may immediately assume their duties.
- D. The on-duty supervisor shall conduct a briefing with their team members and communicate necessary APD information and safety instructions including pertinent information that needs to be relayed from prior shifts.
 - 1. The supervisor will ensure that officers view APD TV and read PowerDMS information on a daily basis.
- E. Notify Communications to advise that the PTC is opened or closed at the start of their shift and accepting prisoners and may also temporarily close the PTC when manning levels fall below established guidelines. Responsible for notifying communications and or other agencies of any closures.
- F. The first on-duty supervisor of the day will prepare a daily line-up form. The line-up will be passed on to each new supervisor at the beginning of their shift and filled out accordingly. The last supervisor of the day will complete the line-up and attach it to the daily report.
- G. The first on-duty supervisor of the day will prepare the daily report statistics from the previous day's activity and ensure that it is distributed as needed. Distribution list will include the Chain of Command if requested.



- H. Ensure that the Prisoner Transport Center facility is inspected at the beginning of their shift. Items such as cleanliness, supplies, and damage will be addressed immediately. The supervisor will make certain that there is a safe environment for prisoners and officers.
- I. Ensure that the equipment used is accounted for and inspected for cleanliness and good working order. The supervisor will make sure that any faulty equipment is immediately removed from use and repaired or replaced. The Lieutenant will be notified of any faulty equipment.
- J. Verify that an adequate supply of ordered items, such as flex-cuffs, property bags and warehouse supplies are available for daily activities. Supervisors will be expected to initiate corrective action for any deficiencies noted, and ensure that an order is placed through the proper channels.
- K. Ensure that the transport vans are inspected at the beginning of their shift, at the end of each run to MDC and at the end of the last shift. Ensure vehicles are functional, clean, fueled and PM (Preventive Maintenance) is performed when required in preparation for the daily activities. Ensure the daily inspection log is filled out and that is completed on a daily basis.
- L. Have the discretion to refuse custody of a disorderly prisoner, a prisoner in any elevated restraint device or any prisoner with medical conditions that compromises the acceptance criteria at MDC or the safe transportation of the other prisoners.
- M. Ensure that any high risk prisoner accepted at the PTC that has a current escape charge, that is a US Marshal's prisoner, or has a history of escaping or absconding from the custody of law enforcement will be properly leg shackled during the temporary detainment at the PTC and during the transport to MDC. The on-duty Sergeant has the discretion to refuse any high risk prisoner that may compromise the safe operation of the PTU.

6-5-5 POSTING OF OFFICERS

- A. There will be an officer present at the admissions desk if there are prisoners present inside any of the holding cells at the PTC. Officers will be within line of sight supervision, maintaining a constant visual of the prisoners and able to operate the electronic door controls.
- B. There will be a minimum of at least one two PTU personnel are officer and one Sergeant present at the PTC during operating hours when prisoners are being processed or secured in the holding cells.

6-5-6 ADMISSIONS PROCESS AT THE PTC



- A. The prisoners will be staged away from the admissions desk in the entrance foyer on the stainless steel benches. The arresting officer will maintain control and custody of the prisoner until the admissions process is complete.
- B. Prior to accepting custody of the prisoner, the PTU Admissions Officer:
 1. Will observe each prisoner checking for illness or visible injury.
 2. Will observe each prisoner for cross contamination of biohazards exposure; any prisoner that has soiled clothing from vomit, urine, feces or other unknown substances will not be accepted unless the prisoner is wearing a Tyvex "bunny suit" coverall. The arresting officer will be responsible for removing the soiled clothing and putting the suit on the prisoner before the prisoner is accepted. Suits will be available at the PTC.
- C. PTU Personnel will have the discretion to accept only APD prisoners.
- D. Only one prisoner will be processed at a time.
- E. The PTC admissions officer will check to ensure that the arresting officer has provided all necessary arrest documents.
 1. Criminal Complaint
 2. Pre-Booking sheet
 3. Citations
 4. All warrants to be verified and copies faxed to M.D.C.
 5. Fugitive Complaint form completed when required
 6. Domestic Violence Forms and Victim Notification Forms
 7. The on duty supervisor will have the discretion to accept prisoners without the completed arrest documents for:
 - a. Officers who use the PTC breathalyzers.
 - b. Officers who are conducting D.R.E.'s
 - c. Officers who are completing their investigation and need to use the PTC computers to complete their arrest documents.
- F. The arresting officer will 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.



- G. When the arresting officer has completed the search of the prisoner, the transport officer will conduct a secondary pat-down of the prisoner prior to exchanging the handcuffs on the prisoner.
- H. All prisoners must remain handcuffed behind their backs while at the PTC unless there is a valid medical illness or concern.
- I. During the PTC admissions process any contraband or property that is found on the prisoner that is not allowed by MDC policy (i.e. knives, lighters and tobacco products, etc.) will be turned back over to the arresting officer for disposition.
- J. All illegal contraband found on the prisoner during the booking process at the PTC (i.e. weapons and/or drugs) will require the notification of the arresting officer or his supervisor to decide if additional charges will be filed; any contraband items will be turned over to arresting officer or his supervisor. Transport officers who are present when any contraband item is located at the PTC will submit a written supplemental report to document the disposition and chain of custody of the contraband item.
- K. If the transport officer believes that the prisoner may be in possession of contraband, the prisoner may be searched again.
- L. Any currency will be laid out on the admissions desk face up to clearly document the denominations by the video system. All currency will be counted, bagged separately and sealed.
- M. Any baggage, backpack or purse that does not fit in the 9 x 15 (PTC plastic property bag) will be returned to the arresting officer to be tagged into evidence for safe keeping.
- N. The admissions officers will inventory the prisoner's property in the presence of the arresting officer and the prisoner. The arresting officer and the PTC admissions officer will sign the property inventory form ensuring that all property is accounted for.
- O. Outside agencies will be required to fill out the outside agency log book.
- P. MDC medical staff has strict guidelines on accepting any prisoner that is injured or complaining of any injury or illness without a medical release from a medical doctor. Prisoners being checked and cleared by the Albuquerque Fire Department Rescue and Albuquerque Ambulance still require a medical doctor's clearance.
 - 1. Any prisoner that is not accepted at MDC or PTC will be documented on the Prisoner Movement Log



2. Should the prisoner require medical treatment for an illness or injury, the arresting officer will arrange transportation for the prisoner to a medical facility and will maintain custody of the prisoner until the prisoner is cleared for processing at the PTC.

K. PTC will not accept custody of a prisoner at the PTC or at a mobile location, until the arresting officer has completed all their booking paperwork including, but not limited to:

1. Criminal Complaint

2. Pre-Booking sheet

3. Citations

4. All warrants to be verified and copies faxed to M.D.C.

5. Fugitive Complaint form completed when required

6. Domestic Violence Forms and Victim Notification Forms

7.

L. The on duty supervisor will have the discretion to accept prisoners without the completed arrest documents for:

1. Officers who use the PTC breathalyzers.

2. Officers who are conducting D.R.E.'s

3. Officers who are completing their investigation and need to use the PTC computers to complete their arrest documents.

M. Upon arrival at the PTC or at a mobile location, but prior to receipt of the prisoner, the on duty Sergeant will ensure compliance with the following:

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

2. The on-duty Sergeant will have the discretion to accept only APD prisoners.

3. The on-duty Sergeant will control the flow of prisoners at the admissions desk. Only one prisoner will be processed at a time. At no time should there ever be two prisoners at the admissions desk.



- A. The PTC admissions officer will check to ensure that the arresting officer has provided all necessary arrest documents.
- B. The arresting officer will 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.
- C. When the arresting officer has completed the search of the prisoner, the transport officer will conduct a secondary pat-down of the prisoner prior to exchanging the handcuffs on the prisoner. Officers will not bypass any searching procedures or SOP standards.
- D. All prisoners must remain handcuffed behind their backs while at the PTC unless there is a valid medical illness or concern.
- E. During the PTC admissions process any contraband or property that is found on the prisoner that is not allowed by MDC policy (i.e. knives, lighters and tobacco products, etc.) will be turned back over to the arresting officer for disposition.
- F. All illegal contraband found on the prisoner during the booking process at the PTC or MDC (i.e. weapons and/or drugs) will require the notification of the arresting officer or his supervisor to decide if additional charges will be filed; any contraband items will be turned over to arresting officer or his supervisor. Transport officers who are present when any contraband item is located at the PTC or MDC will submit a written supplemental report to document the disposition and chain of custody of the contraband item.
- G. If the transport officer believes that the prisoner may be in possession of contraband, the prisoner may be searched again.
- H. Any currency will be laid out on the admissions desk face up to clearly document the denominations by the video system. All currency will be counted, bagged separately and sealed.
- I. Any baggage, backpack or purse that does not fit in the 9 x 15 (PTC plastic property bag) will be returned to the arresting officer to be tagged into evidence for safe keeping.
- J. The admissions officers will inventory the prisoner's property in the presence of the arresting officer and the prisoner. The arresting officer and the PTC admissions officer will sign the property inventory form ensuring that all property is accounted for.
- K. The admissions officer will verify the accuracy of the inventory and all contents of the property bag and sealed the property bag in presence of the arresting officer.
- L. Outside agencies will be required to fill out the outside agency log book.



N. Prior to accepting custody of the prisoner, the PTU Admissions Officer:

1. Will observe each prisoner checking for illness or visible injury.
2. Will observe each prisoner for cross contamination of biohazards exposure; any prisoner that has soiled clothing from vomit, urine, feces or other unknown substances will not be accepted unless the prisoner is wearing a Tyvex "bunny suit" coverall. The arresting officer will be responsible for removing the soiled clothing and putting the suit on the prisoner before the prisoner is accepted. Suits will be available at the PTC.
3. MDC medical staff has strict guidelines on accepting any prisoner that is injured or complaining of any injury or illness without a medical release from a medical doctor. Prisoners being checked and cleared by the Albuquerque Fire Department and Albuquerque Ambulance still require a medical doctor's clearance.
4. Should the prisoner require medical treatment for an illness or injury, the arresting officer will arrange transportation for the prisoner to a medical facility and will maintain custody of the prisoner until the prisoner is cleared for processing at the PTC.
5. If it is determined that a prisoner will not be accepted, this information will be documented on the Prisoner Movement Log with the relevant information as needed: prisoner name, the reason for not accepting custody of the prisoner and the final disposition of the prisoner.
6. Once a prisoner is admitted into a hospital room, the arresting officer will contact radio communications to generate a hospital guard duty assignment, see the Hospital Duty section below.

6-5-7 MANAGEMENT OF PRISONERS AT PTC

O. Upon completion of the aforementioned steps the APD Transport Officer shall:

A. All PTU Personnel will:

1. Maintain line of sight supervision with prisoners at all times.
2. Permit Escort prisoners to use the restroom and have water fountain but will escort prisoner to and from the facilities and keep the prisoner in view at all times.
 - a. Prisoners using the bathroom will be handcuffed in front.
 - b. Officers shall have discretion to remove handcuffs, if necessary.



3. 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.
4. Ensure the safety of prisoners during any emergency that may occur while in custody. (see posted emergency evacuation procedures)
5. Separate females and males and will not be detained or transported them together in the same individual holding cells or . Males and females may be transported together in the same transport van but in separated vehicle prisoner compartments.
6. Be authorized to maintain custody and transport an individual prisoner that is compliant and not disorderly when necessary. When multiple prisoners (more than two) need to be transported, at least two (2) transport officers will be utilized. Sergeants have the discretion to manage officer to prisoner ratios as necessary to maintain the safe and secure transport of all prisoners.
7. Sergeants or transport officers will not delay the transport time of prisoners to MDC. Temporary detention time should not exceed 90 minutes total at the PTC;
 - a. any delays shall be reported immediately to a supervisor.
8. Prior to transporting, the transport officer will notify APD dispatch of each driver and each passenger officer's call signs, how many prisoners are being transported and starting mileage. This will also be noted on the transport log.

B. Managing Disorderly Prisoners

1. All transport officers and police officers working at the PTC will follow procedures under the departmental Use of Force and Use of On Body Recording Devices SOP guidelines including the following section specific to the Prisoner Transport Center.
2. The on-duty PTU supervisor will always have discretion to accept or refuse any disorderly prisoners. Any disorderly prisoner that is refused will be transported to MDC by the arresting officer or his designee.
3. Prisoners already in custody at the PTC that become disorderly, combative or threaten the safety of other prisoners will be refused and returned to custody of the arresting officer or his designee.



4. The on-duty supervisor is responsible for authorizing any additional restraints to include: "PRS", spit socks, protective helmets and/or any other departmental approved restraints or protective devices.
5. Prisoners that become physically combative towards any officer or another prisoner while in the custody of the Prisoner Transport Unit will be managed accordingly under the departmental Use of Force Policy.
6. Sergeants and officers managing disorderly prisoners will use their On Body Recording Device to record the actions of disorderly prisoners and any physical control of the prisoner. Sergeants can authorize the use of any additional restraint devices used by the APD to safely control the prisoner. i.e. PRS, leg shackles, protective head gear, and spit socks. The use of any additional restraints will be documented on a supplemental report as well as the isolation room log, if applicable.
7. Prisoners that are belligerent and verbally disorderly but are not a danger to themselves, another prisoner or any other law enforcement officer will be isolated, monitored and supervised.
8. Use of Spit Socks
 - a. An officer will not use spit socks on a sick prisoner, unless their spitting that is targeted at an officer or another prisoner (i.e. spitting in the floor drain)
 - i. Transport officers will make every effort to move a sick prisoner to the bathroom areas to spit.
 - b. Spit Socks are authorized to be used on prisoners that spit at officers, in the direction of officers or create any issues of cross contamination with other prisoners.
 - c. Spit Socks will not be used as a punitive or corrective measure to manage any verbally disorderly or belligerent prisoner.
9. Use of Protective Head Gear
 - a. Prisoners exhibiting behaviors and actions that would be harmful to themselves or cause a head injury will require that a helmet or protective head gear be used.
 - b. Head gear will not be used as a punitive or corrective measure to manage any verbally disorderly or belligerent prisoner.



6-5-8 PRISONER MOVEMENT – SUPERVISOR’S RESPONSIBILITIES TRANSPORTING PRISONERS

- A. The on-duty Sergeant PTU Personnel will determine when to initiate the movement of prisoners from the holding cells to the transport vans. Before any movement is initiated the following steps must be completed.
- B. The on duty Sergeant will ensure that the prisoner’s property is prepared for transport by time stamping each property inventory sheet and cross referencing the names on the prisoner movement log with the prisoners in the holding cells.
- C. The on-duty Sergeant PTU Personnel will ensure that primary preparations are made to the transport van before any prisoners are moved. The van will be parked directly adjacent to the prisoner loading area of the PTC. The transport van will be started; the lights will be turned on in the prisoner holding areas of the van. The on-duty Sergeant
- D. PTU Personnel will stop all other admissions processes during the movement of prisoners to the transport van.
- E. During the movement of prisoners, the on-duty Sergeant PTU Personnel will make sure that all of the arresting officers have secured maintain control of the non-processed prisoners on the prisoner bench area away from the holding cells. Prisoners not processed into the PTC are the responsibility of the arresting officer.
 - 1. The areas in front of the holding cells and in the loading areas must remain clear during the movement of prisoners.
- F. The on-duty Sergeant PTU Personnel will make sure that that the exterior areas around the transport vans and the PTC have been checked and secured prior to the prisoner’s movement. All on duty PTU officers will be posted in significant areas of the PTC during the prisoner movement. There should never be an officer on the computer, conducting other duties or not monitoring the movement of prisoners during the critical time of prisoner movement.
- G. The on-duty Sergeant will initiate the movement of prisoners only after all of the above procedures have been completed.
- H. Male and female prisoners will be moved separately.
- I. Transporting officers will individually inspect the handcuffs of each prisoner as each prisoner exits the holding cell.
- J. Any prisoner that has been isolated because they are in the Passive Restraint System, or because they are contaminated with a bio hazard will be transported separately from other prisoners either in the isolation area of the transport van or in a Sergeant’s vehicle.



- K. Each prisoner will be physically escorted one at a time to the transport van. The escort is a hands-on escort and at no time are prisoners allowed to walk themselves to the van. No visual escorts are allowed.
- L. If Sergeants do not have adequate staffing to safely load prisoners, a request will be made to the Valley Area Command to have a police officer respond to assist.
- M. When multiple prisoners (more than two) need to be transported, at least two (2) transport officers will be utilized. Sergeants have the discretion to manage officer to prisoner ratios as necessary to maintain the safe and secure transport of all prisoners.
- N. At no time will prisoners be unsupervised while in the transport van.
- O. The on duty Sergeant will ensure that all arrest documents, property bags, inventory sheets and the prisoner movement logs are completed and in the transport van prior to departure from the PTC.
- P. The on duty Sergeant will monitor the activities and radio transmissions of the transport team while en-route to MDC, upon arrival to MDC and while en-route back to the PTC.
- Q. During transport of prisoners, the PTU Officers shall: comply with the following procedures:
1. Keep male and female prisoners separated.
 2. Take measures to prevent any allegations of misconduct.
 3. The transport officer will notify APD dispatch of each driver and each passenger officer's call signs, how many prisoners are being transported and starting mileage.
 - a. This will also be noted on the transport log.
 4. Keep vehicle doors locked at all times
 5. Monitor the Valley appropriate Area Command radio channel.
 6. Will not use any unauthorized audio or visual devices in the transport vehicles while they are transporting prisoners. Officers are to maintain the highest level of safety and supervision during the transport to MDC.
 7. Obey all traffic laws.
 8. Ensure prisoners are seated upright in a safe manner for transit.



9. Ensure that all prisoners are restrained with handcuffs behind their backs.
10. Ensure all mechanical restraints have locks and are used in a position so that adequate restraint is maintained without any undue physical harm to prisoner. The key access will face down on leg irons and will face up on handcuffs. Medical exceptions for the described usage of restraints may be altered and/or modified by a supervisor.
11. Never stop while en-route to MDC unless a medical emergency occurs or a prisoner becomes violent inside the transport vehicle.
12. Should an emergency situation occur inside of the transport vehicle, for example if a prisoner becomes combative or disruptive while in transit, the transport officer driver will:
 - a. Pull over immediately
 - b. Notify APD dispatch and relay their exact location.
 - c. Request back up from field officers.
 - d. The on-duty supervisor will also be contacted and will respond to the scene to ensure that the transport is completed safely.
13. If a prisoner escapes from a transport van, transport officers will immediately call for assistance over the appropriate frequency, give a description and direction of travel of the prisoner and if possible include the current charges of the prisoner. One transport officer will maintain the security of the other prisoners in the van and the other transport officer, when safe to do so, will engage in the foot pursuit of the prisoner.

6-5-9 MDC ARRIVAL and Unloading of Prisoners AND BOOKING PROCESS

- A. Upon arrival to MDC the transport team will notify APD radio that they have arrived and will transmit their ending mileage.
- B. The transport team will park the transport vehicle in the parking spaces nearest to the LEA entrance doors so that the rear doors of the prisoner compartment doors are facing the LEA entrance doors.
- C. Before opening any of the transport vehicle prisoner compartment doors, the transport team will:
 1. Ensure that the MDC sally port main gates (entrance and exit) are secured.
 2. Ensure that their hand-held radios are on.



3. Secure their weapons in the detention facilities weapon box. If not available, the team will secure their weapons in a secure compartment of the vehicle such as the trunk or in the driver's cab.
 4. Verify a head-count of prisoners using Prisoner Movement Log as a cross check.
 5. Visually check each prisoner to verify that they are still handcuffed securely.
 6. Place the property bags and logs inside the LEA sally port foyer.
 7. Post themselves in a position between the van and the LEA entrance doors.
 8. Ensure that prisoners are unloaded one at a time, and that they are within line of sight supervision.
- D. Before any prisoners are unloaded the transport team will evaluate each group of prisoners for:
1. Prisoners that are disorderly.
 2. Prisoners that have an escape status.
 3. Prisoners that are in the isolation compartment.
 4. Prisoners that have ambulatory concerns.
 5. Verify a head-count of prisoners using Prisoner Movement Log as a cross check.
 6. Visually check each prisoner to verify that they are still handcuffed securely.
 7. Place the property bags and logs inside the LEA sally port foyer.
 8. Post themselves in a position between the van and the LEA entrance doors.
 9. Ensure that prisoners are unloaded one at a time, and that they are within line of sight supervision.
- E. MDC LEA "Law Enforcement Area" Procedures;
- F. The transport officers will process each prisoner through the MDC pre-booking process.



- G. If a prisoner is refused by MDC medical personnel, the transport officer will advise the on duty supervisor. A prisoner being refused at MDC can only be transported to the hospital by ambulance. **Transport vans are never authorized to transport prisoners to the hospital.** MDC medical staff are required to call the ambulance.
- H. If any contraband is discovered on a prisoner **by a PTU employee** during the MDC booking process, the transport officer will notify the on-duty PTU Sergeant and contact the arresting officer or his supervisor. The arresting officer or his supervisor will be responsible for the disposition of the contraband item. In the event the arresting officer is not available then arrangement will be made to have another police officer respond to file additional charges on the prisoner. The transport officer present will take custody of the contraband item and will write a supplemental report detailing his involvement and what he did with the contraband item. **Contraband found by MDC personnel at MDC will be handled by BCSO.**
1. **The transport officer will inspect the transport vehicle after each transport to MDC and will ensure that no contraband or property was left behind. This process will be performed after every transport.**

6-5-10 ESCAPES

- A. In the event of an escape from custody, the transport officer shall:
1. Immediately notify APD dispatch of the escape. APD dispatch will notify other law enforcement agencies or jurisdictions when applicable.
 2. Provide the **escapee's name and** physical description and, if possible, charges to dispatch.
 3. Provide exact location and the direction of travel of the escapee.
 4. If escape occurs during transit to MDC:
 - a. The transport team will immediately secure the van and the remaining prisoners **to prevent any other security threats or escapes.**
 - b. The transport team will notify the PTC on-duty Sergeant and maintain the security of the scene for responding APD officers to arrive.
 - c. **The transport officer will make an effort to safely re-capture the escapee when it is reasonably safe to do so.**
 - d. **The transport team will not leave the other prisoners unattended.**

6-5-10 HOSPITAL GUARD DUTY



- A. The PTU is authorized to maintain 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.
- B. Once a prisoner is admitted into a hospital room, the arresting officer will contact radio communications to generate a hospital guard duty assignment, see the Hospital Duty section below.
- C. PTU Sergeants will bid on a biannual basis to supervise the hospital guard duty team. Transport officers will also fall under the biannual bidding process for assignment to the hospital guard duty team.
- D. Sergeants will ensure that hospital guard duty assignments are managed by transport officers assigned to the hospital guard duty team.
- E. Transport officers are authorized to guard high risk prisoners; i.e. homicide offenders, prisoners in custody for capital crimes, offenders that are violent or combative or those who are known to pose a flight risk. PTU Sergeants can approve the assignment of a second transport officer to any high risk prisoner, as needed. PTU Sergeants will make all reasonable efforts to accept custody of the primary hospital guard duty assignment as soon as possible from the FSB.
- F. PTU personnel will follow procedures established in the Hospital Procedures and Rules SOP.
- G. No person, with the exception of medical personnel, the prisoner's attorney, and the investigating officer, shall be allowed to visit prisoners while they are receiving treatment at a medical facility.
- H. Hospital Guard Duty – Officer's Responsibilities
- I. During hospital duty assignments all prisoners will be secured in leg restraints. The only exception is if the prisoner is incapacitated or has an amputation. Prisoners will also be restrained with leg shackles during the use of the restroom, when they are showering or for any medical movements.
- J. All officers will be expected to monitor their police issued radio.
- K. All officers will wear the proper uniform with all of their issued equipment and body armor.



L. All officers will maintain good officer safety and maintain direct supervision of the prisoner. If the prisoner has a medical isolation order, then officers will be expected to do 15-minute visual checks of the prisoner.

M. Hospital duty officers will ensure that 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 that those documents are on hand.

N. Prisoner Phone Use

1. Prisoners are prohibited from using the hospital telephone or any cell phone. If security measures are compromised, then a request will be made to move the prisoner into another hospital room.

O. Prisoner Meals

1. Prisoners can order meals through the nursing service. Officers will verify that only plastic utensils and straws are used for meals and will ensure that all utensils and straws are collected at the end of each meal.

P. Case detectives or hospital staff will never be allowed override any APD or PTU hospital guard duty policy.

Q. In the event that a prisoner needs physical therapy or is ordered to walk, the officer will maintain custody and the appropriate use of restraints.

R. When feasible, transport officers will have the option to request a lunch break from a PTU supervisor or an FSB officer. Hospital security officers can only assist for short term restroom breaks.

6-5-11 SPECIAL REQUESTS

A. Emergency Response Team

1. The Prisoner Transport Unit will assist the Emergency Response Team with any protest activity, demonstrations or events that requires the management of prisoners.
2. The PTU Lieutenant will coordinate with the ERT Lieutenant to deploy resources.

B. Tactical Plan or Warrant Round Ups



1. The supervisor of the tactical plan or operation will present the request to the PTU Lieutenant a minimum of 24 hours prior to the beginning of the operation.
 2. The PTU Lieutenant will determine if sufficient staffing exists to grant the request.
- C. In the case where there is an emergency situation or unplanned event that requires mass arrests, the Prisoner Transport Unit personnel can be called-out and ordered to work.

6-5-12 PRISONER TRANSPORT UNIT UNIFORMS

A. Policy

1. Department policy is to ensure that all personnel are properly attired when in uniform. Non-uniformed personnel will meet acceptable standards of dress as established by the Chief of Police.

B. Standards for the proper wearing of uniforms will apply to all Prisoner Transport Officers and Sergeants.

- C. 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.

- D. 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).

E. Supervisor's Responsibilities

1. Supervisors are responsible for the appearance of personnel under their command and will ensure:

- a. Uniforms and equipment are neat, clean and worn properly.
- b. Uniforms, insignia, accessories, and equipment conform to published standards

- F. PTU Supervisors will conduct a uniform and equipment inspection each and every month.

G. Class A Uniform

1. The Class "A" uniform for all transport Sergeants and officers is 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.

H. 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.

I. Headgear

1. The Class "A" uniform will be Lancaster style with a detachable or fixed cover of navy-blue wool material. The side bands 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-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 a 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, insignias 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.

J. 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 a cargo pockets on the pant legs are also authorized.



K. Jackets and Sweaters

1. Uniform jackets will consist of:
 - a. APD #2000, manufactured by Spiewak, or Avalan, manufactured 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 winter optional 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.

L. Dates for Wearing of the Summer and Winter Uniforms

1. Winter - November 1 through March 15.
2. Summer - April 15 through September 30.
3. Optional period - March 16 through April 14, and October 1 through October 31, either uniform may be worn

M. Rain Gear

1. Rain gear will be clear vinyl or yellow rubberized material for all personnel.
2. Raincoat will be knee length.
3. Rain jacket will be hip length.
4. Rain pants will be full length.



5. Cap cover for cloth portion of the hat.

N. Footwear

1. Footwear will be black, smooth, highly shined leather without ornamentation.
2. PTU personnel may wear a low quarter shoe, round toe; or
3. Patrol boots - shall be round or semi-round toe. Sharp or pointed toed, western styled boots or riding heels are not authorized. Trousers will be worn on the outside of the boot, or
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 - sneakers, either canvas or leather type, or any type of athletic shoe is not authorized for wear with the uniform. Athletic footwear is only authorized with the alternative uniform and will be solid black in color.

O. Gloves

1. Gloves will be black leather, or neoprene lined or unlined.
2. Class "A" uniform gloves will be white cotton.

P. Department Badge and Patch

1. A cloth replica of the department issued badge, corresponding to the individual's 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 and detectives 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.
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.



Q. 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 Name plates 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 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.

R. 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 one-quarter inch wide on a blue background may be worn by patrol officers to signify each two years of completed service.
3. Gold embroidered service bars two inches long by one-quarter inch wide on a blue background may be worn by supervisory sworn personnel to signify each 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.
5. Officers may not wear service bars, for which they are not entitled or qualified.

S. Chevrons

1. Sergeant chevrons (3 1/2 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.

T. 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 own **level II** holster. The holster must be equal to or exceed the security standards of the department issued holster. Holster will be subject to approval by the unit Chain of Command and the APD range staff. Officers that choose to carry their personal **level II** 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 a 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.
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.

J. Supervisors Windbreaker Type Jacket

1. On call Sergeants and the Lieutenant may wear a windbreaker jacket when it becomes necessary to be readily identified as an APD Transport Supervisor. The windbreaker jackets will consist of a black windbreaker.
2. Jackets will include department shoulder patch, unit patch and badge patch.
 - a. They may also include gold letters on the back identifying the wearer as "APD Transport Unit". When called out the jacket will be worn with body armor and the department issued duty belt.

V. Prisoner Transport Unit Alternate Uniform

1. The alternate uniform is authorized for all PTU duties except Class A events, any hospital duty assignments; any ERT related call out situations or for any mobile and tactical plan operations. The standard polyester uniform will be worn while conducting day to day basic operations at the Prisoner Transport Center. The PTU Lieutenant can authorize the use of the alternate uniform for PTC operations as needed.
2. The PTU alternate uniform consisting of a black polo shirt and tan colored trousers.
3. The polo shirt will be black in color; 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 have a microphone clip under the button area and lapel area.
4. The polo shirt will have a replica cloth badge patch over the left chest area corresponding to the individuals rank.
5. 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.
6. 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.



7. 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 does not have to be reflective.
 8. The trousers authorized for the alternate uniform will be the cotton trousers with cargo pockets. The trousers will not be the military BDU military pants with blousing cords attached. The trousers will be dark OD green tan in color and will not to be bloused.
 9. Footwear authorized for the alternate uniform will be black duty boots or the desert tan colored duty boots.
 10. Baseball style hats are authorized in black only. The hats 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.
 11. Camelback style hydration systems and backpacks that cover-up the APD Transport Unit identifiers on the rear of the shirts are not authorized.
- W. 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.

6-5-13 USE OF TRANSPORT VEHICLES

- A. Transport officers are authorized to use prisoner transport vehicles only in the direct function of their duties. The use of prisoner transport vehicles is also authorized for departmental training exercises. The use of any PTU vehicles 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 the APD standard operating procedures for take home vehicles.

6-5-14 CARRYING OF FIREARMS GUIDELINES

- A. Prisoner Transport Officers are authorized to carry department issued firearms while on duty and in uniform. The PTU Officers armed status is also authorized 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.



- B. The Prisoner Transport Lieutenant and Sergeants will follow the all of the firearms guidelines of the Prisoner Transport Officers. The Lieutenant and Sergeants are authorized to continue their armed status when they are assigned administrative duties or in an on-call capacity. Department identification will be displayed when wearing civilian clothing or the optional alternate uniform.
- C. All Sergeants and officers will be issued an Electronic Control Weapon.
- D. PTU Sergeants and transport officers 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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6-5 PRISONER TRANSPORT UNIT

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6-5-1 Purpose

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

6-5-2 Policy

Prisoner Transport Officers are graduates of the Albuquerque Police Department Advanced Training Academy. The basic Prisoner Transport Training curriculum is a minimum of 480 hours of academy instruction. PTU Officers are required to be trained in firearms and less than lethal weapons 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.

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 PTU supervisor. The PTU officers will support arresting officers and detectives by relieving them of transporting persons in custody to MDC or other destinations in the performance of their duties. The Prisoner Transport Unit uses established guidelines for Prisoner Transport Officers assigned to temporary provide the detention and prisoner transportation activities.



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6-5-3 ORGANIZATION

The Prisoner Transport Unit is organized under the Metro Traffic Division of the Special Services Bureau and is supervised by a PTU Lieutenant, an APD Commander and an APD Deputy Chief.



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6-5-4 SUPERVISOR'S DUTIES

- A. Supervisors shall ensure that 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.
- B. Sergeants will be required to maintain adequate staffing levels for basic Prisoner Transport Center operations and all hospital guard duty assignments. Sergeants on a weekly basis will review the vacation book, any leave of absences to forecast any overtime necessary to maintain adequate staffing levels.
- C. Supervisors shall ensure that personnel shall be in a serviceable uniform with all of their issued duty belt equipment and lapel camera so that they may immediately assume their duties.
- D. The on-duty supervisor shall conduct a briefing with their team members and communicate necessary APD information and safety instructions including pertinent information that needs to be relayed from prior shifts.
 - 1. The supervisor will ensure that officers view APD TV and read PowerDMS information on a daily basis.
- E. Notify Communications to advise that the PTC is open at the start of their shift and accepting prisoners and may also temporarily close the PTC when manning levels fall below established guidelines. Responsible for notifying communications and or other agencies of any closures.
- F. The first on-duty supervisor of the day will prepare a daily line-up form. The line-up will be passed on to each new supervisor at the beginning of their shift and filled out accordingly. The last supervisor of the day will complete the line-up and attach it to the daily report.
- G. The first on-duty supervisor of the day will prepare the daily report statistics from the previous day's activity and ensure that it is distributed as needed. Distribution list will include the Chain of Command if requested.
- H. Ensure that the Prisoner Transport Center facility is inspected at the beginning of their shift. Items such as cleanliness and damage will be addressed immediately. The supervisor will make certain that there is a safe environment for prisoners and officers.
- I. Ensure that the equipment used is accounted for and inspected for cleanliness and good working order. The supervisor will make sure that any faulty equipment is immediately removed from use and repaired or replaced. The lieutenant will be notified of any faulty equipment.



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- J. Verify that an adequate supply of ordered items, such as flex-cuffs, property bags and warehouse supplies are available for daily activities. Supervisors will be expected to initiate corrective action for any deficiencies noted, and ensure that an order is placed through the proper channels.
- K. Ensure that the transport vans are inspected at the beginning of their shift, at the end of each run to MDC and at the end of the last shift. Ensure vehicles are functional, clean, fueled and PM (Preventive Maintenance) is performed when required in preparation for the daily activities. Ensure the daily inspection log is filled out and that is completed on a daily basis.
- L. Have the discretion to refuse custody of a disorderly prisoner, a prisoner in any elevated restraint device or any prisoner with medical conditions that compromises the acceptance criteria at MDC or the safe transportation of the other prisoners.
- M. Any high risk prisoner accepted at the PTC that has a current escape charge, that is a US Marshal's prisoner or has a history of escaping or absconding from the custody of law enforcement will be properly leg shackled during the temporary detainment at the PTC and during the transport to MDC. The on-duty sergeant has the discretion to refuse any high risk prisoner that may compromise the safe operation of the PTU.



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6-5-6 POSTING OF OFFICERS

- A. There will be an officer present at the admissions desk if there are prisoners present inside any of the holding cells at the PTC. Officers will be within line of sight supervision, maintaining a constant visual of the prisoners and able to operate the electronic door controls.
- B. There will be a minimum of at least one officer and one sergeant present at the PTC during operating hours when prisoners are being processed or secured in the holding cells.



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6-5-7 ADMISSIONS PROCESS AT THE PTC

- A. PTC will not accept custody of a prisoner at the PTC or at a mobile location, until the arresting officer has completed all their booking paperwork including, but not limited to:
1. Criminal Complaint
 2. Pre-Booking sheet
 3. Citations
 4. All warrants to be verified and copies faxed to M.D.C.
 5. Fugitive Complaint form completed when required
 6. Domestic Violence Forms and Victim Notification Forms
- B. The on duty supervisor will have the discretion to accept prisoners without the completed arrest documents for:
1. Officers who use the PTC breathalyzers.
 2. Officers who are conducting D.R.E.'s
 3. Officers who are completing their investigation and need to use the PTC computers to complete their arrest documents.
- C. Upon arrival at the PTC or at a mobile location, but prior to receipt of the prisoner, the on duty sergeant will ensure compliance with the following:
1. The prisoners will be staged away from the admissions desk in the entrance foyer on the stainless steel benches. The arresting officer will maintain control and custody of the prisoner until the admissions process is complete.
 2. The on-duty sergeant will have the discretion to accept only APD prisoners.
 3. The on-duty sergeant will control the flow of prisoners at the admissions desk. Only one prisoner will be processed at a time. At no time should there ever be two prisoners at the admissions desk.
 4. The PTC admissions officer will check to ensure that the arresting officer has provided all necessary arrest documents.



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5. The arresting officer will 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.
 6. When the arresting officer has completed the search of the prisoner, the transport officer will conduct a secondary pat-down of the prisoner prior to exchanging the handcuffs on the prisoner. Officers will not bypass any searching procedures or SOP standards. All prisoners must remain handcuffed behind their backs while at the PTC unless there is a valid medical illness or concern.
 7. During the PTC admissions process any contraband or property that is found on the prisoner that is not allowed by MDC policy (i.e. knives, lighters and tobacco products, etc.) will be turned back over to the arresting officer for disposition.
 8. All illegal contraband found on the prisoner during the booking process at the PTC or MDC (i.e. weapons and/or drugs) will require the notification of the arresting officer or his supervisor to decide if additional charges will be filed; any contraband items will be turned over to arresting officer or his supervisor. Transport officers who are present when any contraband item is located at the PTC or MDC will submit a written supplemental report to document the disposition and chain of custody of the contraband item.
 9. If the transport officer believes that the prisoner may be in possession of contraband, the prisoner may be searched again.
 10. Any currency will be laid out on the admissions desk face up to clearly document the denominations by the video system. All currency will be counted, bagged separately and sealed.
 11. Any baggage, backpack or purse that does not fit in the 9 x 15 (PTC plastic property bag) will be returned to the arresting officer to be tagged into evidence for safe keeping.
 12. The admissions officers will inventory the prisoner's property in the presence of the arresting officer and the prisoner. The arresting officer and the PTC admissions officer will sign the property inventory form ensuring that all property is accounted for.
 13. The admissions officer will verify the accuracy of the inventory and all contents of the property bag and sealed the property bag in presence of the arresting officer.
 14. Outside agencies will be required to fill out the outside agency log book.
- D. Prior to accepting custody of the prisoner, the PTU Admissions Officer:



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1. Will observe each prisoner checking for illness or visible injury.
 2. Will observe each prisoner for cross contamination of biohazards exposure; any prisoner that has soiled clothing from vomit, urine, feces or other unknown substances will not be accepted unless the prisoner is wearing a Tyvex "bunny suit" coverall. The arresting officer will be responsible for removing the soiled clothing and putting the suit on the prisoner before the prisoner is accepted. Suits will be available at the PTC.
 3. MDC medical staff has strict guidelines on accepting any prisoner that is injured or complaining of any injury or illness without a medical release from a medical doctor. Prisoners being checked and cleared by the Albuquerque Fire Department and Albuquerque Ambulance still require a medical doctor's clearance.
 4. Should the prisoner require medical treatment for an illness or injury, the arresting officer will arrange transportation for the prisoner to a medical facility and will maintain custody of the prisoner until the prisoner is cleared for processing at the PTC.
 5. If it is determined that a prisoner will not be accepted, this information will be documented on the Prisoner Movement Log with the relevant information as needed: prisoner name, the reason for not accepting custody of the prisoner and the final disposition of the prisoner.
 6. Once a prisoner is admitted into a hospital room, the arresting officer will contact radio communications to generate a hospital guard duty assignment, see the Hospital Duty section below.
- E. Upon completion of the aforementioned steps the APD Transport Officer shall:
1. Maintain line of sight supervision with prisoners at all times.
 2. Permit prisoners to use the restroom and have water but will escort prisoner to and from the facilities and keep the prisoner in view at all times. Prisoners using the bathroom will be handcuffed in front. Officers shall have discretion to remove handcuffs, if necessary.
 3. 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.
 4. Ensure the safety of prisoners during any emergency that may occur while in custody. (see emergency evacuation procedures)
 5. Separate females and males and will not detain them together in the same individual holding cells. Males and females may be transported together in the



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same transport van but in separated prisoner compartments.

6. Be authorized to maintain custody and transport an individual prisoner that is compliant and not disorderly when necessary. When multiple prisoners (more than two) need to be transported, at least two (2) transport officers will be utilized. Sergeants have the discretion to manage officer to prisoner ratios as necessary to maintain the safe and secure transport of all prisoners.
7. Sergeants or transport officers will not delay the transport time of prisoners to MDC. Temporary detention time should not exceed 90 minutes total at the PTC; any delays shall be reported immediately to a supervisor.
8. Prior to transporting, the transport officer will notify APD dispatch of each driver and each passenger officer's call signs, how many prisoners are being transported and starting mileage. This will also be noted on the transport log.



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F. Managing Disorderly Prisoners

All transport officers and police officers working at the PTC will follow procedures under the departmental Use of Force SOP guidelines including the following section specific to the Prisoner Transport Center.

1. The on-duty PTU supervisor will always have discretion to accept or refuse any disorderly prisoners. Any disorderly prisoner that is refused will be transported to MDC by the arresting officer or his designee.
2. Prisoners already in custody at the PTC that become disorderly, combative or threaten the safety of other prisoners will be refused and returned to custody of the arresting officer or his designee.
3. The on-duty supervisor is responsible for authorizing any additional restraints to include: "PRS", spit socks, protective helmets and/or any other departmental approved restraints or protective devices.
4. Prisoners that become physically combative towards any officer or another prisoner while in the custody of the Prisoner Transport Unit will be managed accordingly under the departmental Use of Force Policy.
5. Sergeants and officers managing disorderly prisoners will use their On Body Recording Device to record the actions of disorderly prisoners and any physical control of the prisoner. Sergeants can authorize the use of any additional restraint devices used by the APD to safely control the prisoner. i.e. PRS, leg shackles, protective head gear, and spit socks. The use of any additional restraints will be documented on a supplemental report as well as the isolation room log if applicable.
6. Prisoners that are belligerent and verbally disorderly but are not a danger to themselves, another prisoner or any other law enforcement officer will be isolated, monitored and supervised.
7. Use of Spit Socks
 - a. An officer will not use spit socks on a sick prisoner, unless their spitting is targeted at an officer or another prisoner (i.e. spitting in the floor drain) Transport officers will make every effort to move a sick prisoner to the bathroom areas to spit.
 - b. Spit Socks are authorized to be used on prisoners that spit at officers, in the direction of officers or create any issues of cross contamination with other prisoners.
 - c. Spit Socks will not be used as a punitive or corrective measure to manage any verbally disorderly or belligerent prisoner.



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8. Use of Protective Head Gear

Prisoners exhibiting behaviors and actions that would be harmful to themselves or cause a head injury will require that a helmet or protective head gear be used. Head gear will not be used as a punitive or corrective measure to manage any verbally disorderly or belligerent prisoner.



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6-5-8 PRISONER MOVEMENT – SUPERVISOR’S RESPONSIBILITIES

- A. The on-duty sergeant will determine when to initiate the movement of prisoners from the holding cells to the transport vans. Before any movement is initiated the following steps must be completed.
- B. The on duty sergeant will ensure that the prisoner’s property is prepared for transport by time stamping each property inventory sheet and cross referencing the names on the prisoner movement log with the prisoners in the holding cells.
- C. The on-duty sergeant will ensure that primary preparations are made to the transport van before any prisoners are moved. The van will be parked directly adjacent to the prisoner loading area of the PTC. The transport van will be started; the lights will be turned on in the prisoner holding areas of the van. The on-duty sergeant will stop all other admissions processes during the movement of prisoners to the transport van.
- D. During the movement of prisoners, the on-duty sergeant will make sure that all of the arresting officers have secured the non-processed prisoners on the prisoner bench area away from the holding cells. Prisoners not processed into the PTC are the responsibility of the arresting officer. The areas in front of the holding cells and in the loading areas must remain clear during the movement of prisoners.
- E. The on-duty sergeant will make sure that that the exterior areas around the transport vans and the PTC have been checked and secured prior to the prisoner’s movement. All on duty PTU officers will be posted in significant areas of the PTC during the prisoner movement. There should never be an officer on the computer, conducting other duties or not monitoring the movement of prisoners during the critical time of prisoner movement.
- F. The on-duty sergeant will initiate the movement of prisoners only after all of the above procedures have been completed.
- G. Male and female prisoners will be moved separately.
- H. Transport officers will individually inspect the handcuffs of each prisoner as each prisoner exits the holding cell.
- I. Any prisoner that has been isolated because they are in the Passive Restraint System, or because they are contaminated with a bio hazard will be transported separately either in the isolation area of the transport van or in a sergeant’s vehicle.
- J. Each prisoner will be physically escorted one at a time to the transport van. The escort is a hands-on escort and at no time are prisoners allowed to walk themselves to the van. No visual escorts are allowed. If sergeants do not have adequate staffing to safely load prisoners, a request will be made to the Valley Area Command to have a police officer respond to assist.
- K. At no time will prisoners be unsupervised while in the transport van.



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- L. The on duty sergeant will ensure that all arrest documents, property bags, inventory sheets and the prisoner movement logs are completed and in the transport van prior to departure from the PTC.
- M. The on duty sergeant will monitor the activities and radio transmissions of the transport team while en-route to MDC, upon arrival to MDC and while en-route back to the PTC.
- N. During transport of prisoners the PTU Officers shall comply with the following procedures:
 - 1. Keep male and female prisoners separated.
 - 2. Take measures to prevent any allegations of misconduct.
 - 3. Keep vehicle doors locked at all times
 - 4. Monitor the Valley Area Command radio channel.
 - 5. Officers will not use any unauthorized audio or visual devices in the transport vehicles while they are transporting prisoners. Officers are to maintain the highest level of safety and supervision during the transport to MDC.
 - 6. Obey all traffic laws.
 - 7. Ensure prisoners are seated upright in a safe manner for transit.
 - 8. Ensure that all prisoners are restrained with handcuffs behind their backs.
 - 9. Ensure all mechanical restraints have locks and are used in a position so that adequate restraint is maintained without any undue physical harm to prisoner. The key access will face down on leg irons and will face up on handcuffs. Medical exceptions for the described usage of restraints may be altered and/or modified by a supervisor.
 - 10. Never stop while en-route to MDC unless a medical emergency occurs or a prisoner becomes violent inside the transport vehicle.
 - 11. Should an emergency situation occur inside of the transport vehicle, for example if a prisoner becomes combative or disruptive while in transit, the transport officer driver will pull over immediately, notify APD dispatch and relay their exact location. The on-duty supervisor will also be contacted and will respond to the scene to ensure that the transport is completed safely.
 - 12. If a prisoner escapes from a transport van, transport officers will immediately call for assistance over the appropriate frequency, give a description and direction of



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travel of the prisoner and if possible include the current charges of the prisoner. One transport officer will maintain the security of the other prisoners in the van and the other transport officer, when safe to do so, will engage in the foot pursuit of the prisoner.

N. MDC Arrival and Unloading of Prisoners

1. Upon arrival to MDC the transport team will notify APD radio that they have arrived and will transmit their ending mileage.
2. The transport team will park the transport vehicle in the parking spaces nearest to the 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 that the MDC sally port main gates (entrance and exit) are secured.
 - b. Ensure that their hand-held radios are on.
 - c. Secure their weapons in the detention facilities weapon box. If not available, the team will secure their weapons in a secure compartment of the vehicle such as the trunk or in the driver's cab.
4. Before any prisoners are unloaded the transport team will evaluate each group of prisoners for:
 - a. Prisoners that are disorderly.
 - b. Prisoners that have an escape status.
 - c. Prisoners that are in the isolation compartment.
 - d. Prisoners that have ambulatory concerns
 - e. Verify a head-count of prisoners using Prisoner Movement Log as a cross check.
 - f. Visually check each prisoner to verify that they are still handcuffed securely.
 - g. Place the property bags and logs inside the LEA sally port foyer.
 - h. Post themselves in a position between the van and the LEA entrance doors.
 - i. Ensure that prisoners are unloaded one at a time, and that they are within line of sight supervision.



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O. MDC LEA "Law Enforcement Area" Procedures;

1. The transport officers will process each prisoner through the MDC pre-booking process.
2. If a prisoner is refused by MDC medical personnel, the transport officer will advise the on duty supervisor. A prisoner being refused at MDC can only be transported to the hospital by ambulance. Transport vans are never authorized to transport prisoners to the hospital. MDC medical staff are required to call the ambulance.
3. If any contraband is discovered on a prisoner during the MDC booking process, the transport officer will notify the on-duty PTU sergeant and contact the arresting officer or his supervisor. The arresting officer or his supervisor will be responsible for the disposition of the contraband item. In the event the arresting officer is not available then arrangement will be made to have another police officer respond to file additional charges on the prisoner. The transport officer present will take custody of the contraband item and will write a supplemental report detailing his involvement and what he did with the contraband item.
4. The transport officer will inspect the transport vehicle after each transport to MDC and will ensure that no contraband or property was left behind. This process will be performed after every transport.



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6-5-9 ESCAPES

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

1. Immediately notify APD dispatch of the escape. APD dispatch will notify other law enforcement agencies or jurisdictions when applicable.
2. Provide the escapee's name and physical description and if possible charges to dispatch.
3. Provide exact location and the direction of travel of the escapee.
4. If escape occurs during transit to MDC, the transport team will immediately secure the van and the remaining prisoners to prevent any other security threats or escapes. The transport team will notify the PTC on-duty sergeant and maintain the security of the scene for responding APD officers to arrive.
5. The transport officer will make an effort to safely re-capture the escapee when it is reasonably safe to do so.
6. The transport team will not leave the other prisoners unattended.



6-5-10 HOSPITAL GUARD DUTY

The PTU is authorized to maintain 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.

- A. PTU sergeants will bid on a biannual basis to supervise the hospital guard duty team. Transport officers will also fall under the biannual bidding process for assignment to the hospital guard duty team.
- B. Sergeants will ensure that hospital guard duty assignments are managed by transport officers assigned to the hospital guard duty team.
- C. Transport officers are authorized to guard high risk prisoners; i.e. homicide offenders, prisoners in custody for capital crimes, offenders that are violent or combative or those who are known to pose a flight risk. PTU sergeants can approve the assignment of a second transport officer to any high risk prisoner as needed. PTU sergeants will make all reasonable efforts to accept custody of the primary hospital guard duty assignment as soon as possible from the FSB.
- D. No person, with the exception of medical personnel, the prisoner's attorney, and the investigating officer, shall be allowed to visit prisoners while they are receiving treatment at a medical facility.
- E. Hospital Guard Duty – Officer's Responsibilities

During hospital duty assignments all prisoners will be secured in leg restraints. The only exception is if the prisoner is incapacitated or has an amputation. Prisoners will also be restrained with leg shackles during the use of the restroom, when they are showering or for any medical movements.

- 1. All officers will be expected to monitor their police issued radio.
- 2. All officers will wear the proper uniform with all of their issued equipment and body armor.
- 3. All officers will maintain good officer safety and maintain direct supervision of the prisoner. If the prisoner has a medical isolation order, then officers will be expected to do 15-minute visual checks of the prisoner.
- 4. Hospital duty officers will ensure that 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 contact to ensure that those documents are on hand.



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F. Prisoner Phone Use

Prisoners are prohibited from using the hospital telephone or any cell phone. If security measures are compromised, then a request will be made to move the prisoner into another hospital room.

G. Prisoner Meals

Prisoners can order meals through the nursing service. Officers will verify that only plastic utensils and straws are used for meals and will ensure that all utensils and straws are collected at the end of each meal.

H. Case detectives or hospital staff will never be allowed override any APD or PTU hospital guard duty policy.

I. In the event that a prisoner needs physical therapy or is ordered to walk, the officer will maintain custody and the appropriate use of restraints.

J. When feasible, transport officers will have the option to request a lunch break from a PTU supervisor or an FSB officer. Hospital security officers can only assist for short term restroom breaks.



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6-5-11 SPECIAL REQUESTS

A. Emergency Response Team

1. The Prisoner Transport Unit will assist the Emergency Response Team with any protest activity, demonstrations or events that requires the management of prisoners.
2. The PTU Lieutenant will coordinate with the ERT Lieutenant to deploy resources.

B. Tactical Plan or Warrant Round Ups

1. The supervisor of the tactical plan or operation will present the request to the PTU Lieutenant a minimum of 24 hours prior to the beginning of the operation.
2. The PTU Lieutenant will determine if sufficient staffing exists to grant the request.

C. In the case where there is an emergency situation or unplanned event that requires mass arrests, the Prisoner Transport Unit personnel can be called-out and ordered to work.



6-5-12 PRISONER TRANSPORT UNIT UNIFORMS

A. Policy

Department policy is to ensure that all personnel are properly attired when in uniform. Non-uniformed personnel will meet acceptable standards of dress as established by the Chief of Police.

B. Standards for the proper wearing of uniforms will apply to all Prisoner Transport Officers and Sergeants.

1. 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.
2. 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. Supervisor's Responsibilities

Supervisors are responsible for the appearance of personnel under their command and will ensure:

1. Uniforms and equipment are neat, clean and worn properly.
2. Uniforms, insignia, accessories, and equipment conform to published standards
3. PTU Supervisors will conduct a uniform and equipment inspection each and every month.

D. Class A Uniform

The Class "A" uniform for all transport sergeants and officers is a long sleeve shirt, standard black tie, the Lancaster Class "A" hat and white gloves. Personnel will wear the Class "A" uniform at the direction of the Chief or Deputy Chief of Police.

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. All shirts will have epaulets.
3. 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.



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4. Officers may wear a black turtleneck type shirt under the long-sleeve uniform shirt.
5. The turtleneck shirt will be fine knit (not sweater knit) and will have no visible lettering or logos.
6. The neck will only extend as high as the uniform shirt collar.
7. 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 side bands 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-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 a 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, insignias 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

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

H. Jackets and Sweaters

1. Uniform jackets will consist of:

APD #2000, manufactured by Spiewak, or Avalan, manufactured by Gerber. Dark navy blue or black and equipped with a removable liner. The jacket may be worn with or without the liner.



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2. All personnel may wear a black sweater in the winter optional 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

I. Dates for Wearing of the Summer and Winter Uniforms

1. Winter - November 1 through March 15.
2. Summer - April 15 through September 30.
3. Optional period - March 16 through April 14, and October 1 through October 31, either uniform may be worn

J. Rain Gear

Rain gear will be clear vinyl or yellow rubberized material for all personnel.

1. Raincoat will be knee length.
2. Rain jacket will be hip length.
3. Rain pants will be full length.
4. Cap cover for cloth portion of the hat.

K. Footwear

Footwear will be black, smooth, highly shined leather without ornamentation.

1. PTU personnel may wear a low quarter shoe, round toe; or
2. 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, or
3. 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.



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6. Athletic footwear - sneakers, either canvas or leather type, or any type of athletic shoe is not authorized for wear with the uniform.

L. Gloves

1. Gloves will be black leather, or neoprene lined or unlined.
2. Class "A" uniform gloves will be white cotton.

M. 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 and detectives 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.
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.

N. 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 Name plates 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 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.



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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.

O. Optional Insignia

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.

1. Silver embroidered service bar, two inches long by one-quarter inch wide on a blue background may be worn by patrol officers to signify each two years of completed service.
2. Gold embroidered service bars two inches long by one-quarter inch wide on a blue background may be worn by supervisory sworn personnel to signify each two years of completed service.
3. 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.
4. Officers may not wear service bars, for which they are not entitled or qualified.

P. Chevrons

Sergeant chevrons (3 1/2 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).

Q. Shirt Insignia for Command Officers

1. 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.

R. Leather Gear

Leather gear for officers will be black basket weave design and will consist of the following:

1. Equipment belt - two inches wide.
 - b. Department issued leather equipment belt with buckle.



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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 own level II holster. The holster must be equal to or exceed the security standards of the department issued holster. Holster will be subject to approval by the unit Chain of Command and the APD range staff. Officers that choose to carry their personal level II 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 a 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.
 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.
- S. Supervisors Windbreaker Type Jacket
- On call sergeants and the lieutenant may wear a windbreaker jacket when it becomes necessary to be readily identified as an APD Transport Supervisor. The windbreaker jackets will consist of a black windbreaker.
1. Jackets will include department shoulder patch, unit patch and badge patch.
 2. They may also include gold letters on the back identifying the wearer as "APD Transport Unit". When called out the jacket will be worn with body armor and the department issued duty belt.



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T. Prisoner Transport Unit Alternate Uniform

1. The alternate uniform is authorized for any hospital duty assignments; any ERT related call out situations or for any mobile and tactical plan operations. The standard polyester uniform will be worn while conducting day to day basic operations at the Prisoner Transport Center. The PTU Lieutenant can authorize the use of the alternate uniform for PTC operations as needed.
2. The PTU alternate uniform consisting of a black polo shirt and tan colored trousers.
3. The polo shirt will be black in color; 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 have a microphone clip under the button area and lapel area.
4. The polo shirt will have a replica cloth badge patch over the left chest area corresponding to the individuals rank.
5. 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.
6. 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.
7. 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 does not have to be reflective.
8. The trousers authorized for the alternate uniform will be the cotton trousers with cargo pockets. The trousers will not be the military BDU military pants with blousing cords attached. The trousers will be dark OD green in color and will not to be bloused.
9. Footwear authorized for the alternate uniform will be black duty boots or the desert tan colored duty boots.
10. Baseball style hats are authorized in black only. The hats 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.



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11. Camelback style hydration systems and backpacks that cover-up the APD Transport Unit identifiers on the rear of the shirts are not authorized.
12. 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.



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6-5-13 USE OF TRANSPORT VEHICLES

- A. Transport officer are authorized to use prisoner transport vehicles only in the direct function of their duties. The use of prisoner transport vehicles is also authorized for departmental training exercises. The use of any PTU vehicles 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 the APD standard operating procedures for take home vehicles.



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6-5-14 CARRYING OF FIREARMS GUIDELINES

- A. Prisoner Transport Officers are authorized to carry department issued firearms while on duty and in uniform. The PTU Officers armed status is also authorized 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.
- B. The Prisoner Transport Lieutenant and Sergeants will follow the all of the firearms guidelines of the Prisoner Transport Officers. The Lieutenant and Sergeants are authorized to continue their armed status when they are assigned administrative duties or in an on-call capacity. Department identification will be displayed when wearing civilian clothing or the optional alternate uniform.
- C. All sergeants and officers will be issued an Electronic Control Weapon.
- D. PTU sergeants and transport officers 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.

Policy Development Form
Office of Policy Analysis



Name and Title: Lt. Charles Poole

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SOP: 6-5 PRISONER TRANSPORT UNIT

Date Completed: 8/20/18

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

Due for review.

Reviewed by LT. Charles Poole

Include clarifications

Remove 6-5-12 because it is covered by 6-5-9

Reword things in order to comply with current policy

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

Provide clarification to officers on procedures that apply to the Prisoner Transport Unit.

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

Procedure only.

Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

Current policies and organizational chart

Please submit this form to OPA@cabq.gov

If you need assistance completing this form, and for any questions or concerns please contact your SOP liaison @ adgarcia@cabq.gov.

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