

**TITLE: ESCAPE FROM CUSTODY**

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**PURPOSE**

The purpose of this directive is to provide guidelines for the safe and expedient capture of escaped prisoners.

**DISCUSSION**

Officers must be prepared to act quickly to apprehend the escaped prisoner(s). The following procedures shall be followed in the event of the escape of a prisoner(s).

**POLICY**

It is the policy of the Santa Fe Police Department to immediately respond to situations regarding escapes from custody, to include: escapes from the Penitentiary of New Mexico, escapes from the jail or juvenile detention facility, and escapes from law enforcement custody that occur within the city limits of Santa Fe. The amount of support provided in each of these situations will be based upon manpower availability, existing mutual aid agreements and plans, and the seriousness of the situation.

**PROCEDURE**

**ESCAPE AND/OR RIOT PLAN**

**59.1.01** The Santa Fe Police Department will provide assistance and support to other law enforcement agencies and units of the New Mexico National Guard when there is an escape from the Penitentiary of New Mexico, or any incident requiring the execution of the Escape and/or Riot Plan.

**A.** The S.W.A.T. Commander is responsible for the maintenance, confidentiality, and implementation of the tactical response plan. Each Police Department component is issued specific tactical support plans to assist with execution of the Escape and/or Riot Plan.

**1.** Support Plans outline specifics for implementation of roadblocks, procedures for communication and coordination between agencies, and set up chain of command for the operation. All commanders shall be responsible for familiarizing themselves with the procedures for implementation.

**B.** The Regional Emergency Communications Center (RECC) also maintains this support plan to assist with tactical operations.

**ESCAPES FROM PENITENTIARY/DETENTION FACILITIES**

**59.1.02** When the Santa Fe Police Department is notified of an escape or riot condition at the Penitentiary or Detention Facilities, the ranking on-duty Commander shall be responsible for implementing the Escape/Riot Plan. Duties and responsibilities are listed as, but not limited to:

**A.** Establish lines of communications with the appropriate agencies and/or facilities.

**1.** If the escape/riot condition involves the Penitentiary, communications will be established with the Penitentiary of New Mexico, Department of Public Safety - State Police Division, and Santa Fe County Sheriff's Department to address responsibilities of command and line personnel;

**2.** If the escape/riot condition involves the Detention facilities, communications will be established with the Jail or Juvenile Detention Center, and the Santa Fe County Sheriff's Department to address responsibilities of command and line personnel.

**3.** Request that RECC Dispatch Services make the necessary notifications and obtain verification of the situation.

- a. Normally, first notification of a possible or confirmed escape will be by telephone or Teletype.
  - b. In the event an alert is received by telephone, RECC Dispatch personnel are to report an immediate confirmation by Teletype.
4. RECC Dispatch personnel will immediately notify the ranking field commander of the confirmation, and he/she will be responsible for making the following notifications:
- a. During normal working hours for the Police Department Administrative Offices
    - District Captain, S.W.A.T. Commander, Disturbance Response Team Commander (D.R.T.), Criminal Investigations Lieutenant, and office of the Chief of Police.
  - b. Nights, weekends, and holidays
    - S.W.A.T. Commander, D.R.T. Commander District Captain, The Captain shall be responsible for notifying the Chief of Police
  - c. In situations involving escape of misdemeanants or juveniles from the Detention facilities, the on-duty commander shall notify the District Captain, who will make a determination as to further notifications being necessary. Notifications when multiple escapes and/or escapes of felons occur will be handled in the same manner as escapes/riot conditions at the Penitentiary.
- B.** All agencies involved with the execution of the operational plan shall establish liaison with the coordinating agency.
1. Penitentiary escapes/riots
    - a. Point of contact is designated as, District One Headquarters, Department of Public Safety - State Police Division, (command post).
  2. Detention facilities
    - a. Point of contact is designated as the Santa Fe County Detention Center.
- 59.1.03** Upon implementation of the operational plan, (confirmed incident), all agencies will implement the automatic road block plan.
- A.** Road blocks to be covered by members of the Santa Fe Police Department:
    1. Old Pecos Trail and Old Las Vegas Highway
    2. Bishop's Lodge Road and Camino Encantado
    3. Additional locations may be identified depending on situational information.
  - B.** Implementation of the roadblocks may be affected by availability of manpower. Information impacting manpower should be relayed to the on-duty-ranking commander.
    1. Roadblocks will be supplemented by Department of Corrections Personnel. Lack of personnel should be reported to the Warden's representative or Correction's communication personnel at the command post.
  - C.** Implementation of roadblocks in regards to escapes from the Detention facility will be directed in the confirmation or after contact is made at the facility.
  - D.** The ranking field Commander, having implemented the automatic road block plan shall proceed to, or send a commanding officer representative to, the designated point of contact.
    1. District One, Department of Public Safety - State Police Division Headquarters.
    2. Santa Fe County Detention Facilities
  - E.** He/she will continue to coordinate Santa Fe Police Department operations and provide liaison with involved agencies.
    1. Field commander(s) assigned may be relieved by the Incident Commander.
- 59.1.04** Command Post(s) may be deployed, as follows:

- A. If the New Mexico Communications van is deployed, the Incident Commander will designate a Santa Fe Police Department representative (Field Commander) as liaison.
- B. If the Santa Fe Police Department mobile command post is deployed, an officer will be assigned as driver and officer in charge.
  - 1. Deployment of the mobile command post will be at the discretion of the Incident Commander or his/her designee.

**59.1.05** A general call-out of additional personnel shall be at the discretion of the Chief of Police or his designee, based upon a request by the incident Commander.

- A. Methods for call out include notification by Emergency Dispatch Services, notification by assigned sworn personnel, or notification through use of the automated calling system.
  - 1. Officers will be directed to report at specific times, places, and to specific Commander personnel for assignment.
  - 2. All personnel are required to report and will remain on-duty until properly relieved or until authorized to secure posts/assignments.

**59.1.06** Search operations will be coordinated and implemented by the Incident Commander and the S.W.A.T. Commander.

- A. Personnel are to be clothed in a manner clearly identifying them as Law Enforcement Officers.
  - 1. Patrol Division personnel will report for duty in full uniform.
  - 2. Plainclothes personnel will report for duty wearing clothing and accessories that clearly identifies them as Law Enforcement Officers.
  - 3. All sworn personnel shall report for duty with ballistic resistant body armor, and all required equipment.
- B. Personnel are to operate as a unit, unless otherwise directed.

**59.1.07 Media Notification**

- A. Generally, the agency designated as “in charge” of the operation will be responsible for all media notifications and press releases.
- B. The Chief of the Santa Fe Police Department may authorize or make direct contact with area media representatives in the interest of public safety/well being of our community, in conjunction with the designated Incident Public Information Officer.

**59.1.08 Additional Notifications**

- A. In the interest of public safety, the Incident Commander may direct activation of the automated dialing system to provide all residents in the affected area with a tape recorded bulletin of the incident.

**ESCAPES FROM CUSTODY (OTHER THAN FROM FACILITIES)**

**59.1.09** Escape From Custody Of The Santa Fe Police Department

- A. The custodial officer shall immediately notify Emergency Dispatch personnel of the following information:
  - 1. Prisoner’s name, if known;
  - 2. Height, weight, and physical descriptors;
  - 3. Last known location and direction of travel;
  - 4. Charge(s) the person was under arrest for; and
  - 5. Any other pertinent information to assist in the immediate capture of the escapee.
- B. The on-duty ranking commander shall be briefed immediately and, unless there is an immediate capture, he/she shall be responsible for the following:
  - 1. Request that RECC Dispatch personnel contact the Santa Fe County Sheriff’s Department and New Mexico State Police by telephone and notify both agencies of the escape.
  - 2. Request that Dispatch follow-up the telephone calls with official teletypes

containing all information provided by the officer.

3. Direct and coordinate a command post and initial search operations and implementation of roadblocks, if necessary.
  4. The ranking commander will also obtain the details regarding the escape, investigate the incident, and prepare a memorandum, which will be submitted, to the District Captain.
  5. The involved officer shall complete an offense/incident report or offense/incident supplemental report detailing all facts of the escape and all efforts at capture, and a copy of this report will be submitted along with the memorandum.
- C.** If immediate capture does not take place, the ranking commander will be responsible for making the following notifications:
1. In situations involving escape of misdemeanants or juveniles who do not present a known risk to the community, the District Captain will make a determination as to further notifications being necessary.
  2. Notifications when multiple escapes and/or escapes of felons occur will be handled in the same manner as escapes/riot conditions at the Penitentiary or Detention Facilities.
- D.** A general call-out of additional personnel shall be at the discretion of the Incident Commander with approval from the Office of the Chief of Police.
1. Methods for call out include notification by RECC Dispatch Services, notification by assigned sworn personnel, or notification through use of the automated calling system.
  2. Officers will be directed to report at specific times, places, and to specific Commander personnel for assignment.
  3. All personnel are required to report and will remain on-duty until properly relieved or until authorized to secure posts/assignments.
- E.** If an extended search operation is required, it will be coordinated and implemented by the

District Commander and the S.W.A.T. Commander.

- F.** Personnel are to be clothed in a manner clearly identifying them as Law Enforcement Officers.
1. Patrol Division personnel will report for duty in full uniform.
  2. Plainclothes personnel will report for duty wearing clothing and accessories that clearly identifies them as Law Enforcement Officers.
  3. All sworn personnel shall report for duty with ballistic resistant body armor, and all required equipment.
  4. Personnel are to operate as a unit, unless otherwise directed.

#### **59.1.10 Media Notification**

- A.** The Chief of the Santa Fe Police Department may authorize or make direct contact with area media representatives in the interest of public safety/well being of our community, in conjunction with the designated Public Information Officer.

#### **59.1.11 Additional Notifications**

- A.** In the interest of public safety, the Incident Commander may direct activation of the automated dialing system to provide all residents in the affected area with a tape-recorded bulletin of the incident.
- B.** The Chief of Police or his/her designee shall review all reports and memorandums to assess whether an Internal Investigation is required. The assessment may also be used for recommendations on changes in policy/procedure or revised training and in-service.

#### **59.1.12 Escape from Custody - Other Area Law Enforcement Agencies**

- A.** When the Santa Fe Police Department is notified of an escape from custody of another department, and assistance from our Department is required, the ranking on-duty Commander shall:

1. Establish lines of communications with the appropriate agency to determine the level of assistance required.
2. Conduct an assessment of manpower, location of the escape, and assistance requested.
3. Coordinate and direct assistance to the requesting agency.
4. If the agency is requesting assistance outside the city limits, the District Captain must be contacted for approval, unless the search area is adjacent to City jurisdictional boundaries.
5. The District Captain will make a determination of whether notification of the Chief's Office is necessary.
6. A general call-out of additional personnel shall be at the discretion of the Incident Commander with the approval of the Office of the Chief of Police.
  - a. Methods for call out include notification by RECC Dispatch Services, notification by assigned sworn personnel, or notification through use of the automated calling system.
  - b. Officers will be directed to report at specific times, places, and to specific Commander personnel for assignment.
  - c. All personnel are required to report and will remain on-duty until properly relieved or until authorized to secure posts/assignments.
7. If an extended search operation is required, it will be coordinated and implemented by the District Captain and the S.W.A.T. Commander, at the direction of the Chief of Police or his/her designee.
8. Personnel are to be clothed in a manner clearly identifying them as Law Enforcement Officers.
  - a. Patrol Division personnel will report for duty in full uniform.
  - b. Plainclothes personnel will report for duty wearing clothing and accessories

that clearly identifies them as Law Enforcement Officers.

- c. All sworn personnel shall report for duty with ballistic resistant body armor, and all required equipment.
- d. Personnel are to operate as a unit, unless otherwise directed.

**59.1.13 Media Notification**

- A. The Chief of the Santa Fe Police Department may authorize or make direct contact with area media representatives in the interest of public safety/well being of our community, in conjunction with the designated Incident Public Information Officer.

**59.1.14 Additional Notifications**

- A. In the interest of public safety, the Incident Commander may direct activation of the automated dialing system to provide all residents of the affected area with a tape-recorded bulletin of the incident.

Drafted (awm) 01/03

APPROVED:   
 BEVERLY K. LENNEN  
 Chief of Police

DATE: 07-23-04