



Las Cruces Police Department
GENERAL ORDERS
FIELD OPERATIONS VOLUME 2
GO-222 CIS CALL-OUT PROCEDURES (LESS CRITICAL)
Revised 7/28/2017

222 CRIMINAL INVESTIGATIONS SECTION (CIS) CALL-OUT PROCEDURES

PURPOSE

The purpose of this General Order is to establish guidelines and procedures for calling out personnel assigned to the Criminal Investigations Section.

POLICY

The Las Cruces Police Department (LCPD) shall maintain efficient and effective procedures for calling out personnel assigned to the Criminal Investigations Section (CIS).

APPLICABILITY

This General Order applies to all commissioned employees. This General Order supersedes all previous versions.

REFERENCES

- CALEA 42.1.1
- NMML OPR.2.05
- General Order 138 Employee Availability
- General Order 154 Compensation
- City of Las Cruces Personnel Manual, Section 411 Standby Pay (PM)

222.01 CIS ON-CALL ASSIGNMENT

- A. CIS supervisors are responsible for creating and maintaining a list of CIS employees who shall be on-call for a period of time as determined by CIS supervisors. The current CIS on-call roster shall be forwarded to dispatch prior to the on-call time period covered.
- B. CIS employees assigned to be on call shall abide by regulation set forth in General Order 138, Manpower Availability and PM Section 411, Standby Pay.
- C. CIS employees assigned to be on-call are responsible for responding in a timely manner and investigating crimes and/or incidents that occur during their on-call rotation.
- D. CIS employees, whether on-call or not, may be called-out by a CIS supervisor depending on the nature and scope of the incident.



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- E. CIS employees called to respond to an incident shall be compensated as established in General Order 154 Compensation.

222.02 PROCEDURES FOR CALLING OUT CIS PERSONNEL

- A. When an employee responds to an incident that may require further investigation and/or follow up by a detective, the officer shall notify the supervisor on duty. The supervisor on-duty should respond to the scene and shall ensure that a preliminary investigation has been completed and that there is justification to call out CIS employee(s). It is the supervisor's responsibility to authorize the request for CIS employee(s). If the supervisor is unable to respond to the scene of an incident, the supervisor shall request a full briefing regarding the incident prior to authorizing the request for CIS employee(s).
 - 1. The on-duty supervisor shall advise MVRDA to have on-call CIS employee(s) respond to the scene of the incident.
 - 2. The procedure shall be the same during normal CIS hours of operation.

222.03 GENERAL GUIDELINES FOR CALLING OUT CIS EMPLOYEES

- A. A detective(s) may be called out by a supervisor for any felony investigation to include the following:
 - 1. Homicides, suicides, and unattended deaths.
 - 2. Robbery.
 - 3. Runaway or missing child that is under thirteen (13) years old.
 - 4. Missing endangered persons.
 - 5. Criminal Sexual Penetration of an adult which as just occurred and/or there is evidence to be collected.
 - 6. Criminal sexual penetration /criminal sexual contact of a child within the previous seventy-two (72) hours and the suspect resides with the child or the child is at risk of being victimized.
 - 7. Child abuse, neglect, or endangerment.



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8. Aggravated assault/battery with a suspect in custody or great bodily harm or imminent death of the victim.
 9. Domestic violence related aggravated assault/battery.
 10. Incidents involving great bodily harm with suspicious circumstances.
 11. Shootings and/or stabbings, including those which are self-inflicted.
 12. Shootings with property damage such as drive-by shootings, etc.
 13. Burglary with a suspect in custody.
 14. Forgery, felony fraud and/or embezzlement in progress, felony theft with a detained suspect.
 15. Vehicle theft with a suspect in custody.
 16. Recovered stolen vehicle with a suspect in custody.
 17. Recovered stolen vehicle that needs to be processed for evidence due to the vehicle's use in a homicide or other serious crime whether or not there is a suspect in custody.
 18. Any felony animal cruelty.
 19. Any incident that a supervisor deems appropriate for an investigation to begin immediately.
- B. Staffing calls with a detective after-hours is strongly discouraged. Questions about the need for CIS employee(s) shall be directed to the on-call CIS supervisor.
1. The CIS supervisor will ensure that the District Attorney's office is notified in the event of a homicide, death with suspicious circumstances, aggravated assault/battery, great bodily harm or imminent death of the victim is being investigated. Notification shall occur within one hour of the CIS supervisor's initial call out, or as soon as practical under the circumstances.
 2. The CIS supervisor may determine, after the completion of the initial crime scene investigation and investigative team debriefing, that a representative from the



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District Attorney's office may have limited access to the inner perimeter of the crime scene. This determination is at the discretion of the CIS supervisor and must consider the integrity of the crime scene.

- C. Once the assigned detective arrives on-scene, he/she shall be in charge of the investigation and crime scene management. The assigned detective shall be responsible for requesting additional resources as needed. The on-duty supervisor shall make every reasonable attempt to provide the necessary support for crime scene integrity and security. The detective shall release officers from the scene as soon as practical.
- D. Detectives staffing calls with the District Attorney's Office to determine if enough probable cause exists to file charges is strongly discouraged.
- E. Detectives shall advise the on-duty supervisor of the outcome of his/her investigation and whether or not an arrest shall be made. If the on-duty supervisor disagrees with the outcome of the investigation, those concerns shall be directed to the on-call CIS supervisor.