

**Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATION VOLUME 1
GO-161 HOLIDAY DUTIES (Daily)
Revised 01/13/2011**

161 HOLIDAY DUTIES

PURPOSE

The purpose of this policy is to identify specific duties permitted, as well as disallowed, during a holiday.

POLICY

It is the policy of the Las Cruces Police Department that only law enforcement operational duties (to include ACO duties) are the focus of all efforts during the holidays and any administrative duties, not directly related to law enforcement operations, is prohibited.

Police officers and other personnel whose compensation is set by a collective bargaining agreement shall refer to their current contract for matters relating to holiday compensation.

All non-represented employees will refer to the City of Las Cruces Personnel Manual section that addresses Holiday Pay (currently LCPM sections 517-518).

APPLICABILITY

This policy applies to all employees who are eligible for the one and a half times holiday-compensation pay rate.

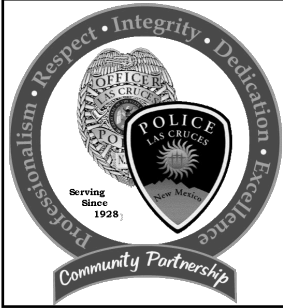
REFERENCES

- Police Officer's Association Contract
- City of Las Cruces Personnel Manual

DEFINITIONS

Common Workday – The one day each week when all commissioned officers are scheduled to work.

Legal Holiday - A holiday approved by the City Council of Las Cruces and does not include the employee's personal leave day(s). Legal holidays may be identified through calendars distributed by City of Las Cruces. The actual dates of observance shall be announced by City Council and distributed by the City Clerk at the beginning of each calendar year.



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Essential Employee- An employee whose job duties are essential during the holiday. Those employees below the rank of Lieutenant that are usually scheduled to work weekend days that are call driven. Essential Employees are to be determined by the Chief of Police.

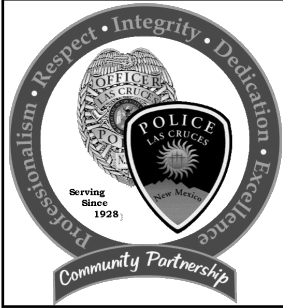
Non-Essential Employee- An employee whose job duties are not essential during the holiday. Those employees usually are not scheduled to work weekend days. Non-essential employees are to be determined by the Chief of Police.

161.01 PROCEDURE

- A. Specifically prohibited; all non-essential activities, i.e.; employee meetings, training, firearms qualifications, and any other administrative function not directly related to a specific law enforcement duty. Supervisors and commanders will reschedule any common work day with the above non-essential activities that initially fall on a holiday.
- B. Flexing of an employee's scheduled work week during the holiday week will not be allowed, exceptions may be made for emergency situations as they arise.
- C. Non-Essential employees may be mandated to work holidays in order to fill needed vacancies or overtime opportunities during that week.
- D. Planned training falling on a holiday will need prior approval by the Office of the Chief of Police.
- E. Non-Essential employees will not be entitled to overtime compensation if duties are administrative in nature. Overtime will be paid to employees for duties that are enforcement related and vital to the organization (such as but not limited to emergency call outs, extension of shifts, and meeting minimal staffing levels).
- F. All supervisors and commanders will ensure that the specifics of this policy are adhered to during a holiday.

161.02 HOLIDAY PAY COMPENSATION

- A. Essential Employees are typically required to work any holiday that is scheduled as part of an established work cycle.
- B. Essential Employees of a bargaining unit working the holiday shall be compensated according to the POA contract.
- C. Non-Essential Employees of a bargaining unit normally scheduled to work a holiday will be compensated according to the POA contract.



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D. Non-Essential Employees NOT part of a bargaining unit will be compensated according to the City of Las Cruces Personnel Manual.

161.03 ESSENTIAL EMPLOYEES

A. This list is subject to change at the discretion of the Chief of Police. Some employee positions listed as non-essential will still be on call and compensated according to the POA contract.

1. Patrol Officers (to include Sergeants)
2. Traffic Investigators (Motor Officers)
3. DWI Enforcement Unit (B.E.A.S.T.)
4. K-9 Unit
5. Street Crimes
6. Crisis Intervention Officer (CIT)
7. Animal Control Officers
8. School Resource Officers (essential on city holiday not recognized by the Las Cruces Public Schools, but non-essential on mutual holidays)

161.04 NON-ESSENTIAL EMPLOYEES

A. This list is subject to change at the discretion of the Chief of Police. Some employee positions listed as non-essential will still be on call and compensated according to the POA contract.

1. Lieutenants and above
2. Criminal Investigative Section (detectives and supervisors) to include Warrants and Domestic Violence Unit
3. Civilian Support Staff
4. Professional Standards Unit
5. Academy Staff
6. Transport Officers
7. LCPD METRO Agents
8. Neighborhood Enforcement Team and Traffic Oriented Policing
9. Community Outreach
10. Community Liaison Officer
11. Hit and Run
12. Police Service Aides
13. Codes
14. Employees on Light or Modified Duty