



Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATION VOLUME 1
GO-163 POLICY & PROCEDURE DEVELOPEMENT (Daily)
Revised 10/28/2014

163 POLICY AND PROCEDURE DEVELOPMENT

PURPOSE

The purpose of this policy is to establish guidelines by which General Orders and policies are developed, enhanced or revised for the Las Cruces Police Department. General Orders and policies are intended to serve as a guide and framework by which employees can make decisions. They are not intended to cover every situation that may arise in the discharge of an employee's duties.

POLICY

It is the policy of the Las Cruces Police Department to establish fair and consistent General Orders designed to ensure efficient and effective operations. The development of General Orders and other related forms relevant to policy shall follow the standards outlined herein. All departmental personnel shall observe and obey all laws, City Administrative Directives and Departmental General Orders, as well as any Standard Operating Procedures established by their commanders or supervisors.

APPLICABILITY

This General Order applies to all employees of the Las Cruces Police Department. This General Order supersedes all previous versions.

REFERENCES

- CALEA Chapter 12
- Chapter 14 Article 2 NMSA 1978, The Inspection of Public Records Act

DEFINITIONS

Research and Development Unit – The unit is usually commanded by a sergeant or other individual appointed to that position by the chief. The Research and Development Unit is responsible for the coordination of policy development. This includes enhancement, dissemination, maintenance and retention of Departmental General Orders. The individual in charge of the unit also acts as the agency's Accreditation Manager and ensures accreditation compliance through the New Mexico Municipal League.

Directives – Order or direction given by supervisory personnel and may be either verbal or written to subordinates. A memorandum or "Chief's Memo" is a written directive approved by the chief or his designee. Directives will be evaluated for inclusion with General Orders as soon as practical by the Research and Development Unit.



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Reviewers – Personnel assigned to review draft policies for the department. This generally includes subject matter experts and the chain of command.

163.01 PROCEDURES

- A. General Orders should be designed with sufficient specificity regarding procedural matters of a section or unit. Examples of the use of General Orders must include defining routine procedures, specialized procedures and regulations with regard to a particular section or unit.
- B. General Orders may be revised when necessary, and are a valuable tool when utilized as a checklist or as a guide to emergency response. General Orders will be evaluated annually for consideration of enhancement and as soon as practical when resulting from a directive from the chief. This evaluation will be coordinated by the Research and Development Unit.
- C. General Orders will be distributed to each employee through the use of the department's e-mail system. General Orders must be readily accessible to all members of the department. General Orders shall be posted in the department's server folder.
- D. The Research and Development Unit will coordinate and document the appropriate training and coordinate with the academy to ensure appropriate retention of training records.
- E. General Orders for the Las Cruces Police Department are public records and available to any citizen upon request per Chapter 14, Article 2 NMSA 1978, The Inspection of Public Records Act.
- F. Any employee who perceives the need for the development of a particular General Order or revision of an existing General Order may submit a written memo through the chain of command to the chief outlining the need and benefits of the requested change.

163.02 PROCEDURES OF REVIEW OF PROPOSED POLICY

- A. The Research and Development Unit will coordinate the assignments regarding who will author General Orders in need of development or revision. Subject matter expertise, job responsibility, and research skills will be determining factors when deciding who will author or revise various General Orders for the department.
- B. In an effort to ensure a thorough review is completed on each General Order the following procedure will be used. Not all comments and recommendations will be



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implemented; however, it is important to obtain sufficient input from the supervisors and subject matter experts of the department. In the event of a conflict, the appropriate deputy chief shall be the deciding authority.

- C. Once the author has completed a sufficient draft of the General Order the author will send out the draft to other subject matter experts and/or colleagues for review and comment. Those reviewers will have fifteen days to complete the review and commentary. After the review is complete, the author will send the draft to the Research and Development Unit for dissemination.
- D. The Research and Development Unit will then send out the draft General Order to all department supervisors for review and commentary. Those reviewers will have fifteen days to complete the review and commentary.
- E. The Research and Development Unit will then send out the draft General Order to the deputy chiefs and chief for final review and commentary. When completed, the General Order shall be compiled in final format and submitted back to the Research and Development Unit who will send it to the president of the Las Cruces Police Officers Association for review and comment. The president of the association will have a review period in accordance with the current contract.
- F. The Research and Development Unit shall distribute and post the final product on the server. The Research and Development Unit will coordinate and document the appropriate training and coordinate with the academy to ensure appropriate retention of training records.

163.03 FORMAT AND REQUIRED INFORMATION

- A. Any proposed General Order will be drafted in the standard format. Each proposed General Order will cross reference any related Generals Orders to avoid conflicting statements.
- B. Unless otherwise specified, each General Order should have, at a minimum, the following sections. If a section does not apply to the General Order, the section will be followed by “NONE”.

Purpose - A statement that explains why the General Order exists.

Policy - A concise, definitive statement of the Las Cruces Police Department’s position on an issue of concern for the operation or administration of the



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department. Some general orders require additional discussion commentary after the policy statement to explain certain key points.

Applicability - Identifies the Las Cruces Police Department employees to whom the policy applies.

References - Identifies laws or other requirements which may provide additional, related information such as the City Personnel Manual or the Fair Labor Standards Act, or the appropriate accreditation manual.

Definitions - Provides a brief explanation of the major terms used and identifies all acronyms used.

Procedures - The sequence of activities and responsibilities necessary for the achievement of the policy it implements.

Attachments - Any forms or related documents identified within the policy.

- C. The Research and Development Unit will compose an index of policies containing policy title, issue date, author and month of each policy's annual review. Based on the index, the Research and Development Unit will coordinate and update reviews of each General Order.

163.04 CLASSIFICATION

- A. A three-level classification system will be used to indicate the critical importance of each General Order. The situations and circumstances that a police officer in the field faces on a day-to-day basis are dynamic in nature and unpredictable. This classification system is intended to assist employees to better understand which General Orders are of utmost importance and critical to know, understand, and practice while carrying out their duties. It is important to understand that all General Orders are critical; some more critical than others. Each General Order will be highlighted in the following color scheme to illustrate the critical nature of each General Order.
- B. General Orders in **RED** are the **MOST CRITICAL** for employees to know and understand. These General Orders outline information and procedures that need to be followed in situations that allow little or no time to research or clarify when action needs to be taken.
- C. General Orders in **ORANGE** are **CRITICAL** for employees to know and understand as they execute their duties. These General Orders outline procedures that need to be



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followed in situations that allow employees time to review and ask questions related to certain situations.

- D. General Orders in **BLUE** are **LESS CRITICAL** for employees to know but are still important to be familiar with them. These General Orders outline procedures covering issues that do not routinely impact commissioned officers while in the execution of their day to day duties.
- E. General Orders in **BLACK** are (**DAILY**) or unassigned.
 - 1. The General Order index will be color coded with a color legend indicating the corresponding critical significance.

163.05 INTERIM / MINOR CHANGES

- A. Often minor changes are necessary to correct General Orders or to conform to other requirements that mandate a change. In these cases a Chief's Memo will be drafted indicating the necessary change and the corresponding General Order will be updated as soon as practical.
 - 1. The memo shall be forwarded to the Research and Development Unit who shall ensure that the changes are distributed to the affected employees and coordinate the necessary General Order revisions.
 - 2. The Research and Development Unit will ensure all electronic versions and hard copy versions are changed to reflect the memo. The Research and Development Unit will coordinate with the supervisors of the department ensuring sufficient briefing regarding the change is provided to the affected employees.
 - 3. Unless otherwise accepted, directives and written memos from the Chief of Police will only be considered valid during the tenure of that particular chief.