



**Las Cruces Police Department  
GENERAL ORDERS  
ADMINISTRATION VOLUME 1  
GO-138 EMPLOYEE AVAILABILITY (Daily)  
Revised 03/28/2013**

**138 EMPLOYEE AVAILABILITY**

**PURPOSE**

The purpose of this General Order is to provide guidelines and procedures for ensuring availability of employees.

**POLICY**

It is the policy of the Las Cruces Police Department (LCPD) to ensure that sufficient numbers of employees are available to respond to reasonably predictable demands for service and that employees provide the most current contact information.

**APPLICABILITY**

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

**REFERENCES**

- City Manager Policy (CMP) 1.2, Cell Phone Distribution, Personal Cell Phone Stipends and Usage Policy
- City of Las Cruces Personnel Manual (PM), Section 411, Standby Pay
- Current Contractual Agreement between the City of Las Cruces and the Las Cruces Police Officers Association

**138.01 TELEPHONE REQUIRED**

Employees shall maintain an active telephone through which they can be reached by the department for recall to duty. Employees who receive a telephone stipend shall maintain an active cellular telephone and comply with CMP 1.2, Cell Phone Distribution, Personal Cell Phone Stipends and Usage Policy.

**138.02 CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Employees shall keep the department notified of their correct and current address and telephone number. Employees shall report address and telephone number changes within forty-eight (48) hours by memorandum through his/her chain of command to the Chief of Police. The memorandum will be forwarded to the Chiefs Administrative Secretary for inclusion on the Chief's master roster.



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**138.03 CALL-BACK TO DUTY**

All employees are subject to recall to duty and shall report for duty if called unless exempted by proper authority. Employees recalled to duty shall acknowledge and respond to the supervisor directing the recall or the on-duty supervisor with his/her estimated response time as soon as practical.

**138.04 ON CALL / STANDBY PROCEDURES**

- A. Sections and/or units identified by the Chief of Police to respond to crimes and/or incidents after normal duty hours shall establish an on-call roster.
- B. The supervisors of the section/unit are responsible for creating and maintaining a list of assigned employees who shall be on call for a period of time as determined by the section/unit supervisors. The on-call roster shall be forwarded to the Budget/Payroll Unit and dispatch prior to the on call time period covered.
- C. Employees assigned to be on call shall abide by regulations set forth in PM Section 411, Standby Pay.
- D. 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.
- E. Employees, whether on call or not, may be called-out by a supervisor depending on the nature and scope of the incident.
- F. Employees called out to respond to an incident shall be compensated as established in General Order 154 Compensation.
- G. The department reserves the right to reassign employees who have repeatedly failed to respond to call-outs and fail to correct this problem.

**138.05 SCHEDULING**

- A. Supervisors have the responsibility for maintaining a current roster of on-duty employees to meet daily staffing needs and a contingency plan for additional employees if needed. Contingency plans may be made by and used by multiple sections/units to assist in emergencies.
- B. Employee leave shall be scheduled with the needs of the department in mind, ensuring that sufficient employees are present for daily staffing needs.