



Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATION VOLUME 1
GO-134 ASSIGNMENT OF RELATIVES (Daily)
Revised 05/10/2013

134 ASSIGNMENT OF RELATIVES

POLICY

It is the policy of the Las Cruces Police Department to not allow closely related or blood relatives to work directly on a continuing, routine or permanent basis. Blood or closely related employees shall not supervise another related employee on a continuing, routine or permanent basis.

134.01 DEFINITIONS

Blood Related – Are those persons related by blood such as father, mother, son, daughter, brother, sister, grandfather, grandmother, half siblings or step relationships.

Closely Related – Related by marriage as husband and wife, or adoptive siblings, or foster children and parents.

Prolonged Period of Time – Is a period of time longer than three days (a typical weekend).

Recurring Basis – Is a period of time not to exceed three consecutive days or three days each quarter.

134.02 ASSIGNMENTS

Blood and close relatives will not work the same assignment, shift, unit, or team together. They may however, work temporary assignments, on a non-routine, non-prolonged period of time, or on a non-recurring basis.

134.03 SUPERVISORY / MANAGEMENT FUNCTIONS

One blood or close relative will not be allowed to supervise or manage another blood or close relative on the same assignment, shift, unit or team for a prolonged period of time, permanent or reoccurring basis.

134.04 TEMPORARY ASSIGNMENTS

The commander or supervisor on duty during the time of the scheduled event shall approve the arrangement before any commitment is made by the requested employee. If a supervisor and the requesting employee are related by blood or otherwise closely related, the commander will assume responsibility for ensuring that supervisory decisions are



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appropriate and in the best interests of the Department. When the requesting employee is related by blood or closely related to another employee working the same assignment, the supervisor will ensure that the two related employees are not routinely working side by side during the same time as reasonably possible. When both related employees happen to be working together during the assignment the supervisor should monitor the decision making and actions of the related employees.

134.05 OVERLAPPING SHIFTS

Due to the four ten work schedule, it is possible that two closely related or blood related employees will be on duty working at the same time. Interactions by related employees are usually limited and should be monitored by their respective supervisors during this time period.

134.06 RESPONSIBILITIES OF RELATED EMPLOYEES

- A. When two related employees are working either in a capacity as a supervisor / employee or co-worker relationship, each shall use extra care to ensure their decisions and actions meet the requirements of the Departmental General Orders, Standard Operating Procedures, City of Las Cruces Personnel Manual, applicable law and established standards of professional conduct.
- B. In any event, personal matters should not be brought to work and aired during an employees tour of duty, just as personal matters which arise while at work should be kept out of decision making and actions at all times while on duty. If a supervisor feels he / she will have a difficult time exercising his / her authority over decisions that need to be made, such decisions should be made by another supervisor.

134.07 FAILURE TO MAKE PROPER DECISIONS AND IMPROPER CONDUCT

The Department recognizes that at times it is impossible for related employees not to have some type of interaction during the performance of their duties. If personal problems arise as a result and there is misconduct, malfeasance or nonfeasance, or when decisions made or when actions taken are improper, each employee shall be subject to the guidelines, remedies or actions expressed by these General Orders for their actions or decisions.