



Las Cruces Police Department
GENERAL ORDERS
GO-001 GENERAL ORDERS AUTHORITY
(Most Critical)
Revised 01/05/2021

GENERAL ORDERS MANUAL

In order to fulfill the objectives of the Las Cruces Police Department (LCPD) it is necessary to create and maintain a system by which the LCPD can be effectively directed and controlled. This does not imply a disregard for the rights or abilities of the individual, but rather a formal structuring of human efforts concerned with carrying out the everyday activities of the department. As part of the overall training process, written directives must be provided to all personnel to guide and direct them in the performance of their duties. General Orders should therefore be considered only one part of the policy of this department.

AUTHORITY OF DEPARTMENT MANUAL

Department General Orders, hereinafter referred to as General Orders, are compiled, adopted and published by the authority of the Chief of Police with the approval and concurrence of the City Manager for information, guidance, government, discipline and administration of the Las Cruces Police Department and its personnel. Department policy, rules, and procedures may be updated by special orders or formal training which may not be currently reflected in these orders. Any violations of the provisions or intent of these orders may result in disciplinary action up to and including termination. The department recognizes that situations will arise which may mitigate such violations. Evidence of mitigating circumstances may be considered when assessing the conduct of employees.

General Orders are intended to regulate the conduct of employees, and are not intended to create any higher standard of care than that required by State Law for purposes of establishing civil liability on the part of the City, the department or its employees. General Orders are established as a result of organizational policies, and together with the City of Las Cruces Personnel Manual and the City Manager's Manual of Personnel Policies, are the official guides to department organization and operation. The Research and Development Unit is responsible for the publication and revision of the General Orders Manual. The General Orders Manual supplements City Manager Policies, City Personnel Policies and Collective Bargaining Agreements. Federal, state and local laws, City Personnel Regulations, City Manager Policies, and Collective Bargaining Agreements take precedence over the General Orders Manual whenever there is a conflict between these documents.



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MANUAL FORMAT

The General Orders Manual of the Las Cruces Police Department is formatted into six volumes:

- Volume 1: Administrative
- Volume 2: Field Operations
- Volume 3: Evidence and Property
- Volume 4: Emergency Operations
- Volume 5: Special Operations
- Volume 6: Memoranda
- Volume 7: SOP's (Standard Operating Procedures)
- Volume 8: Training Bulletins (Current Year)

General Orders shall follow the guidelines set forth in General Order 163, Policy Procedure Development.

Policies are general statements which guide the department and its personnel in the direction of established mission and goals. Definitions provide clarification of specific terms used in this manual. Rules are directives designed to govern those situations in which no deviation or exception is permitted. Procedures are approved methods of handling, responding to, or dealing with given situations.

The General Orders Manual contains General Orders relevant to all employees and at times specific employees of the department. Some General Orders may not be applicable to civilian staff.

MANUAL DISTRIBUTION

General Orders are electronically distributed to each employee through the use of the department's e-mail system. General Orders will be posted on the department's computer server for access to all employees.

DIVISION, SECTION, UNIT OR TEAM STANDARD OPERATING PROCEDURES

Each Division, Section, Unit, or Team may maintain an SOP Manual which shall be available to all personnel assigned to each of these subdivisions. A copy of each manual as well as additions, revisions and deletions shall be sent to the Office of the Chief of Police



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and to the Research and Development Unit. Additionally, any SOP manuals may be placed on the departmental server for reference by all employees.

EMPLOYEE RESPONSIBILITIES

It is each employee's responsibility to read and become familiar with all General Orders applicable to them and have knowledge on how to access General Order for referral while on duty. Failure to know and abide by these General Orders may have serious consequences for both employees and the department. Therefore, appropriate discipline shall be administered for not knowing or failing to abide by these orders when applicable.