



**Las Cruces Police Department**  
**GENERAL ORDERS**  
**ADMINISTRATIVE VOLUME 1**  
**GO-104 DEPARTMENT ORGANIZATION (Less Critical)**  
**Revised 01/07/2021**

**104 DEPARTMENT ORGANIZATION**

**PURPOSE**

This General Order establishes the organizational and administrative structure of the Las Cruces Police Department.

**POLICY**

The Las Cruces Police Department (LCPD) shall maintain organizational structure and administration for maximum efficiency and effectiveness.

**APPLICABILITY**

This policy applies to all employees of the Las Cruces Police Department and supersedes all previous versions.

**REFERENCES**

- NMML ADM.07.03
- CALEA Chapter 11
- Las Cruces Police Department Strategic Business Plan

**104.01 POSITIONS OF AUTHORITY**

Listed is the rank structure of the department beginning with the highest-ranking member of the department:

- A. Chief of Police
- B. Deputy Chief of Police
- C. Lieutenant
- D. Codes Enforcement Administrator / Administrative Services Manager
- E. Sergeant / Supervisor
- F. Detective / Agent / Police Officer



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- G. Codes Enforcement Officer / Animal Control Officer / Public Safety Aide
- H. Probationary (Police Officer / Codes Officer / ACO / Public Safety Aide)
- I. Civilian employee
- J. Probationary civilian employee / Recruit Police Officer

**104.02 CHAIN OF COMMAND**

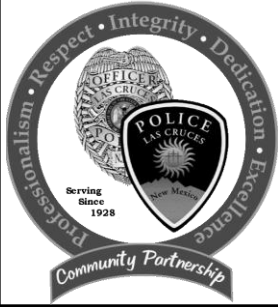
Chain of Command is the series of ranks and/or positions in which each has direct authority over the one immediately below. Everyone in the department is part of a chain of command and functions in the role of leader and subordinate. Authority is delegated by a commanding officer to subordinates by written directive or verbal order. In the absence of a commanding officer, the next ranking officer in the chain of command or another ranking officer from outside the chain of command may act on behalf of the commanding officer should immediate action be necessary.

**104.03 UNITY OF COMMAND**

Unity of command is often considered the opposite of chain of command and simply means that each employee reports to one immediate supervisor. Each employee is accountable to their immediate supervisor for the use of or the failure to use delegated authority.

**104.04 DEPARTMENT ORGANIZATION**

- A. Department supervision is divided into two (2) categories:
  - 1. Command Staff consists of Administrators, Lieutenants, Deputy Chiefs, and the Chief of Police.
  - 2. The supervisory staff consists of Sergeants, supervisors, and team leaders.
- B. The Chief of Police is the chief executive officer for the department and exercises direct command over the Deputy Chiefs of Police, the Public Information Officer, and Internal Affairs.
- C. The department is organized into two Divisions, the Field Operations Services, and the Investigations and Support Services. Each division is overseen by a Deputy Chief.



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1. The Field Operations Services includes the Patrol Programs (Days, Swings, and Graves), Traffic Program, and Critical Incident Response - Special Weapons and Tactics Team (SWAT).
2. The Investigations and Support Services include Investigations & Intelligence. Law Enforcement Academy, Community Outreach, Administration Program, and Metro Narcotics.

**104.05 DIVISION COMMAND**

A. Division Commands are headed by Deputy Chiefs and are appointed by the Chief of Police. Deputy Chiefs are assigned to either the Field Operations Division or Investigations & Support Services. Deputy Chiefs report directly to the Chief of Police. Deputy Chiefs are responsible and accountable for effective and efficient response to, and suppression of, criminal activity in his/her assigned division using:

1. Analysis of crime trends
2. Proactive strategies to reduce crime and the fear of crime
3. Enhancing community policing partnerships
4. Developing multi-agency partnerships
5. Resource deployment

B. The Deputy Chiefs are supported by section Lieutenants. The Lieutenants assist the Deputy Chiefs with his/her responsibilities. A Lieutenant designated by the Chief or Deputy Chief will act in the Deputy Chief's absence or incapacitation when called upon.

**104.06 COORDINATION**

- A. Employees shall coordinate with other employees, sections, or teams to achieve the highest standards of efficiency and effectiveness.
- B. Employees, sections, and teams may share equipment or services with the permission of their immediate supervisor.
- C. The Chief of Police or designee will hold staff meetings and strategic planning sessions to facilitate the coordination of department goals. These meetings should include



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Deputy Chiefs, Lieutenants, and the Administrative Services Manager. Other personnel may attend at the Chief's discretion.

**104.07 OFFICIAL DUTIES**

Employees shall seek information concerning their official duties from the General Orders manual, their official job description maintained by Human Resources, their immediate supervisor, and any other sources identified by the department.

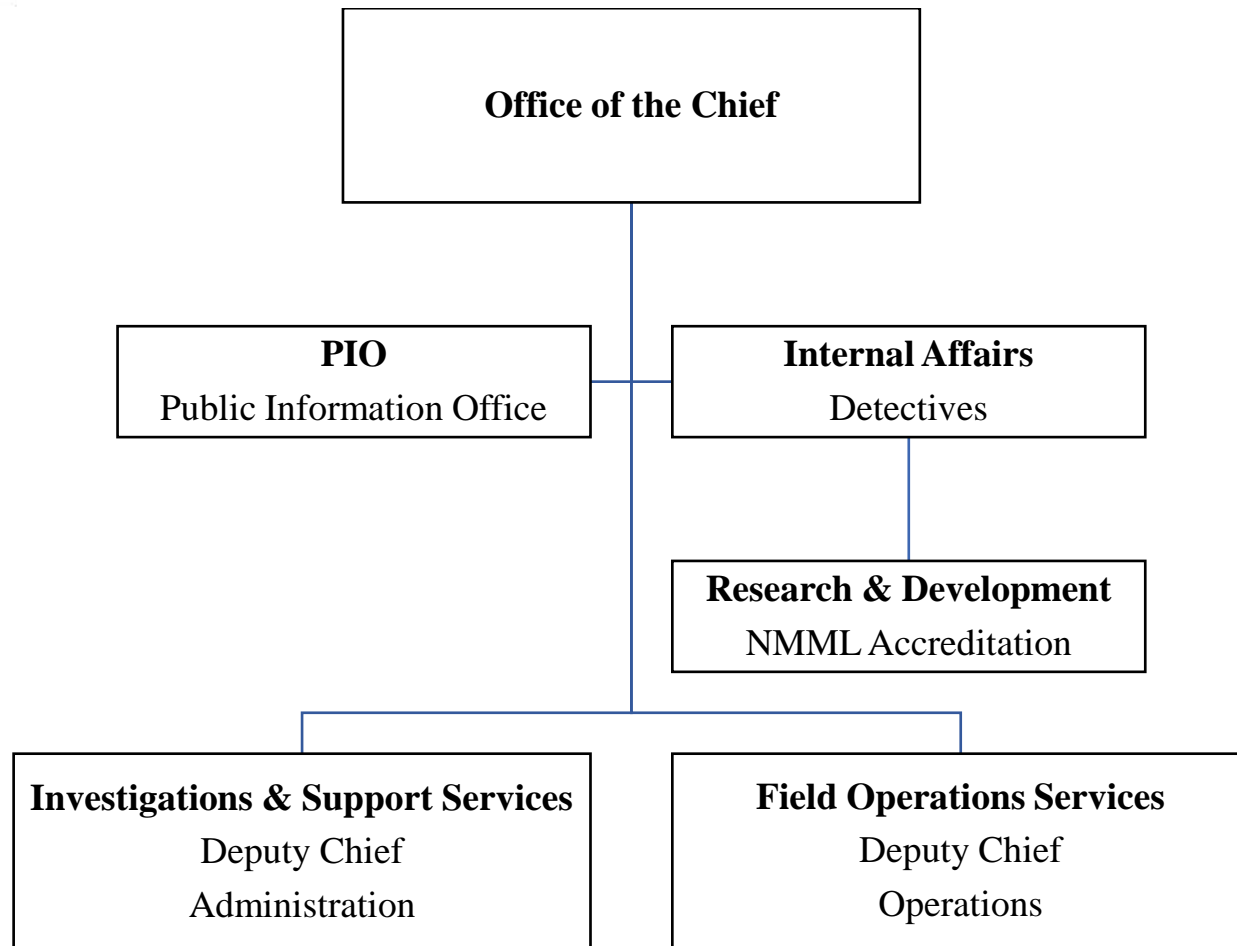
**104.08 USE OF TEAMS**

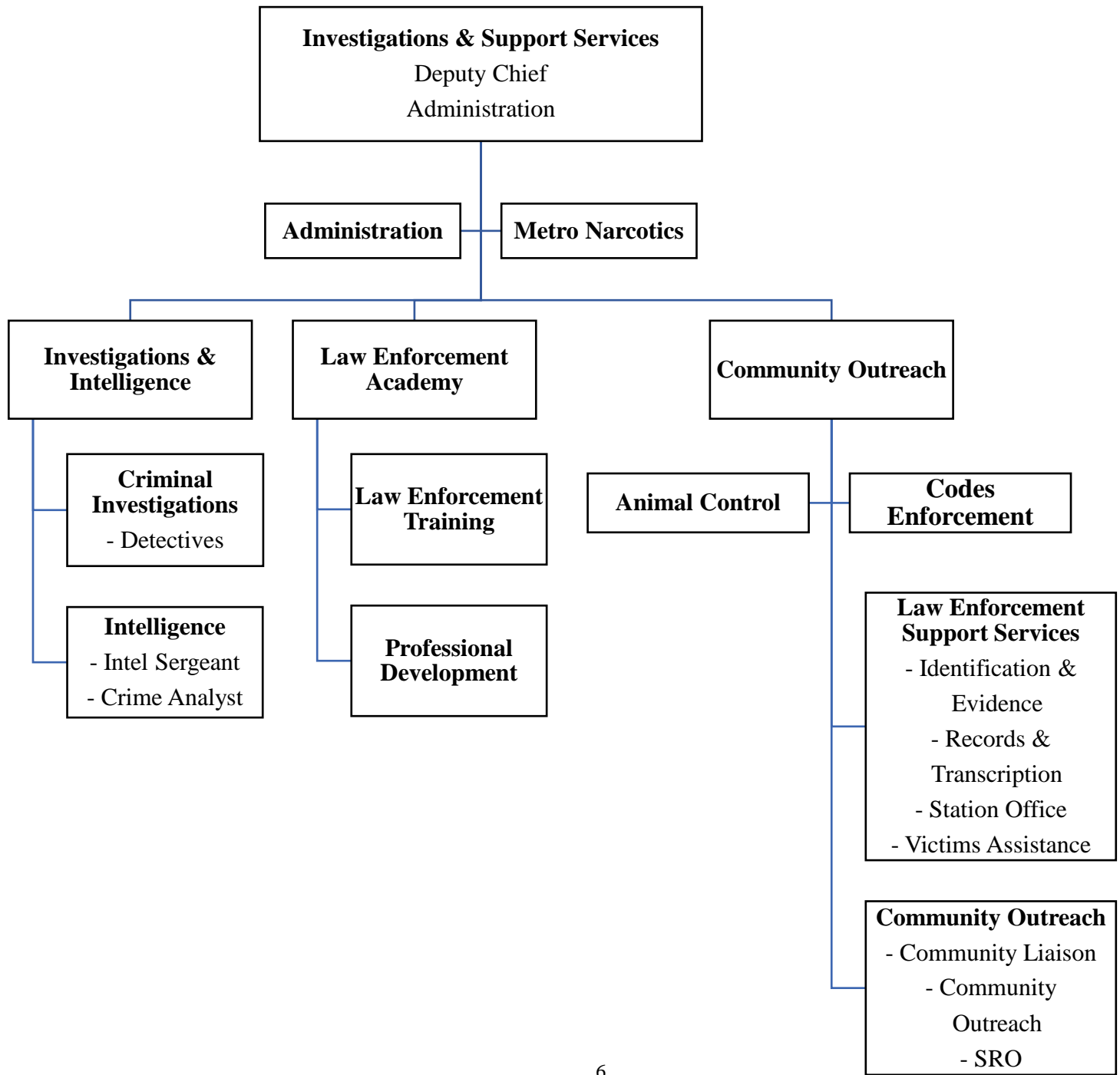
- A. Teams may be formed on a permanent or temporary basis to more efficiently and effectively complete specific department goals. Teams and/or task forces may be led by a senior ranking officer or supervisor.
- B. Employees assigned to a team are not relieved from the responsibility to enforce the law and investigate incidents brought to their attention.

**104.09 ATTACHMENTS**

**ATTACHMENT A: LAS CRUCES POLICE DEPARTMENT ORGANIZATIONAL  
CHART**

# ATTACHMENT A: LAS CRUCES POLICE DEPARTMENT ORGANIZATIONAL CHART





**Field Operations Services**  
Deputy Chief  
Operations

**Critical Incident Response  
(SWAT)**

**Days Patrol**

CIT - Crisis  
Intervention

Street Crimes

Transport

**Swings Patrol**

K-9

Transport

**Graves Patrol**

**Traffic**

Traffic Patrol

Police Service  
Aide

School Crossing  
Guards