



**Las Cruces Police Department  
GENERAL ORDERS  
ADMINISTRATIVE VOLUME 1  
GO-105 OFFICE OF THE CHIEF OF POLICE (Daily)  
Revised 09/21/2016**

**105 OFFICE OF THE CHIEF OF POLICE**

**PURPOSE**

The Chief of Police is the executive head of the Las Cruces Police Department and has the overall responsibility and accountability for the enforcement of laws of the State of New Mexico and the City of Las Cruces within the city limits. The Chief administers the department by planning, organizing, staffing, directing, coordinating, reporting and budgeting resources.

**POLICY**

The Chief of Police retains and exercises the authority vested in him by the City Manager under Las Cruces Municipal Charter, Article III, Section 3.02(b) (1) and Article IV, Section 4.01(b).

**APPLICABILITY**

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

**REFERENCES**

Las Cruces Municipal Code (LCMC)  
Las Cruces Municipal Charter (Charter)

**105.01 CHIEF OF POLICE**

- A. The Chief of Police is selected and appointed by, and reports directly to, the City Manager. Duties of the Chief of Police include but are not limited to:
1. Providing command and administrative direction by establishing and maintaining policy to guide department actions and programs.
  2. Ensuring that policies, actions, and programs are effective and efficient.
  3. Determining organizational and community needs and providing information to the City Manager and City Council.



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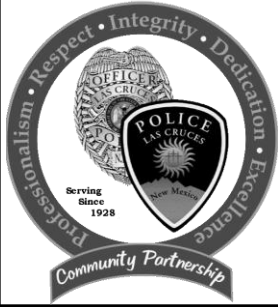
4. Maintaining contact with the community to build relationships based on trust and respect.
5. Attending City Council meetings.
6. Releasing information concerning department operations. The Chief of Police or his/her designee acts as spokesperson for the department.
7. Ensuring the proper creation, maintenance, and security of department records and files.
8. Providing command direction in the investigation and processing of complaints made against department employees.
9. Any other duties assigned by the City Manager.

**105.02 ORGANIZATION OF THE OFFICE OF THE CHIEF OF POLICE**

The Chief of Police directly supervises the Deputy Chiefs who in turn supervise the two area commands. In addition, the Chief directly supervises the Public Information Office (PIO) and the Professional Development Section which includes the Professional Standards Unit (PSU), the Research and Development Unit, and the Training and Recruiting Unit.

**105.03 SIGNIFICANT EVENTS**

- A. The Chief of Police shall be notified of any significant events where there may be a question as to the department's liability or events which may result in heightened community interest. Notifications shall be made through the chain of command unless circumstances dictate otherwise. Incidents that require notifying the Chief of Police include but may not be limited to:
1. Line-of-duty deaths.
  2. Officer involved shootings.
  3. In-custody deaths.
  4. Pursuits resulting in a crash with great bodily injury or death.



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5. Arrest of a member of the department.
6. Domestic Violence involving a member of the department.
7. Major civil disturbances.
8. Incidents involving a known political office holder.
9. Any significant incident that may impact department operations.

**105.04 EXECUTIVE ADMINISTRATIVE ASSISTANT**

A. The Office of the Chief of Police is authorized an Administrative Assistant to aid the Chief of Police with day-to-day clerical and scheduling duties. The administrative assistant's duties include:

1. Maintaining personnel records for the department.
2. Receiving, logging, and posting subpoenas.
3. Ensuring office equipment is functional.
4. Organizing the Chief's schedule.
5. Acting as the Chief's receptionist.
6. Answering and directing telephone calls to appropriate staff.
7. All other duties as assigned.

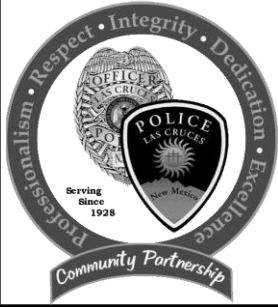
**105.05 PROFESSIONAL STANDARDS UNIT**

Refer to General Order 160, Complaint Investigation, for information regarding PSU.

**105.06 PUBLIC INFORMATION OFFICE**

A. The Public Information Officer (PIO) is responsible for releasing information to the public. The PIO does this by:

1. Preparing and issuing media releases.



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2. Coordinating with news media outlets.
3. Disseminating public safety information and media releases through social media and the department's website.
4. Monitoring news media for impactful information to the department.
5. Performing all other duties as assigned by the Chief of Police.

**105.07 RESEARCH AND DEVELOPMENT UNIT**

The Research and Development Unit consists of a sworn officer 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. Refer to General Order 163 Policy and Procedure Development.

**105.08 TRAINING AND RECRUITING UNIT**

The Training and Recruiting Unit (TRU) is responsible for recruiting, training, and maintaining corresponding records. TRU runs the Las Cruces Police Academy and coordinates advanced training for employees. The supervisor-in-charge of TRU is the Training Director and is assisted by the Academy Coordinator and an office assistant. Refer to General Order 153 Training and Recruiting.

**105.09 BUDGET UNIT**

A. The Budget Unit (BU) is also located in the administrative offices. It is directly supervised by the West Area Command Deputy Chief. The BU reports the fiscal impact of operations to the Chief of Police and assists the Chief in fiscal management of the department. The BU is comprised of a Management Analyst and Administrative Assistant. BU duties include:

1. Payroll entry as assigned
2. Procurement
3. Contract management



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4. Accounts payable
  5. Maintaining accounting records for the department
  6. Budget analysis and maintenance
  7. Grant management
  8. All other duties as assigned
- B. The Management Analyst is in charge of the BU and also acts as office manager for the Office of the Chief of Police.

**105.10 CHIEF OF POLICE OPEN-DOOR POLICY**

- A. The Chief of Police maintains an open-door policy for all employees who wish to communicate concerns, ideas, or general discussion for more effective and efficient ways to meet the department's mission and goals.
- B. Employees need not follow their respective chain of command to meet with the Chief. Employees are cautioned that the intent of this policy is to facilitate communications within the department and will not serve as a by-pass to established lines of authority. Employees shall be directed to their supervisor for any issue that should have first been handled by the employee's chain of command.
- C. Employees who desire to meet with the Chief should contact him for availability. An appointment may be required.