

**Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATIVE VOLUME 1
GO-106 OPERATIONS DIVISION (Daily)
Revised 12/31/2014**

106 OPERATIONS DIVISION

PURPOSE

This General Order describes the structure and responsibilities of the Operations Division of the Las Cruces Police Department.

POLICY

The Operations Division of the Las Cruces Police Department (LCPD) is mainly comprised of uniformed personnel responsible for suppressing criminal activity and responding to calls for service.

APPLICABILITY

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

REFERENCES

N/A

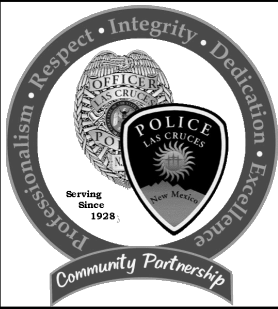
106.01 DEPUTY CHIEF OF OPERATIONS

The Deputy Chief of Operations (DCO) is a commissioned employee appointed by the Chief of Police. The DCO may act as the Chief of Police in the Chief's absence or incapacitation, makes recommendations in administrative and policy matters, and performs other duties as assigned. The DCO reports directly to the Chief of Police and is responsible for uniformed field operations and the department's budget. The DCO supervises the East and West Area Commands, the Traffic Section, Special Services, SWAT, and the Budget Unit.

106.02 AREA COMMAND

A. Area Commands are headed by Area Commanders. Area Commanders are appointed by the Chief of Police and are assigned to either the East or West Area Commands. Area Commanders report directly to the DCO. Area Commanders are responsible and accountable for effective and efficient response to, and suppression of, criminal activity in his/her assigned area command through the use of:

1. Analysis of crime trends
2. Proactive strategies to reduce crime and the fear of crime



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3. Enhancing community policing partnerships
4. Developing multi-agency partnerships
5. Resource deployment

B. Area Commanders are supported by a Lieutenant. The Lieutenant assists the Area Commander with his/her responsibilities and acts as the Area Commander in the Area Commander's absence or incapacitation.

C. East Area Command (EAC)

1. The East Area Command is comprised of the City's geographical area east of Interstate 25.
2. The East Area Command fields three (3) patrol shifts to maintain twenty-four (24) hour coverage of the area.
3. Also assigned to the East Area Command:
 - a. Transport Officers
 - b. NCIC Coordinator

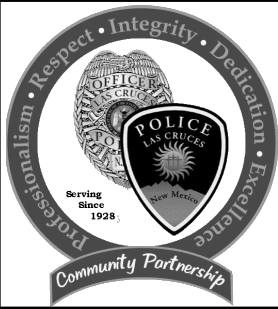
The NCIC Coordinator utilizes the Federal Bureau of Investigation National Crime Information Computer (NCIC) database and the New Mexico Crime Information Computer (NMLETS) database to obtain information for law enforcement operations.

D. West Area Command (WAC)

1. The West Area Command is comprised of the City's geographical area west of Interstate 25.
2. The West Area Command fields three (3) patrol shifts to maintain twenty-four (24) hour coverage of the area.
3. Also assigned to the West Area Command:

School Resource Officers (SRO)

E. Area Command patrol duties include but are not limited to:



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1. Enforcing laws
2. Responding to calls for service
3. Conducting preliminary investigations of all self-initiated activity, reported crimes, and police related incidents
4. Conducting crime prevention and suppression activities
5. Enhancing community partnerships

106.03 TRAFFIC SECTION

A. The Traffic Section is commanded by a lieutenant who reports directly to the DCO. The Traffic Section is responsible for:

1. Traffic safety programs and grants
2. Traffic enforcement
3. Traffic crash investigations
4. Traffic fatality investigations
5. Special event planning
6. DWI vehicle seizure program

B. The Traffic Section is comprised of the following units:

1. Motor Unit – Motorcycle officers responsible for crash investigations and traffic enforcement.
2. Hit & Run Unit – Officers responsible for follow-up investigation of hit and run crashes.
3. Neighborhood Enforcement Team (NET) – Officers assigned to respond to community reported traffic safety issues and take enforcement action and/or suggest traffic calming strategies to mitigate localized traffic issues. The NET also handles photo enforcement citations and photo enforcement hearings as a collateral duty.



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4. DWI Seizure Officer (DSO) – An assigned officer who reviews DWI vehicle seizure paperwork and submits paperwork to the proper authority. Provides for the storage and care of seized vehicles and represents the City at DWI seizure hearings. The DSO also prepares seized vehicles for auction.

106.04 SPECIAL SERVICES

A. Special Services is commanded by a lieutenant who reports directly to the DCO. Special Services is comprised of specialty enforcement units. Each unit is supervised by a sergeant. The specialty units include:

1. Gang Unit (GU) – The GU is responsible for intelligence gathering regarding known or suspected gang activity as well as taking enforcement action for crimes involving or suspected to involve known or suspected gang members.
2. Targeting Neighborhood Threats (TNT) – TNT conducts special investigations to enhance community partnerships by targeting specific enforcement activities based on citizen complaints.

TNT has a sub-unit that conducts computer/electronic forensics

3. K-9 – The K-9 officers train and use police service dogs to support operations in areas of narcotics detection, explosives detection, and patrol operations.

106.05 SPECIAL WEAPONS AND TACTICS (SWAT)

LCPD SWAT is comprised of commissioned employees trained in specialized weapons and tactics. SWAT conducts high risk operations in order to apprehend dangerous offenders or execute high risk search warrants. Members participate in SWAT on a part-time basis in conjunction with their regular duties. See General Order 225, SWAT, for further details regarding SWAT's mission, training, and policies.

106.06 BUDGET UNIT

A. The Budget Unit (BU) is directly supervised by the DCO. 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 an Operations Analyst and Administrative Assistant. BU duties include:

1. Payroll entry
2. Procurement



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