

**Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATIVE VOLUME 1
GO-107 ADMINISTRATION DIVISION (Daily)
Revised 10/08/2014**

107 ADMINISTRATIVE DIVISION

PURPOSE

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

POLICY

The Administrative Division of the Las Cruces Police Department (LCPD) is composed of commissioned employees responsible for investigating felony crimes, narcotics trafficking, warrant service, and other duties as assigned. The Administrative Division is also comprised of civilian employees responsible for supporting the operations of the LCPD.

APPLICABILITY

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

REFERENCES

- NMML ADM.26.03

107.01 DEPUTY CHIEF OF THE ADMINISTRATIVE DIVISION

A. The Deputy Chief of the Administrative Division (DCA) is a commissioned employee appointed by the Chief of Police. The DCA 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 DCA directs the following areas of LCPD:

1. Criminal Investigations Section
2. Codes Enforcement Section
3. Administrative Services
4. Building and Fleet Maintenance

Additionally, the DCA may act as the LCPD liaison for the Las Cruces – Dona Ana County Metro Narcotics Agency.

107.02 CRIMINAL INVESTIGATIONS SECTION



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- A. The Criminal Investigations Section (CIS) is commanded by a lieutenant. Supervisory staff includes sergeants who distribute and review the work of the employees assigned to the section. CIS is responsible for, but not limited to:
1. Investigating felony crimes.
 2. Locating and arresting suspects.
 3. Presenting completed investigations to the District Attorney.
 4. Providing technical assistance to other sections of LCPD.
 5. Maintaining current knowledge concerning crime trends and providing investigative support to suppress crime.
- B. CIS employees may be assigned to specialized squads focusing on certain types of felony crimes, at the direction of the CIS commander. Specialized squads may include, but are not limited to:
1. Crimes Against Persons (CAP)
 2. Property Crimes
 3. Crimes Against Children (CAC)
 4. Financial Crimes
- C. CIS has operational responsibility and accountability for the Evidence Unit, Identification Unit, Victim Assistance Unit, and the Crime Analyst.
1. The Evidence Unit is responsible for the security and control of all evidence and found property seized by the department. They also warehouse a supply of uniform items and other supplies for the department.
 - a. The Evidence Room is a secure location with limited access to employees. Unauthorized access to the Evidence Room and/or its inventory records is strictly prohibited. Only employees specifically designated by the Chief of Police shall have access to the Evidence Room. Employees assigned to conduct periodic audits and inspections shall have temporary access to the Evidence Room. Employees shall conduct official business at the employee service window. The Evidence Unit responds to locations to assist in the collection of evidence and/or take photographs under the direction of the investigating officer.



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2. The Identification Unit (ID) prepares fingerprint cards, maintains print classification files, submits fingerprints to the Criminal Justice Information Services (CJIS), conducts fingerprinting for licensing and job applicants, processes DIMS photo requests, maintains camera equipment, and performs other duties as assigned. The ID Unit responds to locations to assist in the collection of evidence and/or take photographs under the direction of the investigating officer.
3. The Victim Assistance Unit (VAU) is responsible for reaching out to victims of crime and assisting victims in obtaining protection orders/restraining orders, coordinating safe emergency housing, and offering assistance in obtaining reparations for victims.
4. The Crime Analyst is responsible for tracking and identifying crime trends and communicating trends to field and investigative units. The Crime Analyst is responsible for mapping and plotting police related incidents.

107.03 CODES ENFORCEMENT SECTION

The Codes Enforcement Section is comprised of the Codes Unit (Codes), Animal Control (ACO), and Keep Las Cruces Beautiful (KLCB). The section is commanded by the Chief Codes Officer.

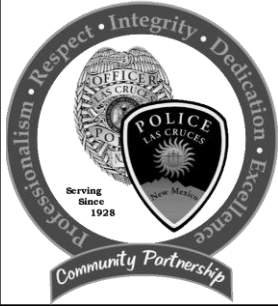
- A. The Codes enforces municipal codes and regulations that promote health, safety, and welfare of the community.
- B. Animal Control (ACO) enforces municipal ordinances related to the health and welfare of animals and members of the community. ACO works with local animal welfare groups and the local animal shelter.
- C. Keep Las Cruces Beautiful (KLCB) focuses community involvement in the areas of litter and weed control, graffiti eradication and prevention, community recycling efforts, and neighborhood and community wide beautification projects

107.04 ADMINISTRATIVE SERVICES

A. Administrative Services consists of the Records Unit, Transcription Unit, and Police Service Specialists. It is commanded by the Administrative Services Manager.

1. Records Unit

- a. The Records Unit is the primary repository of the department's records, including motor vehicle crash reports and incident reports. The Records Unit is responsible for maintaining the department's reports and records, providing records and reports to the public, and other duties as assigned.



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- b. The Records Room is a secure location with limited access to employees. Unauthorized access to the Records Room and/or its records is strictly prohibited. Only employees specifically designated by the Chief of Police shall have access to the Records Room. Employees assigned to conduct periodic audits and inspections shall have temporary access to the Records Room. Employees shall conduct official business at the employee service window.
 - c. Employees have limited access to view, print, and correct reports and must request access to all other digital data from the Records Unit. Employees with access to digital records and media maintained by the Records Unit in the Records Management System (RMS) are:
 - (1) Records Unit Employees
 - (2) Chief of Police
 - (3) DCA
 - (4) Administrative Services Manager
2. The Transcription Unit is responsible for transcribing reports and statements.
 3. Police Service Specialists are non-commissioned employees assigned to the station office that respond via telephone to non-priority calls for service and generate reports as required.

107.05 BUILDING AND FLEET MAINTENANCE

Building and Fleet Maintenance manages the general upkeep and repair of the police station and police fleet. He/she coordinates with City Facilities and City Fleet Maintenance to accomplish these tasks. Records are maintained showing repairs made to the building and fleet as well as mileage on the fleet vehicles in order to coordinate fleet replacement schedules. Building and Fleet Maintenance report directly to the DCA.

107.06 LAS CRUCES - DONA ANA COUNTY METRO NARCOTICS AGENCY

The Las Cruces – Dona Ana County Metro Narcotics Task Agency (Metro) is a multi-agency task force assigned to investigate narcotics crimes within Dona Ana County. Metro is governed by the Metro Board of Directors as a stand-alone agency. The Chief of Police is a member of the Metro Board and LCPD employees assigned to Metro report through their supervisor to the DCA.