



**Las Cruces Police Department  
GENERAL ORDERS  
ADMINISTRATIVE VOLUME 1  
GO-153 TRAINING AND RECRUITING  
Revised 9/4/14**

**153 TRAINING AND RECRUITING**

**PURPOSE**

The purpose of this General Order is to establish procedures and guidelines for the Training and Recruiting Unit.

**POLICY**

It is the policy of the Las Cruces Police Department (LCPD) to provide quality training for all employees. The Training and Recruiting Unit has been established to oversee, coordinate, and provide training for the department.

**APPLICABILITY**

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

**REFERENCES**

- CALEA Chapter 33
- NMML TRN.01.01 thru TRN.04.01
- Law Enforcement Training Act, 29-7-1 thru 29-7-13 NMSA 1978
- New Mexico Administrative Code (NMAC), Chapter 29, Law Enforcement Academy
- LCPD Field Training and Evaluation Administration Manual and Training Guide

**153.01 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.

**153.02 TRAINING DIRECTOR**

- A. The Training Director is appointed by the Chief of Police and holds the rank of sergeant or above. The Training Director is responsible for coordinating training conducted for LCPD employees. The Training Director coordinates the efforts of the high risk and specialty training units. Training unit heads report to the Training Director. The Training Director reviews and approves curriculum, training scenarios, and instructor



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development. The Training Director has the authority to remove any instructor deemed to be unable to meet the requirements for instructing the topic they are assigned. Any training disputes involving curriculum or training methods are resolved by the Training Director. Decisions by the Training Director may be appealed to the PSU Lieutenant. The Chief of Police is the final authority for appeals of decisions made by the Training Director.

- B. The Training Director shall ensure that the Las Cruces Police Academy is operated following all legal, administrative, and DPS mandated requirements that apply. The Training Director shall stay up to date on all such pertinent requirements and notify the Chief of Police of any changes that may present a financial or regulatory burden to the department.
- C. The Training Director shall keep a list of all certified instructors within the department. The Training Director shall maintain a list of all high risk or specialized training units, the training unit heads, and the instructors assigned to the training units.
- D. The Training Director shall be responsible for establishing and implementing safety procedures in coordination with instructors. The Training Director may require additional safety precautions as he/she feels necessary to ensure that training is done in as safe a manner as possible.
- E. The Training Director is the Field Training and Evaluation Program (FTEP) manager and is responsible for maintaining records, establishing training guidelines, and evaluating the FTEP. The Training Director shall review and approve of all recommendations for officer trainees to be retained or terminated by the department.

**153.03 RECRUITING**

Recruiting for commissioned officer positions occurs at the direction of the Chief of Police. TRU shall coordinate with the City of Las Cruces Human Resources Department (HR) on posting openings for the basic academy and lateral officer positions.

**153.04 TRAINING**

- A. Basic and advanced training is coordinated through the Training Director to ensure that resources are available to support the training.
- B. The department utilizes commissioned and non-commissioned employees as well as outside sources for training. Department instructors are generally required to obtain



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and maintain instructor certification through the New Mexico Department of Public Safety (DPS) before being authorized to conduct either basic or advanced training.

- C. Department instructors shall report to their respective training unit head. The training unit head shall brief the Training Director on all matters related to academy and in-service training. Department instructors shall follow the TRU chain of command for all training related issues.
- D. Formal training consists of any training that requires the submission of training request forms, attendance rosters and/or lesson plans for accredited or non-accredited training. The Training Director shall determine when certificates of completion may be issued.
  - 1. All proposed formal training must first be presented to the Training Director for review and evaluation. The Training Director may request additional documentation.
  - 2. Training proposals that require the approval of police administration shall be presented by the lead instructor and the Training Director.
  - 3. All approved training shall be coordinated through TRU. Responsibilities of TRU include but are not limited to creating and posting training announcements, reserving classrooms and other facilities, ensuring instructor availability, providing audio and/or visual equipment, providing attendance rosters, and issuing certificates.
- E. The TRU is responsible for completing travel orders for employees attending out-of-town training. He/she may accomplish this through delegation to the civilian employee assigned to the academy.

**153.05 GENERAL POLICE INSTRUCTOR**

- A. General police instruction focuses on a wide range of police topics not considered high risk and/or specialized by DPS. DPS requires that all general police instructors successfully complete a forty (40) hour instructor development course prior to certification as a General Police Instructor. This level of certification is available only to commissioned employees with a minimum of three (3) years experience as a certified peace officer in the State of New Mexico.
- B. Commissioned employees interested in becoming a General Police Instructor must first submit a memorandum of interest to the Training Director through their chain of command. If the request is approved by the Training Director, the candidate shall fulfill



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a minimum one (1) year evaluation period that includes hands-on instruction under the guidance of a certified instructor. Eligible candidates must have a minimum of three (3) years experience as a certified peace officer in the State of New Mexico before becoming eligible to instruct as a certified General Police Instructor. Upon successful completion of the evaluation period, the candidate shall be sent to an instructor development course.

**153.06 HIGH RISK / SPECIALIZED INSTRUCTORS**

- A. High risk / specialized instruction focuses on police topics which include but are not limited to firearms, defensive tactics, emergency vehicle operations, domestic violence, or any topic that requires specialized certification to instruct. DPS requires that all high risk or specialized instructors successfully complete a forty (40) hour instructor development course prior to becoming certified as a high risk or specialized instructor. This level of certification is available only to commissioned employees with a minimum of three (3) years experience as a certified peace officer in the State of New Mexico.
- B. All postings for high risk or specialized instructors must be authorized by the Training Director. High risk or specialized training unit lead instructors are responsible for submitting a memorandum to the Training Director justifying the need for additional instructors prior to posting any openings. The posting must be approved by the Training Director and shall remain posted for at least two (2) weeks. The posting shall contain the following information:
1. The mandatory requirement of at least two (2) years experience as a certified peace officer within the State of New Mexico. Once selected, the candidate must complete a one (1) apprenticeship with the training unit prior to any specialized training.
  2. Interested employees must submit a memorandum of interest through their chain of command to the Office of the Chief of Police to be forwarded to the Training Director. Candidates may be required to compete for the position by taking a job related exam(s) approved by the Training Director and the high risk / specialized training unit lead instructor.

**153.07 BIENNIUM TRAINING REQUIREMENTS**



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Biennium training for certified police officers shall consist of at least forty (40) hours of academic instruction approved by the Law Enforcement Academy (LEA) board during each twenty-four (24) month period of employment with the City. The first training course shall commence no later than twelve (12) months after graduation from an approved basic law enforcement training program. Failure to complete in-service training requirements may be grounds for suspension of an officer's law enforcement certification. It is the officer's responsibility to request training and seek opportunities to attend training to meet his/her biennium training requirement.

**153.08 REQUESTS TO ATTEND TRAINING**

- A. Officers may request to attend training at any time by submitting the LCPD Training Form and submit it to his/her supervisor for approval. The supervisor shall review the necessity of the training, the cost of the training, and whether or not the employee can be released from his/her normal duty assignment. Approved requests are forwarded to the TRU for processing and registration.
- B. Officers requesting out-of-town training must submit an LCPD Training Form and a memo justifying the necessity of the training. If the supervisor approves the training request, the request shall be forwarded to the appropriate deputy chief for final approval. Once the deputy chief has approved the out-of-town training, the training request shall be forwarded to the TRU for processing, registration, and arrangement of travel and lodging.

**153.09 TRAINING ATTIRE**

- A. Employees receiving classroom training shall wear the uniform of the day or casual business attire. Casual business attire includes a collared shirt and slacks. (Clean, non-faded, non-torn jeans are acceptable.) Shorts and t-shirts are prohibited.
- B. Employees instructing classroom training shall wear the Class A, B, or C uniform or professional business attire consisting of a suit or a collared shirt, tie, and slacks.
- C. Employees instructing/receiving tactical/physical training may wear utilitarian clothing appropriate for the training environment such as fatigues, shorts, t-shirts, etc. (Training attire shall not have inappropriate slogans, words, images, etc.)
- D. Employees not conforming to these standards may be removed from training and subject to disciplinary action.



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E. Training that requires specialized equipment or attire shall state so in the training announcement.

**153.10 CONDUCT**

Employees shall behave in a professional manner when attending training by remaining attentive and participative. Instructors may eject disruptive employees from training as a last resort to maintain a learning environment. An ejected employee(s) shall immediately contact his/her supervisor and advise them of the incident. The supervisor shall contact the Training Director to address the situation. Employee's may be allowed to return to training once the employee's supervisor has contacted the Training Director and the Training Director and instructor agree to allow the employee back into training. Employees who are ejected from training may be subject to discipline up to and including termination.

**153.11 ACADEMY COORDINATOR**

The Academy Coordinator is responsible for planning, coordinating instruction, instructing, and day-to-day operations of the LCPD Academy. The Academy Coordinator reports directly to the Training Director and may assume the duties of the Training Director in his/her absence. The Academy Coordinator is appointed by the Chief of Police and may be required to compete for the position.

**153.12 POLICE ACADEMY**

A. TRU is responsible for training police cadets in the LCPD Academy. The Training Director is responsible for maintaining accreditation and coordinating training and establishing curriculum in accordance with state mandates and DPS requirements.

B. Openings for Police Cadet shall be posted in accordance with HR rules. The posting shall include the minimum requirements, automatic disqualifiers, hiring steps, and pay and benefits. Police officer candidates must meet eligibility requirements outlined in NMSA 29-7-6, Qualifications for Certification, and shall complete each stage of the hiring process until expelled from the hiring process. All elements of the selection process shall be administered, scored, evaluated, and interpreted in a fair and uniform manner. The hiring process includes, but are not limited to, the following stages conducted by personnel trained in these functions:

1. Physical agility assessment
2. Written Test



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3. Background investigation
  4. Polygraph examination
  5. Oral Board
  6. Psychological examination
  7. Medical examination
- C. Cadets are required to participate in all aspects of training. The inability to participate in any phase of training, regardless of a legitimate work restriction notice, may be grounds for termination. Additionally, cadets must maintain a passing score and demonstrate proficiency in all training areas. Failure to maintain passing scores/proficiency in any trained area may be grounds for termination.

**153.13 PRE-EMPLOYMENT BACKGROUND CHECKS**

- A. Anyone applying for employment with the department is subject to a background investigation at anytime upon receipt of their completed application.
- B. Police officer candidates shall complete the Personal History Statement (PHS) and provide certified copies of all documents requested by the deadline established by the Training Director in order to maintain eligibility in the hiring process. Police officer candidates shall provide any documents, statements, or other information requested by the background investigator in addition to the PHS in order to maintain eligibility in the hiring process. Documents provided to the department for background checks become property of the department and shall remain with the background packet.
- C. The Training Director shall select and appoint background investigators and may remove a background investigator for poor performance at the Training Directors discretion.
- D. Background investigators shall conduct themselves in a professional and courteous manner at all times. Background investigators shall obtain as much job related information as possible concerning the candidate. Background investigators shall obtain criminal histories and seek character references of the candidate. Background investigators are responsible for accurately documenting their findings. Background investigators are responsible for maintaining the integrity and security of the



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background packet and submitting a recommendation for continuation in the hiring process or expulsion from the hiring process.

- E. The Training Director and Academy Coordinator shall brief the Chief of Police regarding the recommendations learned from the background investigators. The Chief of Police shall be the final authority on selection of a police candidate prior to the candidate being issued a conditional offer of employment.

**153.14 FIELD TRAINING AND EVALUATION PROGRAM**

Police officer trainees and lateral officers are required to participate in the Field Training and Evaluation Program (FTEP) and successfully complete all training requirements prior to being released to solo assignment. Department supervisors in coordination with the Training Director shall select which officers shall act as Field Training Officers (FTO). Officers selected as FTOs shall complete certified FTO training. FTEP policies, procedures, and training requirements are outlined in the current edition of the LCPD Field Training and Evaluation Program: Administrative Manual and Training Guide.

**153.15 SPECIALIZED IN-SERVICE TRAINING**

- A. Specialized in-service training may be offered to employees based upon their assignment.
- B. The department shall provide any needed training and/or skill development to any employee who is reassigned, promoted, or identified by the employee's supervisor as needing the specialized training.
- C. The necessity for specialized in-service training is determined by the employee's supervisor and coordinated through the TRU. Requests for specialized in-service training for commissioned and civilian employees shall be submitted as outlined in section 153.08 of this General Order.
- D. Civilian positions for which pre-service and in-service training are required shall be determined by the department and the employee's supervisor shall be responsible for planning, conducting, and/or documenting such training.

**153.16 TRAINING RECORDS**

- A. The Training Director shall ensure that proper documentation and records be kept on file for all job related training received by employees, to include:





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1. The name of the training course.
2. The dates and hours of attendance.
3. The names of trainers or agencies presenting the course.
4. The names of all employees receiving the training.

**153.17 NEW EMPLOYEE ORIENTATION**

All persons hired by the department shall complete new employee training managed by the City Human Resources department that covers benefit enrollment, working conditions and regulations, and responsibilities and rights of employees. Additionally for civilian employees, the supervisor shall review the department's role, purpose, goals, policies, and procedures with the new employee and document this training by forwarding a copy of the New Employee Departmental Orientation Checklist for inclusion in the employee's personnel file.



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**153.18 TRAINING AND RECRUITING UNIT ORGANIZATION CHART**



**153.19 ATTACHMENTS**

**ATTACHMENT A: LCPD Training Request Form**

**ATTACHMENT A: LCPD Training Request Form**



**LAS CRUCES POLICE DEPARTMENT**

**TRAINING REQUEST FORM**

SEE BOTTOM OF PAGE FOR INSTRUCTIONS.

Please print information in section I

**I. Applicant Complete Section I.** When completed, submit to your supervisor for approval. Attach copy of course flyer if applicable.

ID	Rank	Last Name	First Name	SS No	Date Applied
Title of Training Course					Tuition
Location			Dates of Training		
Is this a NMDPS course? If so, you must also fill out a NMDPS Advanced training application.					

**II. Applicant's Supervisor Complete Section II.** Supervisor, please see section II instructions below.

Applicant's Supervisor - Signature \_\_\_\_\_ Date \_\_\_\_\_  Yes  No Approved

Supervisor Comments: ALL training requests for out-of-town training requiring per diem and/or overnight stays must first be approved by LCPD administration. If this request is for such a course, forward to the appropriate Deputy Chief for approval.

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**III. ALL out of town travel requiring ADMINISTRATION REVIEW**

per diem and lodging or other large training expenditures must be reviewed by administration.

Comments: \_\_\_\_\_ Approved?  Yes  No Initial or Sign \_\_\_\_\_ Date \_\_\_\_\_

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**FOR PROFESSIONAL DEVELOPMENT USE ONLY BELOW THIS LINE**

<input type="checkbox"/> NMDPS Accredited <input type="checkbox"/> Seminar <input type="checkbox"/> Remedial <input type="checkbox"/> Non-Accredited <input type="checkbox"/> Specialized <input type="checkbox"/> Maintenance <input type="checkbox"/> Advanced <input type="checkbox"/> In-Service <input type="checkbox"/> Other	Professional Development-Received by _____ Date Received _____  Registration Completed <input type="checkbox"/> Yes <input type="checkbox"/> No  Applicant Notified by _____ Date _____ Professional Development Form 22-2001
<input type="checkbox"/> NMDPS Form Completed (if required) _____ <input type="checkbox"/> NMDPS Form Faxed _____ <input type="checkbox"/> NMDPS Form Mailed _____ <input type="checkbox"/> Course Registration Faxed _____ <input type="checkbox"/> Course Registration Mailed _____ <input type="checkbox"/> Course Registration Telephoned _____ <input type="checkbox"/> Travel Request _____ Date(s) _____ <input type="checkbox"/> Per Diem Request _____ <input type="checkbox"/> Course Flyer Attached _____	

**PROCESS FOR SUBMITTING REQUEST FOR TRAINING:**

- I. The applicant submits this Training Request form to his/her supervisor. This Training Request form is in lieu of a memorandum so there is no need to write out a memo. This form takes care of that. If there is a course flyer, brochure or other literature describing the course, attach to the Training Request form. IF NMDPS IS PRESENTING THE COURSE, THE APPLICANT MUST ALSO FILL OUT THE NMDPS ADVANCED TRAINING APPLICATION AS REQUIRED BY NMDPS.
- II. The supervisor approves or disapproves request for training. If APPROVED, forward to the Professional Development Unit for recording and processing UNLESS the request is for out-of-town travel requiring per diem, overnight stays, etc. OUT-OF-TOWN classes require approval from police administration and must first be signed by the CHIEF or a DEPUTY CHIEF.
- III. Upon receipt of the Training Request form, the Professional Development Unit will log the request as "received". Any registration required will be handled by the Training Officer.

**EACH OFFICER IS RESPONSIBLE FOR FOLLOWING UP ON THEIR OWN TRAINING REQUESTS.**

Any Training Request Form Turned In Without Proper Signatures Will Be Returned