



## DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



Subject: <b>Residency Requirements</b>		Policy Number: <b>OPR: 09</b>
Revision Number: <b>7</b>	Effective Date: <b>10/02/2025</b>	Original Issue Date: <b>08/05/1999</b>

### 1) PURPOSE

- a) The purpose of this policy is to provide guidelines outlining residency requirements for commissioned employees of the Department of Public Safety.

### 2) POLICY

- a) It is the policy of the Department of Public Safety to ensure adequate and timely response to requests for emergency public safety service. Therefore, a residency requirement for all commissioned officers of the Department of Public Safety is established.

### 3) APPLICABILITY

- a) This policy applies to all commissioned officers of the Department of Public Safety.

### 4) REFERENCES

- a) NONE

### 5) DEFINITIONS

- a) **Non-Exempt Department Supervisors** – Department supervisors will be commissioned employees holding the rank of Sergeant, Lieutenant or Captain.
- b) **Duty Station** – Headquarters, district, or sub-district office.
- c) **Post** – Any assignment other than a duty station.
- d) **Assigned District** – The boundaries of the uniform district in which the duty station or post is located. The duty station for commissioned officers assigned to other than the Uniform Bureau shall be Headquarters, district, sub-district, post, or other office identified in their letter of assignment.

### 6) OPERATIONAL PROCEDURE



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- a) It is the policy of the Department of Public Safety that all commissioned officers and agents will maintain a primary residence within sixty (60) road miles of the district or sub-district office to which they are assigned. Non-exempt Department Supervisors will reside within sixty (60) road miles of any district or sub-district office of the district to which they are assigned. Residences located outside the State of New Mexico may be permitted, provided they fall within the sixty (60) road-mile limit and all other policy requirements are met.
- b) An officer who resides more than sixty (60) road miles from the assigned district or sub-district office shall either leave the assigned vehicle at the district/sub-district office or secure it at a commander-approved location within the sixty (60) road-mile limit. The secure location may be within or outside the State of New Mexico, provided it meets Department security standards and is approved by the district or bureau commander. All off-site parking requests must be submitted in writing by the officer and approved in writing by the district or bureau commander. Requests made by the commander or any higher-ranking officer must be approved in writing by the next higher authority in the chain of command.
- i) A secure location is a fenced property with a single access point that restricts entry to authorized individuals only. This measure ensures the safety of department vehicles, equipment, and sensitive materials contained within. The area must be enclosed by a perimeter fence or equivalent barrier designed to prevent unauthorized access. It shall have a single controlled access point that allows for monitoring and regulation of entry and exit. The location must be well-lit, provide adequate visibility for surveillance or security cameras, and be accessible only to authorized personnel.
- c) The district/bureau commander may request that the officers be assigned to a post within the district or bureau. The commander's request will identify the need for establishing a post and will include the area in which the officer must reside in order to perform his/her duties within the post. The request must be approved by the Chief.





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- d) A copy of the approved geographical boundary for each post, complete with justification, will be filed in each district office and Headquarters and must be included in the division's staffing plan. The commander shall update the criteria between June 1st and June 30th of each year.
- e) The commander must approve the accessibility to the officer's residence.
- f) Officers are authorized to utilize their assigned units while on an assigned shift, or on special assignment, as well as to commute to and from their residence to their assigned area of responsibility. The time used to commute shall not be considered compensable.
- g) The policy will apply to assignments, reassignments, or change of residence on the effective date.
- h) The Chief is authorized to waive any provisions of this policy as he deems necessary to serve the interest of the department.

### 7) ATTACHMENTS

- a) NONE

### 8) APPROVAL

APPROVED BY: s/Jason R. Bowie DATE: October 2, 2025  
DPS Cabinet Secretary