



**DEPARTMENT OF PUBLIC SAFETY
POLICIES & PROCEDURES**



POLICY NUMBER	
OPR:09	
EFFECTIVE DATE: 05/15/2019	ORIGINAL ISSUED ON: 08/05/1999
REVISION NO: 6	

SUBJECT: RESIDENCY REQUIREMENT

1.0 PURPOSE

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

2.0 POLICY

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

3.0 APPLICABILITY

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

4.0 REFERENCES

NONE

5.0 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.

6.0 PROCEDURE

- A.** It is the policy of the Department of Public Safety that all officers/agents will reside 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.

Examples:

Officer Charles is assigned to District 5/Sub-District Cuba. Officer Charles must reside within sixty (60) road miles of the Cuba office.

Sergeant Daniels is assigned to District 9/Sub-District Santa Rosa. Sergeant Daniels must live within sixty (60) road miles of any of the District/Sub-District offices, to include, Clovis, Tucumcari or Santa Rosa.

- B.** An officer/agent/supervisor who resides outside the State of New Mexico, will not be allowed to drive their assigned department vehicle to their residence. The employee will

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be required to locate a secure location within the State of New Mexico, which must be approved by the employee's command staff, to park the department vehicle while off-duty.

- C.** An officer who resides more than sixty (60) road miles from the district or sub-district office to which they are assigned may not drive their state assigned vehicle further than sixty (60) road miles. They may either leave the vehicle at their assigned district/sub-district office or locate a secure location within the sixty (60) road mile limit to park the vehicle. The secure area must be approved by the district/bureau commander.
- D.** 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.
- E.** 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.
- F.** The commander must approve the accessibility to the officer's residence.
- G.** 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.
- H.** The policy will apply to assignments, reassignments, or change of residence on the effective date.
- I.** The Chief is authorized to waive any provisions of this policy as he deems necessary to serve the interest of the department.

7.0 ATTACHMENTS

NONE

8.0 APPROVAL

APPROVED BY: **S/Mark R. Shea** **DATE:** **May 15, 2019**
DPS Cabinet Secretary