



Newport News Police Department - Administrative Manual

ADM-110 - ORGANIZATIONAL STRUCTURE

Amends/Supersedes: ADM-110 (11/16/2015)

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I. GENERAL

- A. The Newport News Police Department is structured to organize human resources to aid the goal of providing efficient and effective service to the community.
- B. The policy provides the procedure for communication, coordination, and cooperation among all agency functions and personnel. [12.1.4]
- C. The formal organizational structure of the Department is contained in a chart located on the Department's Common Drive and in PowerDMS. The structure will be reviewed on an annual basis to ensure that it is compatible with overall Department goals. [11.1.1]

II. ORGANIZATIONAL STRUCTURE [11.1.1]

- A. *Office of the Chief of Police:* The Chief of Police is the chief executive officer of the Newport News Police Department. The Chief of Police is responsible for all aspects of its operations and answers directly to the City Manager, or his designee.
 1. *Internal Affairs Division:* Conducts internal and administrative investigations concerning police personnel, firearms discharges, use of force investigations, and any other investigations as directed by the Chief of Police. The division conducts inspections on units within the Department in accordance with the Department's policy and procedures. [22.4.3, 53.2.1(a)]
 2. *Public Information Office:* Serves as a liaison between the media, the public and the Department. The office furnishes information on major crimes, police initiatives and police services, operates Crime Line, and coordinates the Department's communication efforts to include website, social media, publications, and news flashes. [45.2.1; 54.1.1(a,b,c,d,e)]
- B. *Patrol Bureau:* Overseen by the Assistant Chief of Patrol. Consisting of the North, Central and South Precincts, the precincts' sub-components, and the Special Operations Section.
 1. *Ad Hoc Units:* The following ad hoc units report directly to the Patrol Bureau Commander: Tactical Operations Unit (to include the Crisis Negotiations Team); Crowd Management Unit, and Police Honor Guard Unit.
 - a. *Honor Guard:* [Ad Hoc Unit] Utilized for funerals for both active and retired police officers and VIPs, parades, opening ceremonies and other functions deemed appropriate by the Chief of Police or his designee.
 - b. *Tactical Operations and Hostage Negotiations Unit:* [Ad Hoc Group] Comprised of personnel who are specially trained to handle high risk situations involving armed and barricaded suspects, hostage takers and other inordinate encounters that pose an extreme danger to the life, health or property of others. The Crisis Negotiations

Team, under the command of the TOU, is comprised of personnel who are specially trained in communicating with individuals who are violent, troubled, suicidal, or who have mental disabilities. [46.1.2]

- c. Crowd Management Unit: [Ad Hoc Group] Maintains community order during incidents of civil unrest through a contingent of specially trained and equipped officers. The unit may activate for both notice and no notice events, and for special events.
2. North Precinct: Covers the approximate north third of the City (north of Bland Blvd. on the Jefferson Avenue side of the RR tracks and north of the Deep Creek waterway on the Warwick Blvd. side of the RR tracks).
 3. Central Precinct: Covers the approximate central third of the City (Bland Blvd. south to the Newmarket Creek canal on the Jefferson Avenue side of the RR tracks, and the Deep Creek waterway south to the Newmarket Creek canal on the Warwick Blvd. side of the RR tracks).
 4. South Precinct: Covers the approximate south third of the City (south of the Newmarket Creek canal).
 - a. Shift Officers (Patrol): The three precincts have their personnel divided into two platoons working three varied shift assignments, providing twenty-four-hour a day, seven day-a-week coverage. [41.1.1 (a)]
 - b. Police Aides: Non-sworn personnel who assist uniform personnel at the precincts with parking enforcement, escorts, relaying of paperwork, transporting of vehicles to and from the City Shop; and any other duties assigned by precinct supervisors.
 - c. Investigations Unit: The detectives assigned to the individual precincts are responsible for investigating crimes involving property, and crimes against persons that occur within the precincts' areas, to include robbery (home and business), home invasion robberies, carjackings, embezzlement, and counterfeit CDs and DVDs. The Precinct Investigation detectives are also responsible for the investigation of forgery and uttering cases and credit card fraud cases within their precincts where the loss is under \$3000, and the suspect is known.
 - d. High Impact Patrol Unit (HIP): A unit assigned to each of the three patrol precincts utilizing a group of officers to address certain crime problems or activities by use of high visibility or intensified enforcement activities.
 - e. Parking Enforcement Unit (South Precinct): Patrols the south precinct area, writing parking citations for violations on City-owned property and parking lots.
 5. Special Operations Section: The Special Operations Section is comprised of the Traffic Response Unit, and the K-9 Unit. It also commands a group of support groups for the Department, including the ad-hoc units of the Crash Team, Motor Carrier Detail, Mobile Command Bus, and Drone Response Unit.
 - a. Traffic Response Unit: The Traffic Response Unit has command over the Motorcycle Officers who utilize marked police motorcycles. The unit also administers the Motor Carrier Detail, charged with inspecting large load and heavy transport vehicles, and the PhotoSafe red light traffic enforcement program.

- 1) Taxi & Towing Unit: The officer assigned to Towing Enforcement inspects towing companies that are on the City Towing List and coordinates the process of placing additional companies on the City's list. Coordination includes dealing with complaints on towing companies and maintaining control of the police P & E Vehicle Lot, which stores towed vehicles. The Taxicab Permit Examiner coordinates the operation, inspection, and regulation of all the City's licensed taxicabs and drivers.
 - 2) Marine Unit: Assigned regular, fulltime officers, the Marine Unit has also has rotating, part-time members during spring and summer. The Unit patrols the Warwick River, James River and that portion of the Hampton Roads Harbor that falls within the corporate limits of the City of Newport News, enforcing boating, pollution, wetlands, and game laws. They also perform safety inspections and respond to water-related emergencies. [41.1.3(a,b)]
 - 3) Photo Red Enforcement Detail: Provides oversight for the Department's role in the City's photo red enforcement program, issuing summonses (when needed), reviewing camera footage, and serving as a liaison between the Department and the photo red company.
 - 4) CRASH Team: [Ad Hoc Unit] Comprised of police officers with advanced motor vehicle accident and reconstruction skills who are available to investigate serious, complex and fatal motor vehicle accidents.
 - 5) Drone Response Unit: [Ad Hoc Unit] Provides aerial support and assistance to the Department in situations where the operating environment is hazardous or unreachable due to situational and geographical considerations.
- b. K-9 Unit: The Department's canines and the canine trainer fall under the command of the Special Operations Section. Canines are used to aid with searching buildings and areas as well as tracking, crowd control, tactical assistance, drug and bomb detection, and other situations.
- C. Support Bureau: Overseen by the Assistant Chief of Support. It consists of the Communications Division, Planning & Technology Division, and the Support Services Division.
1. Communications Division: Provides public access to emergency services, such as Police, and Fire and Emergency Medical Services. The 911 and non-emergency telephone lines are answered 24 hours a day. Depending on the information gathered from the caller, the appropriate responder is dispatched or the caller is directed to an agency or person who can more appropriately handle the caller's request. [81.2.2]
 2. Planning & Technology Division: Provides assistance in the areas of research, policy development, computer systems, analysis of criminal and operational data, national law enforcement accreditation, distributes analytical data to police personnel affected by the data, and other related technical and informational processes. This division also oversees the development of the Strategic Management Plan. [15.2.1, 40.1.1, 21.2.4]
 - a. Planning & Research Detail: Provides the Department with research and analysis services, solution development and implementation, and project/program evaluation. Manages the agency's policy development process and serves as administrator for the Department's paperless directive system. The unit performs a wide variety of research activities resulting in the production of various reports and

recommendations that assist agency management in making program and purchasing decisions. This unit also ensures that a survey of citizen's attitudes and opinions is conducted once every three years. [15.1.1. 45.2.2]

- b. Information Technology Unit: Serves as the agency's data processing section and purchases, installs, configures, maintains and troubleshoots agency microcomputer-related hardware and software, including support to the Department's Records Management System (RMS) and cellular phones. The unit serves as the agency's liaison with the City's Information Technology Department and other local and regional computer groups.
- c. Analytical Services Unit: Supports the Department by providing information on identified patterns or crime trends as they occur throughout the community, aids in the identification of possible suspects engaged in criminal activity, generates crime and intelligence information for patrol deployment and resource allocation. This unit assists the operational components of the agency in the identification of crime trends and patterns, and intelligence information. They accomplish this through information extracted using RMS and other resident computer programs, gathered intelligence data, and through spatial and statistical analysis tools. The unit also provides operational data that is used by the agency to develop deployment plans and resource allocation models. [40.1.1(a,b,c,d,f)]
- d. Accreditation Detail: Oversees the agency's national accreditation program to ensure continued compliance with established national standards, and provides oversight to the additional national accreditation processes for Communications and the Training Academy.

NOTE: Within one year of being appointed to the position, any employee assigned as Accreditation Manager shall receive specialized training to allow familiarization with the accreditation process to include: essential components; the standards manual; file maintenance; and the panel interview process. During the three-year accreditation cycle, the Accreditation Manager will be expected to attend at least one CALEA Conference. [33.5.4]

- 3. Fiscal Services Section: Provides administrative support to the Department in the area of finance: budget, purchasing, payroll, secondary employment, asset forfeiture, and grants; providing oversight of the Police Department's budgetary and fiscal management functions. Monitors expenditures, handles purchasing requests, grant administration and accounts payable. Serves as the primary liaison with the City's Department of Finance and Purchasing, and reconciles the equipment and monies received as a result of federal and state asset forfeitures. [17.2.1]
 - a. Payroll & FMLA Detail: Prepares the bi-weekly payroll of Police Department employees. This area also processes status changes and maintains personnel records.
 - b. Travel Coordination Detail: Processes the training and travels of Department members, ensuring that the Department is operating within City guidelines and that travel funds are within budget and available.
 - c. Secondary Employment Detail: Coordinates officer secondary employment services for businesses and events in the City.
- 4. Support Services Division: Handles recruitment and hiring of Police Department employees. This division maintains records relative to recruiting activities and selection

processes. The division also assists with the OSHA (Occupational Safety Hazard Association) report, and workman's compensation.

a. Internal Support Section:

1) Recruiting Unit: Comprised of components which handle day-to-day office activities, recruiting, and coordination of the internship program, in addition to administering the police officer and non-sworn selection process. Recruiting officers/employees provide information to the public about positions on the Department, and attends job fairs, and other recruiting events. The officers/employees also conduct background checks and interviews of applicants for positions on the Police Department, provide an annual analysis of the Department's EEO and recruitment plan. [31.1.1]

2) Records Unit: Manages and maintains the records of the Police Department, which includes controlling the security and access to those records. Personnel in this division provide criminal history checks, accident reports, and other incident reports from the RMS in response to requests from the public, insurance companies, and attorneys. Responsible for RMS quality control to ensure accurate reporting, providing entry of accident reports, summonses and warrants (from the Magistrate's Office). The unit also collects and distributes UCR and RMS data, disseminating it to the appropriate State Police offices. Assigned personnel at Police Headquarters provide twenty-four hour-a-day, seven-day a week VCIN coverage. Other Records personnel provide walk-in service to the general public for information requests and report taking (in person, over the telephone, and on-line), conduct wanted checks for officers, and render support to the Fugitive Apprehension Unit. [82.1.1(a,b); 74.1.3(f)]

b. Training Section: Includes the Newport News Police Training Academy, providing training to police recruits and Department members, maintaining records relative to training activities, ensuring proper record upkeep and maintenance with the Virginia Department of Criminal Justice Services. The division also provides the coordination of the Department's Field Training Programs (FTO and FTPA).

1) Training Academy: The academy is responsible for all aspects of training to include instructional assignments, audio-visual aids, student scheduling, development of curriculum, re-certification, lesson plans, maintenance of training records, and all academy activities, as well as maintaining written procedures and records to comply with CALEA standards for a Law Enforcement Academy.

2) CORE Training Unit: Responsible for the curriculum, scheduling, and coordination of the in-service classes required of all Department personnel.

5. Logistics Support Section: Coordinates the logistics of obtaining, disseminating and inventorying Department supplies, uniforms and equipment, police vehicle assignments and maintenance, the care and management of Police Department facilities, and VOIP telephone system. [17.5.1]

a. Facilities Detail: Responsible for oversight of the physical plant for the Headquarters and South Precinct buildings, maintenance liaison for the Police

headquarters' VOIP telephone system, and for the security alarm system for all Police Department facilities.

- b. Fleet Detail: Ensures Department fleet vehicles are serviced as directed and repaired, if needed, in a timely manner. The Fleet Coordinator coordinates all vehicle assignments with concurrence of the Assistant Chief of Support, the Assistant Chief of Patrol, and the Assistant Chief of Investigations for vehicles assigned under their respective commands. The Fleet Coordinator maintains records of the assignments for the vehicles assigned to the Department. The Fleet Coordinator is a point of contact for any inquiry an employee may have in regards to the issuance of vehicles and questions for personnel at the Operations Center.
 - c. Logistics Unit: Orders, maintains and issues the various equipment and uniforms utilized by Police Department employees, coordinating the Department's inventory control, providing oversight for accountability and recordation of the bulk of the Department's nonexpendable equipment through a coordinated annual inventory and periodic review. This office provides oversight of in-coming equipment and the disbursement of clothing and equipment for sworn and applicable civilian employees.
 - d. Supply Detail: Issues office supplies and other general items used by members of the Department on a regular basis. The Supply Officer monitors the Department's copying machines and coordinates paper supplies. This detail also coordinates print requests for the City Print Shop, distributes any paper forms, and stores and inventories recovered bicycles.
 - e. Wearable Camera Detail: Provides overall maintenance of the body worn camera system, and its components, maintaining user accounts, permission levels and equipment. Provides user support, training, troubleshooting and assistance and ensures the automated retention schedule meets Library of Virginia standards.
- D. Investigations Bureau: Overseen by the Assistant Chief of Investigations, it consists of the Organized Crime, Community & Youth Outreach, and Criminal Investigations Divisions.
- 1. Criminal Investigations Division
 - a. Major Crimes Investigations Section
 - 1) Homicide Units (1 & 2): Investigate crimes and reported incidents that include suspicious and unnatural deaths, including accidental deaths, suicides, police involved shootings and homicides involving victims 14 years of age or older.
 - 2) Special Victims Unit: Investigate all adult rapes and sex offenses. Further, the unit investigates homicides and suspicious deaths of children and infants under the age of 14, child abuse, both sexual and physical, missing persons and runaway juveniles, and maiming. This unit is also responsible for activating the Amber Alert Plan. [41.2.5(e)]
 - 3) Aggravated Assault Unit: Investigate reports of malicious woundings, shootings, stabbings, life threatening beatings, and other serious or unusual situations. Exceptions include: domestic related aggravated assaults; shootings where the victim admits to shooting him/herself intentionally or accidentally; and, aggravated assaults involving juveniles when a firearm is not used and the injuries are not life threatening.
 - 4) Property and Evidence Unit: Maintains precise records for receiving, disbursing, and storing submitted evidence; as well as liens processed for the

State. The unit also processes unclaimed property and works with other City offices to conduct City auctions. The unit is in charge of submitted drug evidence and is responsible for submitting evidence to the State Lab for processing. [83.3.2(a); 84.1.5]

- a) Forensic Services Unit: Processes crime scenes, collects, preserves and delivers physical evidence to the Virginia Division Forensic Science Crime Laboratory for analysis, testifies in court, develops and prints crime scene photographs, and processes physical evidence. The unit operates the Virginia Automated Fingerprint Identification System (AFIS) computer (entry of crime scene latent prints and the registering of known fingerprints into the system), and administers the Department's DataWorks system. The National Integrated Ballistic Information Network (NIBIN) technician is also located within this unit. [83.2.2; 83.2.4 (a,b,c,d)]
- b. General Investigations Section
- 1) Fugitive Apprehension Unit: Handles legal processes dealing with extradition, prisoner transportation, warrant service, and court documents. The unit is also the liaison between the Police Department and the courts.
 - a) Criminal Intelligence Unit: Staffed with sworn detectives and non-sworn analysts who collect, collate, evaluate, analyze, and disseminate criminal intelligence information on organized crime, drug trafficking, money laundering, gambling, prostitution, gangs, terrorist groups, civil disorders, and public corruption. Provide this information to all operational units/divisions of the police department (operational, tactical, and strategic intelligence) allowing informed judgments, decisions and appropriate action. The unit employs electronic and regular surveillance, serving as the Departmental knowledge base. Asset forfeiture is facilitated through this unit.
 - 2) Economic Crimes Unit: Investigates cases involving forgery and uttering of checks and other legal documents and other related white-collar crimes over \$3000, or when the suspect in the case is not known. The unit also investigates frauds and scams, cases appearing to be the result of a career serial criminal, cases involving high dollar loss, and extremely complex or high profile cases. This unit works closely with other jurisdictions as well as the U.S. Postal Service and the U.S. Secret Service.
 - a) Pawn Shop Unit: Deals with pawn shops, antique shops, junk yards, thrift shops and gold and silver dealers. The detective maintains pawn log sheets and initiates investigations on found or recovered property. The unit insures that pawnshops are in compliance with state and local laws. It is responsible for ensuring property information is entered into NCIC. Information regarding suspicious items or persons is acted upon, and relevant information communicated with the Department.

2. Organized Crime Division
 - a. Narcotics: Responsible for the investigation of violations of the Virginia Drug Control Act. The section also identifies, apprehends and prosecutes individuals charged with state and federal violations. Those cases meeting federal adoption guidelines are forwarded to the United States Attorney's Office for federal prosecution.
 - 1) Organized Crime Unit (One & Two): These teams apply direct and continued street level enforcement of laws in specific high drug areas within the City.
 - b. Task Force Unit: Responsible for the investigation of violations of the Virginia Drug Control Act and violent, criminal gun violations at a federal level.
 - 1) FBI Task Force: Focuses on individuals involved in the distribution and trafficking of illegal drugs and weapons at the "king pin" levels. Cases meeting federal adoption guidelines are forwarded to the United States Attorney's Office for federal prosecution. These cases are long term investigations designed to target drug and violent criminal organizations.
 - 2) Peninsula Narcotics Enforcement Task Force (HIDTA): Staffed by one detective sworn as a state law enforcement officer. This task force is comprised of law enforcement officers from the cities of Hampton, Newport News, and the Virginia State Police. This task force investigates regional crimes at the drug "king-pin" level.
 - 3) Drug Enforcement Agency (DEA) Task Force: Staffed by a detective sworn as a federal law enforcement officer. The roles and function are supported by policy and procedure, standard operating procedures and Memorandums of Understanding.
 - 4) ATF Project Exile Detail: Comprised of a detective assigned to the Bureau of Alcohol Tobacco & Firearms as a task force agent and is sworn as a federal law enforcement officer. This detective targets Newport News violent, armed felons where other means of prosecution have failed or were not attempted. Charges that are pursued include: Possession of Firearms by Convicted Felons, Possession of Firearm while in possession of Controlled Substances and other similar violations.
 - 5) Joint Terrorism Task Force Detail: In an MOU with the FBI, Department detectives on the JTTF share intelligence information and investigate terrorism-related matters concurrently with our federal partners to prevent, deter, counter and control terrorist activities within the City.
3. Community & Youth Outreach Division: Coordinates and fosters community programs, partnerships and events which support and promote the Department's philosophy of Community Policing.
 - a. Community Outreach Section
 - 1) Community Programs Unit: The Community Programs Coordinator serves as a department liaison to various community groups, supporting existing programs and partnerships and initiating new programs to support crime

- prevention, community service functions and raising public awareness. The unit coordinates the Department's volunteer program to include recruitment, selection, and administration as well as the City's ongoing state certification as a "Crime Prevention Community". [45.1.1(a,b);45.1.2; 45.2.1(a,e,h)]
- 2) Community Relations Unit: The unit's sworn and non-sworn personnel serve as liaisons between the Police Department and the citizens of Newport News. Unit members facilitate various community events that promote crime prevention and awareness, encourage and maintain positive relationships between youth and police, striving to improve life quality for all citizens living or working in the City.
 - 3) Community Resource Unit: The unit's coordinator serves as the liaison and point of contact between the Department and its private, public, and government partners, helping ensure that youth and young adults in need of services receive suitable youth-based services.
- b. School Resource Section: (Divided into High and Middle School Resource Units) The School Resource Officer's duties involve conducting criminal investigations that occur on school property, and handling other situations by use of counseling, school administrative actions, Juvenile Intake or social agencies. They provide educational training on drug and gang avoidance techniques, serve as Department liaisons regarding intelligence information on drug and gang-related activity at the public middle and high school level.
 - c. Community Resource Officers: The primary liaisons with Neighborhood Watch groups. They coordinate with Neighborhood Watch groups and precinct personnel to identify and address problems and concerns within a particular precinct.

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