



Newport News Police Department - Administrative Manual

ADM-165 - ADMINISTRATIVE REPORTS

Amends/Supersedes: ADM-165 (11/24/2011)

Date of Issue: 01/08/2020

I. PROCEDURE

[11.4.1(c)]

- A. All employees of the Newport News Police Department who are involved in the decision making process shall use applicable data when predicting workload, determining manpower and other resource needs, and preparing budgets, (e.g., calls for service records, incident reports, arrest reports, *et cetera*).
- B. The Police Department will use an administrative reporting program that includes daily reports, monthly reports, quarterly reports, and annual reports which will provide management information on the activities of the agency (see attachment A).

Steven R. Drew
Chief of Police

Corresponding Policy	ALL UNITS (SWORN & NON-SWORN COMPLIMENT) Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-530	AED Inspection for Operational Readiness (AED Site Coordinators)	After Use	Training Section (AED/CPR Lead Instructor); Planning	
ADM-290	Employee Performance Evaluation - Probationary	Auxiliary Officer, Civilian, Telecommunicators - Quarterly, Sworn - Monthly	Bureau & Precinct Cmndrs.; Planning; Training	35.1.3 (T.A. 4.4.7)
ADM-295	Employee Performance Evaluation: Sworn, Non-sworn, & Auxiliary	Annually	Chief	35.1.2 (T.A. 4.4.2)
ADM-515	Review/Inspection of Department Assets	Bi-annual	Bureau & Precinct Cmndrs.; Planning	17.5.1
ADM-140	SOPs Relevant to the Unit Reviewed and Updated	Annually	Planning, Bureau Comndrs.; Chief	12.2.1e,g
ADM-490	Volunteer Performance Evaluation	Annually	Chief, A/C, Payroll and Personnel, Community Programs Coord, Planning	
ADM-515	Yearly Review of Department Assets	Annually	Bureau & Precinct Cmndrs.; Planning	17.5.1

Corresponding Policy	ALL UNITS WITH SWORN COMPLIMENT (TO INCLUDE DETECTIVES) Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-199	After Action Report (Critical Incident - natural, civil, and man-made disasters - Level 1 or 2 Response, or Precinct Level Crisis)	Per Incident	Chief/Bureau/Precinct Cmndrs./Planning	46.1.3h
OPS-620; OPS-450	After Action Debriefing Report: Special Events & Special Ops	Per Incident	Chief/Bureau/Precinct Cmndrs./Planning	46.2.7; 61.1.1f
*ADM-165	Community Relations Report to CEO	Biennially	Chief/Bureau/Precinct Cmndrs./Planning	45.2.1
OPS-330	Engineering Defect Notification (Traffic Crash Contributor)	As Needed	Appropriate City Agency (i.e. Traffic Engineering; Planning)	61.3.1a
ADM-199	Equipment Readiness Inspection (Unusual Occurrence)	Quarterly	Bureau & Precinct Cmndrs; Planning	46.1.8
ADM-170	Equipment Stored Inspected for Operational Readiness	Regular Intervals	Bureau; Precinct Cmndrs; Planning	17.5.2
OPS-220	Escape of Prisoners Being Transported Report	Per Incident	Bureau; Precinct Cmndrs.; Planning	70.1.7b
OPS-550	Incidents with Agency Liability	Per Incident	Chief; A/C Community Ops; Planning	11.3.3
ADM-170	Inspection Line (Findings)	Monthly	Division Cmndrs; Planning	53.1.1d
ADM-510	Inspections Line (Weapons)	Monthly	Dept. Armorer; Planning	53.1.1
OPS-450; OPS-620; OPS-650	Incident Action Plan/Operation Plan (VIP, Special Ops, & Special Events)	As Needed	Chief, A/Chief; Precinct Comndrs; Planning	43.1.5; 46.2.7; 61.1.6d; 61.3.3a
OPS-410	Searches Strip & Body Cavity Report	Per Incident	Chief; Bureau; Precinct Cmndrs; Planning	1.2.8

ADM-510	Weapon (Department-Issue Shotgun, AR-15, M-14, Hanguns) & Ammunition Review	Monthly	Precinct Cmndrs; Dept. Armorer; Planning	4.3.1c; 53.1.1b,c
OPS-320	Traffic Enforcement Selective Activities Evaluation	Per Incident	Precinct Cmndrs; Planning	61.1.1f
OPS-120	Vehicle Pursuits Critique	Per Incident [Blue Team]	Internal Affairs; Special Operations; Training, Planning	41.2.2i
OPS-120	Vehicle Pursuits: Roadblocks & Forcible Stopping Incidents Report	Per Incident [Blue Team]	Internal Affairs; Precinct Cmndrs; A/C Community Ops; Planning	41.2.3e

CHIEFS OFFICE/EXECUTIVE STAFF

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-199	"All-Hazard Plan" (i.e. Incident Command System) Training Documentation	Annually	Chief; Bureau Precinct Cmndrs; Planning	46.1.9
ADM-199	After Action Report (Critical Incident - natural, civil, and man-made disasters - DEPARTMENTAL LEVEL) Command Function (EXEC.STAFF)	Per Incident	Chief/Bureau/Precinct Cmndrs/Planning	46.1.3h
ADM-360	Secondary Employment of Officers Review (CHIEF)	As needed	Bureau & Precinct Cmndrs	22.2.4c
ADM-110	Goals and Objectives [Strategic Mgt. Plan] (EXEC. STAFF)	Annually	Department wide	15.2.1
ADM-199	Review and Update ADM-199 "Response to Unusual Occurences and Emergencies" (A/C Patrol Bureau)	Annually	Department wide	46.1.1
OPS-120	Vehicle Pursuit Incident Report Review/Critique (A/C Patrol Bureau)	Per Incident	Executive Staff	41.2.2i

ANALYTICAL SERVICES UNIT

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-110	Crime Patterns/Trends (Briefing of CEO)	As needed	Chief; Planning	40.1.1d

EMERGENCY COMMUNICATIONS CENTER

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
COM 360	Electrical Power Testing Alternate Source	Monthly	Communications	81.3.2; 6.4.2 (COM)

FISCAL SERVICES

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-165	Budget Recommendations by Major Functions	Annually	Department Wide	17.2.2
OPS-460	Cash Funds Accounting (Travel/Confidential Expenses)	Monthly	Chief; A/C Investigations; Planning	17.4.2f
ADM-165	Cash Funds Reporting (All Other Cash Funds)	Quarterly	A/C Admin.; Fiscal Operations; Planning	17.4.2f
OPS-460	Confidential Funds Disbursement Report	Monthly	OCD Commander; Chief; Planning	17.4.2f

ADM-165	Fiscal Control Procedures - Independent Audit (OUTSIDE SOURCE)	Annually	Chief; Planning	17.4.3
ADM-165	Fiscal Management Status Report	Monthly	Executive Staff	17.4.1 (T.A. 3.2.4)

LOGISTICS SUPPORT SECTION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-515	Inventory of Department Assets	Annually	Planning, Administration and Support Operations Bureau	17.5.1 (T.A. 3.2.7)
ADM-515	Unannounced Audits/Inspections of Department Assets	Bi-Annually	Planning, Administration and Support Operations Bureau	17.5.1

CRIMINAL INTELLIGENCE UNIT

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
OPS-460	List of Active Informants	Monthly	OCD Commander; Criminal Investigations Commander	

ORGANIZED CRIME DIVISION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
OPS-460	Confidential Funds Accounting Report (OCD Commanders)	Monthly	Fiscal Services Accounting Specialist; Chief of Police; Planning	17.4.2f; 43.1.1d
ADM-165	Vice & Drug Activities Status	Monthly	Chief; Planning	43.1.1d

SUPPORT SERVICES DIVISION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-165	Equal Employment Opportunity Plan Analysis	Annually	Department Wide	31.2.3
ADM-165	Recruitment Plan - Analysis	Annually	Department Wide	31.2.1
ADM-165	Recruitment Plan - Progress Towards Objectives	Annually	Department Wide	31.2.2(a) (T/A 5.1.1(c))

INVESTIGATIONS DIVISION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-165	Victim/Witness Assistance Needs Analysis (Domestic Violence Coord.)	Biennially	Planning; Victim/Witness Office	55.1.2

PLANNING DIVISION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-165	Administrative Reporting System	weekly/monthly/ quarterly/annually/ biennially/triennially	Planning	11.4.1
ADM-145	Agency Forms Review	As needed	Department Wide	11.4.2
ADM-110	Citizen Attitudes & Opinions Survey	Biennially	Chief; Planning	45.2.2
ADM-540	Computer System Central Records Audit (Password)	Annually	Planning Manager	82.1.6 (T.A. 7.3.5)
ADM-140	Department Policy Review and Update	Annually	Department Wide	12.2.1i
ADM-199	Emergency Operations Plans Reviewed & Updated	Annually	Department Wide	46.1.1; 46.1.5
ADM-110	Goals & Objectives [Strategic Mgt. Plan] (W/ EXEC. STAFF)	Annually	Department Wide	15.2.1
ADM-110	Multi-year Plan Review & Revision	Annually	Department Wide	15.1.3e
ADM-110	Organizational Chart Reviewed & Updated	As Needed	Department Wide	11.1.2
ADM-140	Policy & SOP Review by Staff Prior to Issue	Per Document	Unit Wide (SOP); Department Wide (Policy)	12.2.1i
ADM-165	Summarial Report - Citizen Attitudes & Opinions	Biennially	Chief; Planning	45.2.2
ADM-110	Workload Assessments	Quadrennially	Department Wide	21.2.4

PRECINCT/DIVISION COMMANDERS (AS ASSIGNED)

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
OPS-620	After Action Report: OTHER Special Events (i.e. VIP, parades.etc.)	Per Incident	Chief/Breau/Precinct Cmdrs/Planning	46.2.7
ADM-345	Review of Personnel Serving in Temporary/Ad Hoc Positions (Division/Precinct Commander)	Conclusion of Service	Training; Applicable Bureau Commanders; Planning	

INTERNAL AFFAIRS DIVISION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-265	Administrative Firearms Discharge Initial & Final Reports	Per Incident	Chief	26.3.2; 4.2.2
ADM-210	Administrative Review of Bias-Based Profiling and Related Citizen Concerns	Annually	Chief/ A/C Patrol; Planning, Training	1.2.9d
ADM-270	Complaint Summary	Annually	Chief, Training, Planning	26.2.5; 26.3.2
ADM-273	Early Warning System Evaluation	Annually	Chief, Planning	35.1.9c (T.A. 4.4.9c)
ADM-225	Employee Grievances Analysis	Annually	Chief; Planning	22.4.3 (T.A. 4.5.3)
ADM-270	IA Statistical Summary to Public & Employees	Annually	Department Wide; City Libraries	26.2.5
OPS-550	Incidents with Agency Liability	Per Incident	Chief; A/C Patrol; Planning	11.3.3
ADM-170	Inspections Unit	Each Unit Triennially	Chief; Planning; Affected Unit	53.2.1c
ADM-170	Inspections Unit - Follow-up on Noted Deficiencies	As Needed	Chief; Planning; Affected Unit	53.2.1d

ADM-260; ADM-265; ADM-270	Investigation Status Report to Complainant	Per Incident	Chief; Planning; Complainant	26.3.4
ADM-170; P & E SOP	P & E Audit	Annually	Chief; A/C Admin; Planning	84.1.6c
ADM-170; P & E SOP	P & E Inspection - Unannounced	Annually	Chief; A/C Admin; Planning	84.1.6d
OPS-110	Use of Force Occurrence	Per Incident	Chief; Adm. Bureau; Planning	4.2.1
OPS-110; OPS-113	Use of Force Incidents Analysis	Annually	Chief; A/C Admin; Prof. Stndrds; Training	4.2.4

PROPERTY AND EVIDENCE UNIT

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
P & E SOP	P & E Inspection by Evidence/Property Custodian	Semiannually	A/C Admin; Planning	84.1.6a
P & E SOP	P & E Inventory - Transfer to/from new Custodian	As needed	Chief; A/C Admin; Planning	84.1.6b

PUBLIC INFORMATION OFFICE

Corresponding Policy	Name of Report/Purpose	Completion Timeframe	Distribution	Standards
ADM-110	Citizen Attitudes & Opinions Survey (Conduct Survey)	Triennially	Chief; Planning	45.2.2
OPS-520	Review of PIO Policy/Procedure with Invitation for Media Input	Periodically	Chief; Planning	54.1.2

COMMUNITY YOUTH & OUTREACH DIVISION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-165	Community Relations Report to CEO	Quarterly	Chief; Bureau; Precinct Cmndrs; Planning	45.2.1
ADM-110	Crime Prevention Effectiveness Evaluation	Triennially	Chief; Planning	45.1.1c
OPS-435	Juvenile Programs Review & Written Evaluation	Annually	Chief; Planning	44.1.3

SPECIAL OPERATIONS SECTION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-250	CRASH Review Committee, Report of Findings	Per Incident	A/C Patrol; Bureau Commander; Planning; Training and/or Internal Affairs (if applicable)	
OPS-120	Vehicle Pursuit Reports Analysis	Annually	Chief; A/C Patrol; Planning	41.2.2j

TRAINING DIVISION

Corresponding Policy	Name of Report / Purpose	Completion Timeframe	Distribution	Standards
ADM-510	Authorized Weapons (lethal & less lethal)	Annually	Training File; Planning	4.3.1
ADM-210	Bias-Based Policing Training	Biennially	A/C Administration; Planning	1.2.9
OPS-645	Dealing with Mentally Ill (Training and/or Refresher)	Triennially	A/C Administration; Planning	41.2.7e
ADM-510	ECD Device Recertification	Annually	Precinct Cmdr;Chief; Planning; Trng. File	4.3.2
ADM-210	Ethics Training	Biennially	A/C Administration; Planning	1.1.2
OPS-250	Field Training Officer Evaluation (Precinct FTO Coordinator)	Annually	FTO's Chain of Cmnd.; Planning	33.4.3c
ADM-510	Less-Lethal Weapons Training	Biennially	A/C Administration; Planning	4.3.3
ADM-510	Lethal Weapons Training	Annually	Training File; Planning	4.3.3
ADM-199	Operational Readiness (Emergency Response) Exercises/Training	Periodically	A/C Administration, Planning	46.1.9
TRNG-SOP; ADM-510	Remedial Training Report	Annually	Precinct Cmdr;Chief; Planning	4.3.3
ADM-295;OPS-250	Skills Development Training for Promoted or Transferred Employees	As Needed	Appropriate Chain of Command; Planning	33.8.2
ADM-140	SOPs/Policies Relevant to the Unit Reviewed and Updated	Annually	Planning, Executive Staff	12.2.1e,g
OPS-110	Use of Force Occurrence Reports for 4.2.1 Review	Per Incident	A/C Administration, Planning	4.2.2
OPS-110	Use of Force Policies & Weapons Proficiency	Annually	A/C Administration, Planning	4.3.2
OPS-240	Use of Force Policies & Weapons Proficiency - Aux	Annually	A/C Administration, Planning	16.1.6
ADM-510	Weapons Review & Inspection	Annually	A/C Administration, Planning	4.3.1c