



## Newport News Police Department - Administrative Manual

### ADM-410 - WANTED POSTERS

Amends/Supersedes: ADM-410 (09/18/2007)

Date of Issue: 06/11/2021

#### I. GENERAL

- A. The Analytical Services Unit is responsible for processing, recording, retaining and ensuring timely cancellation of all issued wanted posters in accordance with the procedures set forth herein.
- B. Any officer may initiate a wanted poster.

#### II. PROCEDURE

##### A. Submission

[12.1.4]

- 1. Initiating officer(s) are responsible for submitting the information on a wanted individual to the Analytical Services Unit. This information may be submitted electronically.
- 2. The Analytical Services Unit will utilize the standard NNPD Wanted Poster Form (NNPD [Form #132](#)).

##### B. Dissemination

[12.1.4]

- 1. The Analytical Services Unit is responsible for assigning the control number and the dissemination of all wanted posters through email and by storage on the common network drive ("W"), and sent to all MDC's.
- 2. All wanted posters will be maintained in precinct line-up rooms and on the bulletin boards in the investigations.

##### C. Exigent Circumstances

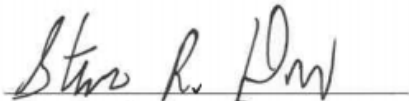
In special situations when a wanted poster is required after normal hours or on weekends, the issuance of a wanted poster should be approved by the on-duty supervisor.

- 1. The issuance of a wanted poster should be delayed until the Analytical Services Unit is available, except in cases where an immediate threat to the public safety exists.
- 2. Should a wanted poster be issued or distributed by anyone other than the Analytical Services Unit, the initiating officer's supervisor must review and approve the poster prior to issuance. The initiating officer must immediately forward it to the Analytical Services Unit via email.

##### D. Cancellation

- 1. It is the responsibility of the officer initiating a wanted poster to notify the Analytical Services Unit in order to:
  - a. Cancel a wanted poster on the clearance of a case by arrest of the subject.
  - b. Cancel a wanted poster on the clearance of a case by other means.
- 2. Should another jurisdiction make an arrest, the officer returning the subject to our city should make this notification.

3. The Analytical Services Unit, upon receipt of this notification, will issue a cancellation bulletin and ensure that the wanted posters are removed from active display.



Steven R. Drew  
Chief of Police