



Newport News Police Department - Administrative Manual

ADM-465 - VIRGINIA UNIFORM SUMMONSES

Amends/Supersedes: ADM-465 (04/16/2018)

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I. GENERAL

The following guidelines will be used by personnel of the Newport News Police Department for maintaining records and distributing the Virginia Uniform Summons.

II. PROCEDURE

A. Distribution Criteria

1. Police personnel needing Virginia Uniform Summonses shall obtain them at the Records Unit, where they are stored for distribution. [82.3.4(c)]
2. The Records Unit is responsible for the recording and distribution of individual summons books to the requesting police personnel. Records Unit personnel will fill out the logbook maintained in the Records Unit for the summons books issued to them. [82.3.4(a,b)]

B. Summons Completion

When completing a Virginia Uniform Summons, standardized NCIC/VCIN and DMV codes are to be used.

C. Summons - Flow

1. Traffic Summons

- a. All traffic summonses will be turned in to the on-duty supervisor, who shall check for accuracy and completeness. The supervisor, or their designee, will forward all completed summonses to their respective administrative assistant for entry into the Records Management System (RMS). [82.2.1(e)]
- b. All non-department personnel will turn all completed summonses into an on-duty supervisor or to the Records Unit.
- c. After entry into RMS, all summonses will be forwarded to the Records Unit. The Records Unit will forward court copies to the appropriate court and file the agency copy.

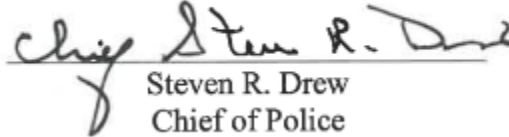
2. Summons in Lieu of Arrest

- a. The IBR number is to be written in the top center of the summons under the heading "Virginia Uniform Summons" of any summons issued for JDR Court.
- b. All summonses issued in lieu of arrest will be turned in to the on-duty supervisor, who shall check for accuracy and completeness. The supervisor, or his designee, will forward all summonses to the Records Unit. These summonses will be recorded and secured until the next court day. [82.2.1(e); 82.3.4(c)]
- c. The summonses will be forwarded to the appropriate court on the next court day.

- D. A generic Virginia Uniform Summons book shall be made available to all authorized non-department personnel in accordance with [§19.2-74B](#) of the Code of Virginia. The request shall be made to the Records Unit, who shall log and document the issuance of these books.

NOTE: Summonses that are marked “Newport News Police Department” will not be issued or given to non-Newport News Police Department personnel.

- E. The Support Services Division will ensure instruction on the proper execution of the Virginia Uniform Summons to all Newport News Police Department personnel and non-departmental agencies and personnel upon request.


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Chief of Police