



Newport News Police Department - Administrative Manual

ADM-470 - PRIVATE SECURITY SERVICES

Amends/Supersedes: ADM-470 (05/31/2018)

Date of Issue: 02/27/2019

I. GENERAL

- A. Security officers are defined as persons employed by private security services to safeguard and protect persons or property.
- B. There are two general classes of security officers:
 - 1. Unarmed Security Officer: does not carry or have access to firearms or other deadly weapons in the performance of his duties.
 - 2. Armed Security Officer: carries or has access to a firearm or other deadly weapon during the performance of his duties.
- C. Full powers of arrest are extended **only to registered, armed security officer** of a private security business while at a location which the business is contracted to protect (§9.1-146, §19.2-74 Code of Virginia).
 - 1. The offense must occur in the armed security officer's presence; or
 - 2. In the presence of a merchant, agent, or employee of the merchant of the contracting business, if they had probable cause to believe that the suspect being arrested had shoplifted or committed willful concealment of goods (§18.2-106 Code of Virginia).
 - 3. While performing their duties, armed security officers are required to possess a registration card issued by the Department of Criminal Justice Services.
 - 4. Unarmed security officers may only observe, detect, report, or notify the appropriate authority or designated agent when encountering shoplifting or concealment and are not required to possess a registration card.
- D. Armed security officer registration does not constitute a permit for the carrying of a concealed weapon.
- E. Private security services and security officers are regulated by the Department of Criminal Justice Services (§9.1-138 *et seq.* of the Code of Virginia).

II. PROCEDURE

- A. The Department will promote cooperation with authorized private security services.

1. Patrol officers are encouraged to visit contracted sites on a regular basis and familiarize themselves with private security service personnel.
2. Department representatives should meet periodically with private security service management personnel to discuss issues and concerns.

B. Exchange of Information [82.2.1(c)]

1. Private security services will be encouraged to share information with the Department relative to activity on contracted sites.
2. Police officers are encouraged to share what would be considered public information under the Virginia Freedom of Information Act (F.O.I.A.) and enlist the assistance of private security services in preventing crime, solving cases, and apprehending wanted persons.

NOTE: Department personnel will not disseminate any information classified as confidential or that which could comprise an ongoing criminal investigation.

3. The following wanted person information may be disseminated by Department personnel under F.O.I.A. This is the same information that is posted on the Outstanding Warrants section of the Police Department's website. This information is limited to:

- a. Name of wanted person
- b. Charge(s)
- c. Street name
- d. Street address
- e. Sex
- f. Race
- g. Date of birth
- h. Height
- i. Weight
- j. Eye color
- k. Hair color

4. Historical crime information concerning calls may be provided to private security services under the following conditions: [15.3.1(b)]

- a. The information must be relative to a currently contracted site.
- b. Data will not include names or addresses of occurrence and will be limited to calls for service and reported offenses.

C. Prisoner Transportation and Evidence Assistance

1. Prisoner transportation for private security services will be permitted as outlined in OPS-220, "Prisoner Transportation".

2. Evidence Collection - The responding officer should assist with the collection and preservation of evidence.
 - a. In offenses such as shoplifting where clothes and/or perishable items are involved, the evidence should be photographed, whenever possible, and returned to the security officer.
 - b. In offenses that involve sensitive evidence such as drugs:
 - 1) The security officer will maintain custody of the evidence until it is placed in Property and Evidence.
 - 2) The officer may provide the security officer with the Field Test kit and instructions on how to use it in order for the security officer to test suspected marijuana evidence.
 - 3) The assisting officer will complete a Property and Evidence Inventory Form (NNPD Form #8) and a Request For Laboratory Examination Form (State Form DFS-70-001).
 - 4) The security officer, with the officer's assistance, will place the drugs into the Property and Evidence Unit's temporary storage area.
 - c. The security officer is responsible for maintaining evidence in all other cases.
- D. Providing Summonses for Private Security Services (see also ADM-465, Virginia Uniform Summonses)
 1. The Newport News Police Department will provide summonses for private security services in accordance with the guidelines contained hereafter. The summons will be the standard Virginia Uniform Summons **but will not contain the name of the Newport News Police Department.**
 2. The summons books will be maintained at the Records Unit. [82.3.4(c)]
 3. To obtain summons books, an employer or agent of a private security service must present a letter on company stationary to the Records Unit requesting summons books.
 - a. These summons books will be logged out to the company and the company will be responsible for all the summonses in the book.
 - b. Before leaving the Records Unit, the employer or agent of the private security service must stamp the name of the business on all summonses issued to them.
 4. The private security service will be charged the same rate for the summonses as billed to the Department.
 5. The Records Unit will maintain a record of all summonses purchased, indicating the purchase date, company name, starting and ending book numbers, and the receiving person. [82.3.4(b)]

Steven R. Drew
Chief of Police