



Newport News Police Department - Administrative Manual

ADM-525 – OUT PROCESSING AND EXTENDED LEAVE REACTIVATION PROCEDURE

Amends/Supersedes: (03/12/2018)

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I. OUT PROCESSING PROCEDURE

[17.5.2]

NOTE: This policy generally applies to individuals who resign, retire or are dismissed from the agency. Section II of this document relates to those employees who are absent from the agency on extended leave of 90 days or more. However, portions of Section I shall apply to those individuals as well.

A. General

1. It shall be the responsibility of the employee's immediate supervisor to ensure that the employee turns in all equipment and clothing to the appropriate person(s) within 72 hours prior to the employee's separation date from the agency.
2. Dismissal or Administrative Leave for Disciplinary Reasons
 - a. In circumstances of dismissal, the employee is ultimately responsible and accountable for returning all issued equipment and clothing.
 - b. Upon an employee being placed on administrative leave for disciplinary or fitness for duty reasons, the relieving supervisor will be responsible for securing the employee's equipment/clothing, as set out in [ADM-270 Administrative and Internal Investigations](#).
 - c. In no instance will an employee who has been dismissed or placed on administrative leave for disciplinary or fitness for duty reasons come onto any Police Department facility unless accompanied by a member of the Internal Affairs Division, or designee.
 - d. Unless prior written permission has been secured through the Internal Affairs Division, employees found in violation of paragraph c. above may be subject to prosecution for trespassing, and/or other applicable administrative or criminal charges.
3. On the employee's last day of employment, the bureau commander will verify that all issued equipment has been returned to the appropriate agency representatives.
4. When an officer separates from the department, their lieutenant will review all outstanding warrants obtained by the officer and confer with the Commonwealth Attorney's office on cases to ensure they are prosecutable. When conducting the review, the circumstances surrounding the officer's separation (i.e. dismissal, administrative investigation at the time of separation, etc.) should be taken into consideration.

B. Return of Issued Equipment

[22.2.8(d)]

1. Initial Procedure

- a. The employee separating from the Newport News Police Department will make an appointment to meet with Logistics Division personnel, who shall provide the

employee with the *Employee Termination Clearance Form* (NNPD [Form #261](#)) and review the out processing procedures with the employee.

NOTE: The employee is encouraged to give as much advance notice as possible in order to ensure that there is adequate time to complete all the steps on NNPD [Form #261](#).

- b. The employee shall carry the checklist to each person or area where clothing and equipment is being returned and have the person accepting the returned item sign the appropriate area of the form.
 - c. Upon completion of the return process, the employee shall deliver the completed [Form #261](#) to the Payroll & FMLA Office.
2. Uniforms and Equipment (Logistics Division)
- a. All clothing and equipment initially issued through the Logistics Division shall be returned to that unit.
 - 1) Uniforms shall be clean, and returned folded neatly. Clothing will be returned with the accessories (e.g., detachable linings, collars, etc.) attached.
 - 2) The duty belt and other equipment shall be returned clean and with all individual components (e.g., holster, handcuff case, etc.) removed and returned in a paper/plastic bag.
 - b. The employee will turn in any Department-issued body camera (to include any issued accessories) to the Body-worn Camera Office, or designee.
3. Vehicles and Portable Radios (Fleet Coordinator)
- a. If the employee was issued a portable radio, pager or other similar communication device not listed, they shall return those items to the Fleet Office.
 - b. Issued vehicles will be returned as set out in [ADM-550 Police Vehicle Maintenance and Repair](#).
4. Weapons (Training Division)
- The employee will turn in all issued weapons, including firearms, ammunition, magazines, and any other issued lethal or non-lethal weapon(s) to the armorer.
5. Computer Equipment and Cellular Phones (Planning & Technology Division)
- The employee shall contact the Planning & Technology Division to discuss the return of issued computer equipment and cellular phones (e.g., tablets, docking station, cables, etc.). All equipment will be returned as directed.

C. Failure to Return Issued Equipment

Any employee terminating their employment who fails to return all issued clothing and/or equipment may be subject to legal action in order to obtain either the items in question or monetary reimbursement.

D. Damaged or Lost Equipment

Lost or damaged equipment (i.e., beyond normal wear and tear) must be paid for by the employee. Payment must be in the form of a check or money order made payable to the “City of Newport News”.

E. Service Firearm - Retirement

1. City Code [§ 2-558](#) allows full-time sworn law enforcement officers retiring with at least twenty-five years of actual service (not credited service) to purchase their service firearm for the price of \$1.00. The following details the purchase process:
 - a. A \$1.00 fee must be paid to the Police Department's Accounting Technician in the form of a check or money order made payable to the "City of Newport News".
 - b. Upon receiving the receipt for payment, the employee will retain his service firearm, but he must turn in two magazines and his issued ammunition to the Armorer.
 - c. Upon return of the magazines and ammunition, the Armorer will initial NNPD [Form #261](#) *Employee Termination Clearance Form* indicating that the necessary equipment has been turned in and will attach a copy of the purchase receipt to the firearm's inventory card.

II. EXTENDED LEAVE REACTIVATION PROCEDURE

[17.5.2]

NOTE: This section shall apply to individuals who go out on long term medical leave (PML), long term workers' compensation, extended military leave, or any other long term absence, as determined by the Chief of Police, or designee.

- A. Whenever an employee will be away from their work assignment for more than 90 days, all issued clothing and equipment shall be turned in as detailed in Section I.B of this policy.
[22.1.9(d)]
- B. Upon returning to work, the employee must complete NNPD [Form #461](#) (*Extended Leave – Return to Active Duty Form*) and personally carry it to the various divisions listed on the form in order to reactivate their status within the various agency systems and to have the required clothing and equipment issued to them.

1. Uniforms and Equipment (Logistics Division)

Returning employees shall be reissued all clothing and equipment as set out in the initial issuance procedures found in [ADM-520 Issuance and Wearing of Uniforms and Equipment](#).

- a. The employee shall contact their immediate supervisor as soon as notice to return to work is received and request re-issuance of all required clothing and equipment.
- b. The supervisor will ensure that the request is forwarded to the Logistics Division which will, in turn, coordinate the re-issuance of all appropriate clothing and equipment to the employee.
- c. The employee will be notified by Logistics Division personnel when the items are available and will be responsible for personally picking up the items.

NOTE: The employee ID card/proximity key is issued through the Facilities Office (See also: [ADM-440 Police Facilities Security System](#)).

- d. The Department Wearable Camera Office, shall issue any applicable Department-issued body-worn camera and accessories.

2. Vehicles and Portable Radios (Fleet Office)

- a. As required by the returning employee's rank and position, the Fleet Office will issue a portable radio.

- b. In accordance with existing policy or at the discretion of the Chief of Police or designee, a returning officer may be issued an assigned vehicle.

NOTE: Employees may not necessarily be issued the same vehicle that might have been assigned to them prior to their absence.

3. Weapons (Training Section)

- a. The Department Armorer shall ensure that any returning sworn employee is issued the appropriate firearms and ammunition in accordance with the Training Section's Training Academy (ACDMY) procedure, to include any other applicable lethal or non-lethal weapons.

4. Computer Equipment and Cellular Phones (Planning & Technology Division)


a. Computer Equipment

- 1) The returning employee's supervisor will contact the Planning & Technology Division and make a written request for the assignment of the type of computer equipment needed for the position (i.e. desktop, laptop, tablet, etc.);
- 2) At the time of issuance, the employee will sign the completed NNPD [Form #181, Request for Issue](#) specifying the computer equipment issued, and the serial number or other identifying information from the equipment.

b. Cellular Phones

- 1) The returning employee's supervisor will contact the Planning & Technology Division and make the request for the assignment of a cellular phone to the employee.
- 2) Any cellular phone accessories, other than those issued with the phone from City IT, will be requested in writing through the Planning & Technology Division.

NOTE: Requests for any other type(s) of equipment or clothing not specified in either this policy or [ADM-520](#) shall be made in writing through the officer's chain of command and shall be approved on a case-by-case basis.


Steven R. Drew
Chief of Police