



Newport News Police Department - Administrative Manual

ADM-240 – EMPLOYEE PARTICIPATION IN EVENTS

Amends/Supersedes: 04/09/2018

Date of Issue: 07/17/2023

I. GENERALLY

The Newport News Police Department recognizes the value of employee participation in community events. Employee's conduct, both on and off-duty, reflects on the Department. Therefore, guidelines for employee participation in events have been established. These guidelines are separate from those requirements identified in [ADM-337 Master Police Officer Program](#).

II. DEFINITIONS

For purposes of this policy, the following definitions apply:

- A. Community Event – A not-for-profit or charity event sponsored or arranged to benefit a public or community group. For this policy, a community event may be department sponsored or non-department-sponsored.
- B. Department-Sponsored Event – An event or program formally recognized by the Newport News Police Department in which employees may participate utilizing their professional capacity as Newport News Police employees. This includes City-sponsored events.

NOTE: Not all fundraising events hosted by the Newport News Police Foundation are considered Department-sponsored.

- C. Non-Department-Sponsored Events – Those events which do not require the employee's skills from their professional capacity as Newport News Police Department employees and which do not originate from the Department or City, nor are they sponsored by either. These events may include community events, church events, sporting teams, athletic leagues, etc., and are considered outside activities.

III. GUIDELINES

A. Department-Sponsored Community Events

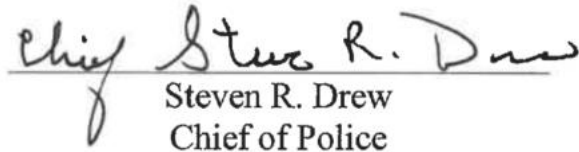
- 1. Personnel participating in department-sponsored events will first ensure they have the approval to attend from their first-line supervisor and that scheduling conflicts do not exist for their areas.
- 2. Approved participation in department-sponsored events shall be considered hours worked.

B. Non-Department-Sponsored Events/Programs

- 1. Employees may participate in non-department-sponsored events while off-duty. Employees will remain cognizant that, even when off duty, they are still held to the Department's [Code of Ethics](#) and [Standards of Conduct](#) as it relates to outside activities.
- 2. The name or logo of the Newport News Police Department (or City of Newport News) will not be used in any event, program, or team name for a non-Department-sponsored event/program.
- 3. If the event/program is held during the employee's regular working hours, the employee must use approved PPL or some other City-approved leave. Participation in non-department-sponsored events shall not be considered hours worked, except as outlined in [ADM-337 Master Police Officer Program](#).

C. Evaluation of Events

1. Questions about whether an event is department-sponsored or non-department-sponsored should be addressed to the employee's immediate supervisor.
2. The Chief of Police, or designee, may determine whether a program or event will be department-sponsored based on the following:
 - a. The group/organization hosting the event/program and whether that group/organization originated from a department program;
 - b. The type of support or participation needed for the program/event and whether it entails duties regularly performed by members of the department;
 - c. Potentially negative impacts the event may have on the department or the city.
 - d. Equipment and/or personnel requirement(s);
 - e. Input from the City Attorney (if needed);
 - f. Ethical considerations; and
 - g. Budgetary considerations.


Steven R. Drew
Chief of Police