



## Newport News Police Department - Operational Manual

# OPS-115 –POLICE EMPLOYEE IDENTIFICATION

**Amends/Supersedes:** OPS-115 (05/08/2019)

**Date of Issue:** 11/06/2020

### I. DISPLAY OF IDENTIFICATION CARD

All personnel are required to carry their issued photo identification cards while on-duty, or while working in an off-duty capacity in Department uniform. Personnel will display their identification in accordance with State law and upon request of any person requesting to view it. Officers working a plain-clothed assignment where identification presentation would compromise their position are not required to present their identification. [22.2.8]

### II. POLICE IDENTIFICATION - CALLS FOR SERVICE [43.1.5]

#### A. Dispatched Calls for Service

##### 1. All Responding Officers

- a. Upon responding to an active call for service, all officers shall contact Communications and advise they have arrived on scene.
- b. When practical, an arriving officer shall report to the on-scene supervisor for assignment of specific duties or responsibilities while on scene (e.g. perimeter security, interviewing witnesses, etc.)

##### 2. Officers in Plainclothes (i.e. Officers Not in Uniform)

- a. Plain-clothed officers will not enter or approach an active scene until they put on an agency-issued mesh vest, police banner/sash, marked raid vest/jacket, or other issued garment that clearly identifies them as a police officer.
- b. All plain-clothed officers must prominently display their badge of authority while on active calls for service.

#### B. Self-Initiated Calls for Service

##### 1. All Self-Initiated Calls

- a. Upon initiating a call for service, all officers shall contact the Communications Division to advise they are on scene.

##### 2. Officers in Plainclothes

- a. Prior to initiating a call for service, if practical, officers in plainclothes shall don an agency-issued mesh vest, police banner/sash, marked raid vest/jacket or other garment that clearly identifies them as a police officer.

- b. During self-initiated calls for service, plain-clothed officers will prominently display their badge of authority and announce themselves as police officers to those on scene, if practical.
- c. In all cases, officers in plainclothes shall accede to the directions of any other officer who arrives on scene and fails to recognize the individual as a police officer, regardless of attempts to identify himself as such. If the other officer(s) instructs the plain-clothed officer to drop his weapon or perform some other action, the plain-clothed officer will do so immediately, without question.

C. Response to Calls by Officers in Plainclothes Without Proper Credentials

An officer who has no weapon and/or no badge of authority on his person shall neither respond to nor self-initiate a call for service, except in life or death situations. Under normal circumstances, officers without their badge and/or weapon shall contact Communications and request a marked police unit response.

Steven R. Drew  
Chief of Police