



Newport News Police Department - Operational Manual

OPS-625 - REQUESTS FOR MUTUAL AID AND ASSISTANCE

Amends/Supersedes: OPS-625 (03/23/2015)

Date of Issue: 08/23/2021

I. PROCEDURE

A. Intra-Jurisdictional

[2.1.2]

1. City Jail

- a. Whenever a request for aid is received from the City Jail, the ranking on-duty supervisor for the South Precinct will be immediately notified. Upon notification the supervisor will contact the jail to ascertain the nature of the request, and the number of police personnel requested. The ranking on-duty supervisor will then ensure the South Precinct commander is notified as well as the following personnel:
 - 1) The Assistant Chief of the Patrol Bureau
 - 2) The Chief of Police
 - 3) The Public Information Officer
- b. The supervisor selected to oversee the assignment shall assemble the appropriate number of officers to fill the request pursuant to [ADM-199 Response to Unusual Occurrences](#).
- c. Response to the disturbance shall be governed by the provisions of Sections VIII *Civil Disturbance* and IX *Emergency Mobilization* of [ADM-199 Response to Unusual Occurrences](#).

2. Juvenile Secure Detention

- a. Juvenile Secure Detention will notify the Communications Division of the disturbance either by phone or radio.
- b. The Communications Division will dispatch a minimum of two police officers and the on-duty supervisor to respond to the disturbance call.
- c. The first officer to arrive should wait for the back-up unit before entering.
- d. The officers shall enter the building through the Juvenile Secure Detention carport on 25th Street and, at their discretion, may secure their weapons in the gun locker located inside the carport.
- e. Once the situation has been resolved, the first officer dispatched will be responsible for the preliminary investigation and/or photographs of the scene. [42.1.4]
- f. After investigating the disturbance, if the on-duty supervisor feels the need for further investigation exists, the Special Victims Unit will be contacted.
- g. If the officers determine that the disturbance has become a hostage situation, they should remain outside the building and request a Tactical Operations Unit response per [OPS-610 Tactical Situations](#). [46.2.1(a)]
- h. If the on-duty supervisor determines that the disturbance is greater than can be handled by available units, further response shall be in accordance with [ADM-199 Response to Unusual Occurrences](#).

NOTE: Pursuant to [ADM-199 Response to Unusual Occurrences](#), the supervisor will remain in charge of the situation until an officer of higher rank arrives on the scene to assume authority.

B. Inter-Jurisdictional

[2.1.2]

1. Mutual Aid Requests

- a. Requests for mutual aid by the Newport News Police Department and response to requests for mutual aid from other departments shall be handled in accordance with the guidelines promulgated by the current Law Enforcement Mutual Aid Agreement on file in the Office of the Chief of Police, and by [ADM-199 Response to Unusual Occurrences](#).
- b. Law Enforcement Mutual Aide Agreement will be maintained with the following jurisdictions:
[2.1.2]
 - 1) the cities of Chesapeake, Franklin, Hampton, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg; and
 - 2) the towns of Smithfield and Windsor; and
 - 3) the counties of Accomack, Gloucester, Isle of Wight, James City, Northampton, Surry and York.
- c. Interagency radio communications can be established through the Communications Division or by utilizing the 800 mhz mutual aid talk groups outlined in [OPS-510 Radio Communications Procedures](#). [2.1.3(f)]

2. National Guard Activation

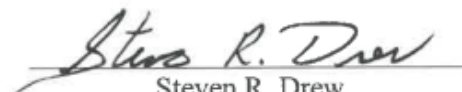
[2.1.4]

- a. [§18.2-410](#) of the Code of Virginia empowers the Governor of Virginia with determining if the National Guard will be activated in an emergency situation.
- b. Should an emergency occur where it appears that the National Guard or federal law enforcement resources will be needed, the guidelines described in [ADM-199 Response to Unusual Occurrences](#) will be followed.

C. Other Requests for Assistance

1. Northrup Grumman Shipbuilding – Newport News (NGSB-NN)

- a. In the event of a request for aid in a criminal investigation from the Security Staff and Investigators of NGSB-NN the Department will assist.
- b. In specific instances where the request for aid involves the theft, or attempted theft, of radiological equipment or materials, the Communications Division shall notify the South Precinct on-duty, ranking supervisor in addition to normal applicable policy guidelines and notifications.


Steven R. Drew
Chief of Police