ADMINISTRATIVE MANUAL

ADM-110 – ORGANIZATIONAL STRUCTURE

Amends/Supersedes: ADM-110 (06/29/2026) Date of Issue: 08/10/2026

I. GENERAL

A. The Newport News Police Department is structured to organize resources to provide efficient and effective service to the community in accordance with its mission statement.

B. This policy establishes communication, coordination, and cooperation procedures among all agency functions and personnel. [12.1.4]

1. Coordination and cooperation between agency functions will follow the chain of command reporting lines outlined in this policy and ADM 120 *Command Protocol*.
2. Day-to-day communications regarding department business will occur between appropriate personnel.
3. Requests for resources beyond day-to-day functions should go through the chain of command unless directed by the Chief of Police or an appropriate assistant chief.
4. Unless otherwise noted in this policy:
   a. Bureaus (Patrol Operations, Administrative Services and Investigative Services) are supervised by an assistant chief.
   b. Divisions are supervised by a captain or a non-sworn equivalent.
   c. Sections and sectors are supervised by a lieutenant or a non-sworn equivalent.
   d. Units are supervised by a sergeant or a non-sworn equivalent.
   e. Offices are staffed by non-supervisory personnel.
   f. Specialized units are not staffed full time. They are comprised of personnel trained for specific tasks and circumstances. Specialized unit participation guidelines are found in individual unit standard operating procedures and ADM-350 *Assignment & Transfers, Sworn Personnel*.

C. The formal organizational structure of the department, depicted in an organizational chart, is available to all employees on the common drive and PowerDMS. The structure is reviewed annually to ensure compatibility with department goals. [11.1.1]

D. The Chief of Police may create or relocate units or positions and not reflect the changes in the formal organizational structure if they are temporary or exploratory. For this policy, changes will be considered temporary if they last less than one year from the effective date of the change. Exploratory units or positions will be incorporated into the formal organizational structure after the functions have been evaluated and become permanent. Changes regarding the chain of command will be addressed when the change is made.

E. The Chief of Police may create temporary or permanent specialized criminal enforcement units. Upon the unit's creation, written procedures will be enacted either in a Standard Operating Procedures (SOP) manual for permanent units, or a directive from the Office of the Chief of Police (OCP), for temporary units. These directives must include language that addresses:

1. The unit's purpose and a description of the initial problem or condition that requires the implementation of this unit. [11.6.1 (a),(b)]
2. The procedures and criteria for personnel assignment. [11.6.1 (c)]
3. For temporary units, the directive will specify the duration of the assignment. [11.6.1 (d)]
4. Appropriate initial and in-service training, if needed. [11.6.1 (e)]

5. Supervisory duties and responsibilities. [11.6.1 (f)]

II. ORGANIZATIONAL STRUCTURE [11.1.1]

A. Office of the Chief of Police*:* The Chief of Police is the chief executive officer of the Newport News Police Department. The Office of the Chief of Police is responsible for all aspects of its operations, administration, and planning and answers directly to the City Manager or their designee.

1. Internal Affairs Division: Conducts internal and administrative investigations concerning police personnel, firearms discharges, use of force investigations and any other investigations directed by the Chief of Police. The division inspects units within the department following policy and procedures. [53.2.1(a)]
2. Executive Protection Detail: [Specialized Unit] A specialty unit comprised of sworn staff trained to provide physical security escorts to V.I.P.'s, government officials and other individuals, with specific security needs within the department's jurisdiction.
3. Public Information Office: Serves as a liaison between the media, the public and the department. The office furnishes information on major crimes, police initiatives, and services, operates the Crime Line, and coordinates the department's communication efforts, including website, social media, publications, and news flashes. [45.1.2(c); 54.1.1]
4. Financial Management Division: Provides administrative support to the department with finance-related activities: budget, purchasing, payroll, asset forfeiture, and grants; oversees the Police Department's budgetary and fiscal management functions. Serves as the primary liaison with the city's Department of Finance and Purchasing, grant administration and reconciles the equipment and monies received due to asset forfeitures. [17.2.1]
    a. Payroll Office & Prepares the bi-weekly payroll of Police Department employees. This area also processes status changes and maintains personnel records.
    b. Travel & Training: Processes department employee training and travel requests, ensuring that the department operates within city guidelines and that travel funds are within budget and available.
    c. Accounting: Monitors and processes department expenditures and handles purchasing requests, and accounts payable.

B. Patrol Operations: Consisting of the North, Central, and South Precincts, the precincts' sub-components, and the Special Operations Division.

1. Specialized units: The following Specialized units report directly to the Assistant Chief of Patrol Operations:
    a. Honor Guard: [Specialized Unit] Utilized for funerals for active and retired police officers and VIPs, parades, opening ceremonies, and other functions deemed appropriate by the Chief of Police or designee.
    b. Tactical Operations and Crisis Negotiations Unit: [Specialized Unit] Comprised of personnel specially trained to respond to high-risk situations involving armed and/or barricaded suspects, hostage-takers, and other critical incidents that pose an extreme danger to the life or safety of others. Under the command of the Tactical Operations Unit, the Crisis Negotiations Team comprises personnel specially trained in communicating with violent, troubled or suicidal individuals or those experiencing a mental health crisis during high-risk situations.
    c. Crowd Management Unit: [Specialized Unit] Comprised of officers specially trained and equipped to maintain community order during incidents of civil unrest. The unit may activate for both notice and no-notice events and special events.
    d. Drone Response Unit: [Specialized Unit] Provides aerial support and assistance to the department when the operating environment is hazardous or unreachable due to situational and geographical considerations.

2. Patrol Precincts
   a. Geographical Boundaries
      1) North Precinct: Covers the approximate north third of the city (north of Bland Blvd. on the Jefferson Avenue side of the railroad tracks and north of the Deep Creek waterway on the Warwick Blvd. side of the railroad tracks).
      2) Central Precinct: Covers the approximate central third of the city (Bland Blvd. south to the Newmarket Creek canal on the Jefferson Avenue side of the railroad tracks and the Deep Creek waterway south to the Newmarket Creek canal on the Warwick Blvd. side of the railroad tracks).
      3) South Precinct: Covers the approximate south third of the city (south of the Newmarket Creek canal).
   b. Precinct Patrol Sector Staffing: Sector units are the primary first responder units. They respond to incidents of criminal activity, public safety and general public assistance. Law enforcement officers assigned to the three precincts are divided into two platoons working three varied shift assignments, providing twenty-four-hour, seven-day-a-week coverage. [41.1.1 (a)]
   c. Precinct Tactical Staffing
      1) Administrative Sergeant – a supervisor responsible for coordinating the timely completion of field reports (i.e., IBRs, FR-300s, etc.) and support case management for patrol watches. This position also serves as a liaison between the precinct and the Commonwealth Attorney's Office.
      2) Investigations Unit: The detectives assigned to the precincts are responsible for investigating property crimes and crimes against persons that occur within the precincts' areas, including robbery (home and business), home invasion robbery, carjacking, embezzlement and counterfeit merchandise. Precinct Investigations Unit detectives are also responsible for investigating forgery and uttering and credit card fraud cases within their precincts, where the suspect is known. Each unit includes a law enforcement analyst responsible for identifying patterns or crime trends throughout the precinct using data extracted from RMS and other systems and assisting with suspect identification. [40.1.1]
      3) High Impact Patrol Unit (H.I.P.): Specialized criminal enforcement units assigned to each precinct to address specific crime problems or activities using high visibility or problem-oriented patrol activities. [11.6.1 (b), 11.6.2(a)]
      4) Environmental Officers: Officers assigned to work with various city departments and organizations to address a variety of conditions that negatively impact public safety.
      5) Police Aides: Non-sworn personnel who assist uniform personnel at the precincts with parking enforcement, escorts, relaying of paperwork, transporting vehicles to and from the vehicle maintenance, and any other duties assigned by precinct supervisors.
      6) Parking Enforcement Unit (South Precinct): Patrols the south precinct area, writing parking citations for violations on City-owned property and parking lots.
      7) Records Personnel – Records technicians assigned to each precinct to provide customer service support and process records.
3. Special Operations Division: Comprised of the Traffic Response Unit and the K-9 Unit. It also commands support groups for the department, including ad-hoc units, the Crash Team, and the Mobile Command Bus.
   a. Traffic Response Unit:
      1) Towing Enforcement Unit: The officer assigned to Towing Enforcement inspects towing companies on the City Towing List and coordinates placing additional companies on the City's list. Coordination includes dealing with complaints against towing companies and maintaining control of the towed vehicle storage lot.

2) Taxicab Permit Examiner - Coordinates the operation, inspection, and regulation of all the City's licensed taxicabs and drivers.

3) Traffic Camera Enforcement: Provides oversight for the department's role in the City's photo red enforcement program, the school bus camera program, issuing summonses (when needed), reviewing camera footage and liaising between the department and system vendors.

4) Marine Unit [Specialized Unit]: The Marine Unit patrols the Warwick River, James River, and that portion of the Hampton Roads Harbor that falls within the corporate limits of the City of Newport News, enforcing boating, pollution, wetlands, and game laws. They also perform safety inspections and respond to water-related emergencies. [41.1.3(a,b)]

5) Motorcycle Officers: [Specialized Unit] Officers are trained to utilize marked police motorcycles to deliver specialized, traffic-related police services.

6) Crash Team: [Specialized Unit] Comprised of police officers with advanced motor vehicle crash and reconstruction skills who are available to investigate serious, complex, and fatal motor vehicle accidents.

7) Motor Carrier: [Specialized Unit] Charged with inspecting large loads and heavy transport vehicles.

b. K-9 Unit: Canines are used to aid with searching buildings and areas and tracking, tactical assistance, drug and bomb detection, and other situations.

4. Secondary Employment: Coordinates officer secondary employment services for business and events in the city.

C. Administrative Services: Consisting of the Communications Division, Planning & Technology Division, Support Services Division, Financial Management Division, Logistic Division and Human Resources.

1. Communications Division: Serves as a public safety access point (PSAP) to emergency services, such as Police and Fire and Emergency Medical Services. The 911 and non-emergency lines are answered 24 hours a day. Depending on the information gathered from the caller, the appropriate responder is dispatched, or the caller is directed to an agency or person who can more appropriately handle the caller's request.

2. Planning & Technology Division: Assists with research, policy development, computer systems, analysis of criminal and operational data, national law enforcement accreditation, distribution of analytical data to police personnel affected by the data, and other related technical and informational processes. [15.2.1, 40.1.1, 21.2.4]

a. Planning & Research Office: Provides the department with research and analysis services, solution development and implementation, and project/program evaluation. Manages the policy development process, serves as administrator for the department's paperless directive system and performs a wide variety of research activities resulting in the production of various reports and recommendations that assist agency management in making program and purchasing decisions. [15.1.1.]

b. Public Safety Information Technology Unit: Serves as the agency's data processing section and purchases, installs, configures, maintains, and troubleshoots microcomputer-related hardware and software, including support to the department's Records Management System (RMS) and cellular phones. The unit serves as the agency's liaison with the City's Information Technology Department and other local and regional computer groups.

c. Accreditation Office: Oversees the agency's international accreditation program to ensure continued compliance with established national standards for the Law Enforcement, Communications, and Training Academy programs.

3. Support Services Division: Oversees the department's recruitment/hiring process, training, property and evidence, and police records. The division also assists with the OSHA (Occupational Safety Hazard Association) report and workman's compensation.

a. Internal Support Section:

1) Recruiting Unit: Administers the police officer and non-sworn selection process, recruiting and coordinating the internship program. Recruiting officers/employees provide information to the public about positions in the department and attend job fairs and other recruiting events. The officers/employees also conduct background checks and interviews of applicants for department positions, coordinate the special conservator of the peace registration process with DCJS for all city departments, and provide an annual analysis of the department's EEO and recruitment plan. [31.1.1]

2) Records Unit: Manages and maintains the records of the Police Department, including security and access control to those records. Personnel in this unit provide criminal history checks, accident reports, and other incident reports from the RMS in response to requests from the public, insurance companies, and attorneys.

   a) Responsible for RMS quality control to ensure accurate reporting, providing entry of crash reports, summonses, and warrants (from the Magistrate's Office).

   b) The unit also collects and distributes NIBRS and RMS data, disseminating it to the appropriate State Police offices. Assigned personnel at Police Headquarters provide twenty-four-hour-a-day, seven-day-a-week VCIN coverage.

   c) Other Records personnel provide walk-in service to the general public for information requests and report-taking (in person, over the telephone, and online), conduct wanted checks for officers and render support to the Fugitive Apprehension Unit. [82.1.1(a,b); 74.1.3(f)]

3) Property and Evidence Unit: Maintains precise records for receiving, disbursing, and storing submitted evidence, as well as liens processed for the State. The unit also processes unclaimed property and works with other City offices to conduct City auctions. The unit is responsible for submitting evidence to the State lab for processing. [83.3.2(a); 84.1.5]

b. Training Section/Training Academy: Includes the Newport News Police Training Academy, providing training to police recruits and Department members, maintaining records related to training activities, and ensuring proper record upkeep and maintenance with the Virginia Department of Criminal Justice Services. The section also supports police officer Field Training Programs in the precincts. The academy is responsible for all aspects of training, including instructional assignments, audio-visual aids, student scheduling, curriculum development, re-certification, lesson plans, maintenance of training records and all academy activities.

4. Logistics Division: Coordinates the logistics of obtaining, disseminating, and inventorying Department supplies, uniforms and equipment, police vehicle assignments and maintenance, asset and inventory control, the care and management of Police Department facilities, and applicable contract management. [17.5.1]

   a. Facility Security & Maintenance Office: coordinate facility needs, including processing maintenance requests, coordinating with vendors, maintaining access control and issuing department ID cards.

   b. Fleet Office: Ensures Department fleet vehicles are serviced as directed and repaired, if needed, in a timely manner. Coordinates all vehicle assignments, with the concurrence of the Assistant Chiefs, for vehicles assigned under their respective commands. Maintains records of vehicle assignments and serves as a point of contact for any employee inquiry regarding the issuance of vehicles and questions for personnel at the Operations Center.

   c. Procurement Office: Orders, maintains, and issues the various equipment and uniforms utilized by Police Department employees, coordinating the department's inventory control, providing oversight for accountability and recordation of the bulk of the department's nonexpendable equipment through a coordinated annual inventory and periodic review. This office oversees incoming equipment and the disbursement of clothing and equipment for sworn and applicable civilian employees.

   d. Supply Office: Receives, issues, and maintains an inventory of office supplies to fill requested supply and office equipment needs for the department. Receives and delivers supplies, maintains

inventory, and releases bicycles, mopeds, four-wheelers, and scooters turned in by patrol officers and police aids.

e. Body-worn Camera Office: Provides overall maintenance of the body-worn camera system and its components, maintaining user accounts, permission levels, and equipment. Provides user support, training, troubleshooting and assistance and ensures the automated retention schedule meets Library of Virginia standards.

5. Human Resources Administrative Support

Provides support in employment, employee relations, classification & compensation, performance management, training, personnel actions, recruitment and onboarding, and employee accommodation.

D. Investigative Services Consists of the Special Investigations, Community & Youth Outreach and Major Crimes Divisions.

1. Major Crimes Division

a. Homicide Units: Investigate crimes and reported incidents involving suspicious and unnatural deaths, including accidental deaths, suicides, police-involved shootings, and homicides.

b. Special Victims Unit: Investigates all adult rapes and sex offenses. Further, the unit investigates child abuse, both sexual and physical, missing persons and runaway juveniles, and maiming. This unit is also responsible for activating the Amber Alert Plan. Select members are assigned to the Domestic Violence Team, which utilizes a multipronged approach to addressing domestic violence, including high-risk or complex investigations, advocacy, safety planning and education.

c. Aggravated Assault Units: Investigates reports of malicious wounding, shootings, stabbings, life-threatening beatings, and other serious or unusual situations. Exceptions include domestic-related aggravated assaults, shootings where the victim admits to shooting themselves intentionally or accidentally, aggravated assaults involving juveniles when a firearm is not used, and injuries that are not life threatening.

d. Technical Investigations Unit: Serves primarily as an investigative support unit, providing detectives with digital forensics examinations, mapping and analysis, video and audio surveillance recovery, electronic evidence repair, real-time location tracking, and expert court testimony.

e. Forensic Services Unit: Processes crime scenes, collects, preserves, and delivers physical evidence to the Virginia Division Forensic Science Crime Laboratory for analysis, testifies in court, develops and prints crime scene photographs, and processes physical evidence. The unit operates the Virginia Automated Fingerprint Identification System (AFIS) computer (entry of crime scene latent prints and registering known fingerprints into the system) and administers the department's DataWorks system. The National Integrated Ballistic Information Network (NIBIN) technician is also in this unit. [83.2.2; 83.2.4 (a,b,c,d)]

f. Economic Crimes Unit: Investigates criminal cases that inflict serious financial hardships (over $3000), such as fraud, identity theft, scams and other complex white-collar type crimes. The unit works withs with the U.S. Postal Service and U.S. Secret Service.

2. Special Investigations Division

a. Narcotics Units: Responsible for investigating violations of the Virginia Drug Control Act. Cases meeting federal adoption guidelines are forwarded to the United States Attorney's Office for federal prosecution.

b. Gang Units: Gathers information and conducts investigations involving organized criminal gang activity, focusing on violent crime reduction strategies. Unit members also support investigations by other units or agencies involving gang members who reside in or frequent the City of Newport News.

c. Task Force Unit: Under the direction of Memorandums of Understanding**,** responsible for investigating violations of the Virginia Drug Control Act and violent, criminal gun violations at a federal level. Task Force Units also provide support to other investigative units.

1) FBI Task Force: Focuses on individuals involved in violent criminal enterprises. Cases meeting federal adoption guidelines are forwarded to the United States Attorney's Office for federal prosecution.

2) HIDTA/Homeland Security Task Force: Comprised of law enforcement officers from Hampton, Newport News and the Virginia State Police.

3) Drug Enforcement Agency (DEA) Task Force: Member(s) are sworn as federal law enforcement officers. The roles and functions are supported by policy and procedures.

4) ATF: Comprised of a detective assigned to the Bureau of Alcohol Tobacco & Firearms as a task force agent and is sworn in as a federal law enforcement officer. This detective targets Newport News violent, armed felons where other means of prosecution have failed or were not attempted. Pursue charges include possession of firearms by convicted felons, possession of firearms while in possession of controlled substances, and similar violations.

5) Joint Terrorism Task Force: Department detectives on the JTTF share intelligence information and investigate terrorism-related matters concurrently with our federal partners to prevent, deter, counter and control terrorist activities within the city.

d. Fugitive Apprehension Unit: Handles legal processes dealing with extradition, prisoner transportation, warrant service and court documents. Works with the U.S. Marshal Service and the Capital Area Regional Task Force to locate violent fugitives. The unit is also the liaison between the Police Department and the courts.

e. Real Time Crime Center (RTCC): Staffed with detectives, technicians and analysts who collect, collate, evaluate, analyze, and disseminate criminal intelligence information on actionable crime and civil disorder. Provide this information to all operational units/divisions of the police department (operational, tactical, and strategic intelligence), allowing informed judgments, decisions, and appropriate action. Leverages technology to conduct surveillance and intelligence gathering to support emergency response and crime reduction activities. Coordinates the Drone as First Responder program [Specialized Unit].

3. Community & Youth Outreach Division: Coordinates and fosters community programs, partnerships and events to support and promote the department's philosophy of Community Policing.

a. Community Outreach and Relations Unit: The unit's sworn and non-sworn personnel are liaisons between the Police Department and the citizens of Newport News. Unit members facilitate various community events that promote crime prevention and awareness, encourage and maintain positive relationships between youth and police, and improve the quality of life for all citizens living or working in the city.

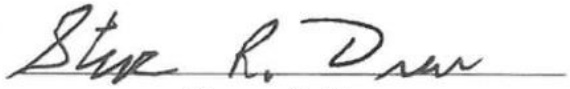
b. Emergency Custody & Temporary Detention Unit: Works at Riverside Hospital and assumes care and custody of patients brought to the hospital under Emergency Custody or Temporary Detention Orders.

c. School Resource Section: (Divided into High and Middle School Resource Units) Conducts criminal investigations on school property and handles other situations using counseling, school administrative actions, Juvenile Intake, or social agencies. They provide educational training on drug and gang avoidance techniques and serve as Department liaisons regarding intelligence information on drug and gang-related activity at the public middle and high school levels.

d. Community Programs Office: The Community Programs Coordinator serves as a department liaison to various community groups, supporting existing programs and partnerships and initiating new programs to support crime prevention, community service functions, and raising public awareness. The unit coordinates the department's volunteer program, including recruitment, selection, administration, and the City's ongoing state certification as a "Crime Prevention Community." [45.1.1(a,b);45.1.2; 45.2.1(a,e,h)]

e. Community Resource Office: Serves as the liaison and point of contact between the department and its private, public, and government partners, helping ensure that youth and young adults in need of services receive suitable youth-based services.

NOTE: Each division in the Investigative Services has law enforcement analysts who support investigative activities with data analysis, pattern identification, intelligence, assisting with suspect identification, research and other related activities. Specific responsibilities vary by unit assignment as addressed in the appropriate standard operating procedures manuals.



Steven R. Drew
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