ADMINISTRATIVE MANUAL

ADM-165 – ADMINISTRATIVE REPORTS

Amends/Supersedes: ADM-165 (03/18/2024) **Date of Issue:** 06/29/2026

I. GENERAL

The Newport News Police Department maintains a schedule of administrative reports necessary for planning and management. Individual policies and procedures mandate the majority of reports. This policy provides an overview of required administrative reports.

II. POLICY

A. All division commanders/managers will ensure all administrative reports are completed and distributed to the appropriate personnel as scheduled. All reports, except those generated for each incident, daily or weekly, will be copied to the department's accreditation manager when submitted unless the accreditation manager advises otherwise. [11.4.1(e)]

B. Extensions may be granted by the applicable executive command staff member when needed. Extensions for reports and activities associated with accreditation standards require accreditation manager notification.

C. The schedule (Administrative Reporting Table) is maintained as part of this written directive and schedule for annual review, coordinated by the Planning & Research Office.

III. PROCEDURE

A. The Administrative Reporting Table briefly describes each report and identifies the unit or position responsible for creating the report or generating the activity. Commanders may delegate some reporting requirements to those under their supervision; however, the commander is ultimately responsible for ensuring the report/activities completion and compliance with the associated policy and accreditation standard requirements.

B. Each report/activity has a specified completion timeframe. Requests for extension are submitted to the appropriate assistant chief of police and copied to the accreditation manager. When granting an extension, the assistant chief must ensure that the extension does not jeopardize the agency's compliance with applicable accreditation standards.

C. The distribution method of each report (as identified in the Administrative Reporting Table) depends on the specific report. Those generated within a reporting system (RMS, Axon Standards, etc.) will be submitted through that system's established workflow. Otherwise, the individual holding the position specified in the distribution column of Table 1 may specify the preferred submission method.

IV. ADMINISTRATIVE & REPORTING TABLE

Report/Purpose [11.4.1(a,c)]	Generated By [11.4.1(b)]	Completion Timeframe [11.4.1(d)]	Distribution [11.4.1(e)]	Policy	Standard
Active Threat Review – conduct a review of all active threat policies and assess training needs.	Planning & Research	Annually, when prompted in PowerDMS	Executive Command Staff Training Section	OPS-635	LE 46.1.10
Administrative/Internal Investigation Report – documents investigations into policy violations and misconduct. [Axon Standards].	IA Staff	Completed within 45 days of initiation.	Internal Affairs Division Commander Chain of command for affected employees.	ADM-270	
After Action Report – documented report providing factual information regarding the fundamental incident command functions for emergency mobilizations that require ICS activation; examples include active threats, tactical team activations, storms, crowd control team mobilizations, etc.	Assigned by Command or Executive Command Staff	Submitted within three working days after the event	Executive Command Staff	ADM-199	LE 46.1.3i
Alternate Dispatch Site Test – documented test of the independent backup communications system.	Communications Division Manager	Monthly	Communications Division Manager		CM 6.4.4
Annual Budget Recommendations - written recommendations for each major component within the agency that include operating, capital purchasing and personnel needs. At the discretion of the Chief of Police, these recommendations may be included in the Division & Bureau Annual Goals & Objectives.	Division & Bureau Commanders	January, unless specified differently by the Chief of Police.	Chief of Police Financial Management Division	ADM-175	LE 17.2.2,
Annual Grievance Analysis - an analysis of all grievances filed in the calendar year as well as all grievance policies and procedures.	Internal Affairs Commander	Annually - First quarter	Chief of Police Support Services Commander	ADM-225	LE 22.4.3
Annual Recruitment Plan Analysis – documented analysis of recruitment activities to show progress towards recruiting objectives, sworn personnel demographics, and revisions to the requirement plan, if needed.	Recruiting Unit	Annually - First quarter	Chief of Police	Recruiting Unit SOP	LE 31.2.2, CM 4.1.3
Annual Vehicle Pursuit Report Analysis - Analysis of vehicle pursuit reports to: Identify trends or concerns, Review pursuit policy and reporting procedures Make recommendations for training or policy revisions.	Special Operations Division	Annually - First quarter	Chief of Police – documented approval required Patrol and Investigations Bureau Assistant Chiefs	OPS-120	LE 41.2.2l
Auxiliary Officer Annual Performance Appraisal	Training Supervisors	Every January	Support Services Commander	OPS-240	LE 35.1.2

Report/Purpose [11.4.1(a,c)]	Generated By [11.4.1(b)]	Completion Timeframe [11.4.1(d)]	Distribution [11.4.1(e)]	Policy	Standard
Citizen Complaint – documents a complaint against an employee or the department. [Axon Standards]	The supervisor who received the complaint.	Submitted before the end of the supervisor's shift.	Internal Affairs Division, through the officer's chain of command via Axon Standards.	ADM-260	
Communications Division Liability Analysis – a documented analysis of all liability reports.	Communications Division Manager	Annually - First quarter	Administrative Services Assistant Chief	COM-190	CM 2.2.5
Communications Division Liability Report – a written report is submitted whenever an employee is involved with an incident where there may be a question as to agency liability.	Communications Division Supervisor	Submitted within three working days after the event	Communications Division Manager & Manager	COM-190	CM 2.2.3
Communications Division Monthly Report: • Review of performance measures • QA/QI Summary • Staffing	Communications Division Commander	Monthly	Administrative Services Assistant Chief	COM-102	CM 2.5.3
Communications Division Risk Management Review – a written report of issues & conditions that affect risk, worker's compensation and liability for the 911 Center.	Communications Division Commander	Annually - First quarter	Administrative Services Assistant Chief	COM-190	CM 1.2.1d
Computer Records & System Security Check - documented check of access codes and passwords for all individuals who have access to secured department programs. These checks should be documented on the Computer System Report.	Information Technology Unit	Quarterly	Planning Administrator		CM 6.8.5
Computer System Report – a report that documents quarterly password audits to ensure system security and issues with data backups, storage or access security.	Information Technology Unit	End of the calendar year.			LE 82.1.6, CM 6.8.5, & TA 7.3.5.
Crash & Traffic Enforcement Review – compiles and reviews crash and enforcement data and compares them to assist with traffic enforcement planning.	Planning & Research	Due no later than one month after the quarter.	Patrol Bureau Command Staff	OPS-320	LE 61.1.1a-c
Criminal Intelligence Annual Review – each year, criminal intelligence procedures and processes are reviewed, and recommendations are made if needed. The Review is typically conducted in a meeting; written documentation verifying it was conducted is required.	Special Investigation Division	Annually	Investigations Bureau Assistant Chief Verify that it was completed with the Accreditation Manager	SID SOP	LE 40.2.3e
DCJS Instructor Evaluations – written evaluations of each DCJS instructor.	Training Academy Director	Every two years	Training File		TA 8.1.5
Department Year-End Report – an annual publication that addresses department activities for the calendar year. Includes: • Current information about the department	Public Information Office	Annually - First quarter	General Public Department Personnel		LE 15.2.1 & 26.2.5

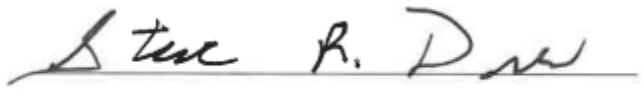
Report/Purpose [11.4.1(a,c)]	Generated By [11.4.1(b)]	Completion Timeframe [11.4.1(d)]	Distribution [11.4.1(e)]	Policy	Standard
• Highlights, accomplishments, and important topics • Crime stats, clearance rates, and calls for service • Summary of internal affairs investigations and use of force activities • Administrative overview • Goals for next year					
Division & Bureau Annual Goals & Objectives - each major organizational component must formulate and submit updated goals and objectives for the year in writing.	Division Commanders	January, unless specified differently by the Chief of Police.	Chain of Command Chief of Police	ADM-175 & COM-140	LE 15.2.1, CM 1.2.5 & 1.2.6
Equipment Inspection – all vehicles and equipment used to support operations during an activation of the critical incident plan (crowd control equipment, WMD gear, mobile command post, etc.) must be inspected to ensure it is operationally ready. Issues must be documented.	All affected supervisors	Must be inspected quarterly and documented on the monthly equipment inspection report.	Executive Command Staff	ADM-199	LE 46.1.8
Evacuation Training Exercises (911 Center). It must be documented. If an evacuation is conducted for an event, so long as it is documented, it would negate the need for an exercise.	Communications Division Manager	Annually	Communications Division Manager	COM-360	CM 6.42
Evaluation of Crime Prevention Programs – documented review of current programs to include program descriptions and recommendations for changes.	Community & Youth Outreach Division	Every Two Years (on the even year)	Investigations Bureau Assistant Chief		LE 45.1.1c
Evidence Custodian Change Audit – audit of at least 1060 high-risk items when a new P&E sergeant is assigned. If the error rate exceeds 4%, then a 100% audit of all high-risk items is required.	Property & Evidence Supervisor & Chief's designee	Completed within one month of the new sergeant's assignment.	Support Services Division Commander Chief of Police	ADM-170	LE 84.1.6b
Financial Management Division Monthly Status Report - monthly reporting of each account held by the department to document account activity.	Financial Management Division	Monthly	Financial Management Division	N/A	LE 17.4.1
FUEL System Employee Check-ins	All Supervisors	Quarterly Supervisor Initials Annually in May	FUEL	ADM-295 PAM-900	LE 35.1.2
Full Load Generator Test for the 911 Center.	Communications Division Manager	Quarterly	Communications Division Manager		CM 6.4.3b
Inspection: The 911 Center generator receives a preventative maintenance inspection.	Communications Division Manager	Annually	Communications Division Manager		CM 6.4.3c

Report/Purpose [11.4.1(a,c)]	Generated By [11.4.1(b)]	Completion Timeframe [11.4.1(d)]	Distribution [11.4.1(e)]	Policy	Standard
Internal Affairs Division Annual Report - Statistical summary of disciplinary actions and complaints. Identifies trends, patterns, and training issues based on complaints and administrative investigations.	Internal Affairs Division	Annually - First quarter	Chief of Police Accreditation Manager	ADM-270	LE 1.2.9c & 26.2.5 TA 2.3.6
Intoxilyzer Room Procedures Review – OPS-325 review by all sworn personnel.	PowerPolicy Assignment	Annually	All Sworn Personnel	OPS-325	71.2.1b
Inventory of Agency-Owned Property – All commanders complete an annual inventory of agency property.	Logistics	Annually	Logistics	ADM-515	TA 3.2.7
Job Description Review - each job description is reviewed at least once every four years.	PowerDMS Workflow	Every four years	Planning & Research HR Generalist	ADM-295	LE 21.2.2
LEOKA Annual Review - documents a review of information provided during incidents where law enforcement officers were assaulted to determine trends, patterns and recommendations for officer safety, policy or training.	Planning & Research	Annually - First quarter	Internal Affairs Division Training Executive Command Staff	N/A	LE 4.2.5
Monthly Division Report - monthly record documenting: • Accounting of the division's cash activities • Equipment inspections, including weapons, officer uniforms & equipment and items necessary from critical incident response. • Update on goals & objectives, case assignments and clearance data. • Community engagement events.	Division Commanders	Monthly	Chain of Command	ADM-170 & ADM-510	LE 17.4.2f, 53.1.1
Monthly Property & Evidence Report – documents the inspection of the agency's adherence to P&E procedures used to control property & evidence.	Property & Evidence Supervisor	Monthly	Support Services Division Commander	ADM-170	LE 84.1.6a
Personnel Early Intervention System Annual Evaluation – review of the EIS system usage, activity, and procedures.	Planning & Research	Annually - First quarter	Internal Affairs Executive Command Staff	ADM-273	LE 35.1.9e
Property & Evidence Audit – an audit of at least 100 high-risk P&E items.	Internal Support Section Lieutenant.	Quarterly	Support Services Division Commander	ADM-170	LE 84.1.6c
Property & Evidence Inspection – an unannounced inspection of the property and evidence facility.	Internal Affairs	Annually	Support Services Division Commander	ADM-170	LE 84.1.6d
Review of Communications Specialized Assignments – a documented review that identifies each Communications specialized assignment and its purpose and evaluates the initial problem or condition that required the implementation of the specialized assignment	Communications Division Manager	Annually - First quarter	Administrative Services Assistant Chief	COM-240	CM 1.3.3

Report/Purpose [11.4.1(a,c)]	Generated By [11.4.1(b)]	Completion Timeframe [11.4.1(d)]	Distribution [11.4.1(e)]	Policy	Standard
Review of Communications Emergency Operation Plans – ensure affected personnel review plans.	Planning & Research Office	Annually			CM 7.1.2
Review of Safety Officer Procedures – documented review of safety-related policies and procedures.	Training Academy Director	Annually	Administrative Services Assistant Chief	ACDMY 5.1	TA 9.1.7
Review of Selective Traffic Enforcement Activities – a memo that documents each selective enforcement of traffic laws. It includes both pre-planned operations specific to traffic enforcement and any areas officers were instructed to focus on during their patrol.	Precinct & Special Operations Commanders	Annually - First quarter	Assistant Chief of Patrol	OPS-320	LE 61.1.1f
Risk Management Program Administrative Review – a documented review of the Training Academy's risk management program that includes issues, conditions and incidents that affect risk, worker's compensation & liability.	Training Academy Directory	Annually - First quarter	Administrative Services Assistant Chief	ACDMY 1.2	TA 2.2.2e
Specialized Criminal Enforcement Unit Internal Affairs Review – an administrative review of all internal affairs complaints, use of force reports and pursuit reports pertaining to the specialized criminal enforcement units or assigned personnel.	Internal Affairs Commander	Annually	Patrol Operations Chief of Police		11.6.2d
Specialized Criminal Enforcement Unit Report – a documented report submitted to the Chief of Police, reviewing unexpected outcomes from the unit's activities.	Precinct Commanders	Quarterly	Patrol Operations Chief of Police		LE 11.6.2b
Specialized Criminal Enforcement Unit Review & Recommendation – an administrative review of the initial problem or condition that required the implementation of the specialized enforcement units, the unit's impact on the initial problem and a recommendation whether the unit should continue.	Precinct Commanders	Annually	Patrol Operations Chief of Police		LE 11.6.2c
Staff Inspection Report – a documented staff inspection is required for each organizational component.	Internal Affairs Division	Each component, at least once every four years.	Affective bureau and division commanders.	ADM-170	LE 53.2.1
Standard Generator Test - for the 911 Center in conformance with manufacturer recommendations.	Communications Division Manager	Monthly	Communications Division Manager		CM 6.4.3a
Sworn Field Training Program Administrative Review – Recruit and later FTO program review that includes recommendations for policy updates and or training modifications.	Training Academy Director	Annually	Administrative Services Assistant Chief Chief of Police	OPS-250	LE 33.4.3i
TDD/TTY Equipment Test – this test must be documented at the beginning of each shift.	Communications Division Supervisor	Daily – Once Per Shift	Communications Division Manager		CM 6.5.2d

Report/Purpose [11.4.1(a,c)]	Generated By [11.4.1(b)]	Completion Timeframe [11.4.1(d)]	Distribution [11.4.1(e)]	Policy	Standard
Training Academy Needs Assessment – a documented assessment of the academy's needs for all training facilities and updates.	Training Academy Director	Annually	Administrative Services Assistant Chief		TA 7.4.3d
Training Academy Security Review – a documented review of security concerns and measures for the academy facilities. Topics that must be documented include firearms and hazardous materials, access limited to authorized personnel, protection of equipment in sensitive areas, records and documents. Additionally, the review must verify an effective means for staff to summon assistance during emergencies and the existence of a current evacuation plan.	Training Academy Director	Annually	Administrative Services Assistant Chief		TA 7.4.1
Training Academy Survey – conduct a survey of students who attended academy (post-initial and post-certification) classes. This survey is meant to obtain information on the academy's performance, the competence of academy employees and recommendations for improvements.	Research & Planning	Triennially	Academy Director Administrative Services Assistant Chief		TA 7.1.1
Unintentional Firearms Discharge Report – documents the unintentional (or accidental) discharge of a department-issued firearm. [Axon Standards]	Primary Officer	Submitted before the end of the primary officer's shift.	Internal Affairs Division, through the officer's chain of command via Axon Standards.	OPS-110, ADM-510	LE 4.2.1, 4.2.2 & 41.2.3e
Use of Force Annual Analysis - documents an analysis of the use of force activities, policies and practices. Minimum requirements for the report established by CALEA.	Planning and research with Internal Affairs and Training	Annually - First quarter	Executive Command Staff	N/A	LE 4.2.4
Use of Force Report - documents the conditions, circumstances, and individuals involved in the use of force. [Axon Standards]	Primary Officer	Submitted before the end of the primary officer's shift.	Internal Affairs Division, through the officer's chain of command via Axon Standards.	OPS-110	LE 4.2.1, 4.2.2 & 41.2.3e
Use of Force Review Board Final Report - documents (NNPD Form#81) the findings of the UOFRB.	NNPD UOFRB participant	Submitted within 5-7 business days of the determination	Chief of Police. Copied to the Internal Affairs Division and Training Section. *Attached to the related Use of Force entry in Axon Standards.*	OPS-113	LE 4.2.2
Vehicle Pursuit Policy Review – mandatory review and acknowledgment in PowerDMS	All Sworn Personnel	Annually, when prompted in PowerDMS		OPS-120	LE 41.2.2n

Report/Purpose [11.4.1(a,c)]	Generated By [11.4.1(b)]	Completion Timeframe [11.4.1(d)]	Distribution [11.4.1(e)]	Policy	Standard
Vehicle Pursuit Report - documents the conditions, circumstances, and individuals involved in the vehicle pursuit. [Axon Standards]	Primary Officer	Submitted before the end of the primary officer's shift.	Internal Affairs Division, through the officer's chain of command	OPS-120	LE 41.2.2k
Radio Test – at least once a month, the 911 center must participate in the Orion radio interoperability test.	Communications Division Supervisor	At least Monthly, Weekly preferred	Communications Division Manager		CM 6.6.3e
Workload Assessment - a documented workload assessment is required for each organizational component.	Planning & Research	Every four years	Executive Command Staff Affected Commanders	Accreditation, Planning & Research SOP	LE 21.2.4



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