



## ADMINISTRATIVE MANUAL

# ADM-165 – ADMINISTRATIVE REPORTS

Amends/Supersedes: ADM-165 (01/08/2020)

Date of Issue: 03/18/2024

### 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<br>[11.4.1(a,c)]   | Generated By<br>[11.4.1(b)]                             | Completion<br>Timeframe<br>[11.4.1(d)]                        | Distribution<br>[11.4.1(e)]  | Policy                 | Standard               |
|---|---|---|--|------------------------|------------------------|
| <b>Active Threat Review</b> – conduct a review of all active threat policies and assess training needs.   | Planning & Research                                     | Annually, when prompted in PowerDMS                           | Executive Command Staff<br>Training Section  | OPS-635                | LE 46.1.10             |
| <b>Administrative/Internal Investigation Report</b> – documents investigations into policy violations and misconduct. [Axon Standards].   | IA Staff  | Completed within 45 days of initiation.                       | Internal Affairs Division<br>Commander<br>Chain of command for affected employees.                     | ADM-270                |                        |
| <b>After Action Report</b> – 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<br>Command or<br>Executive Command<br>Staff | Submitted within three working days after the event           | Executive Command Staff  | ADM-199                | LE 46.1.3i             |
| <b>Alternate Dispatch Site Test</b> – documented test of the independent backup communications system.  | Communications<br>Division Manager                      | Monthly   | Communications Division<br>Captain   |                        | CM 6.4.4               |
| <b>Annual Budget Recommendations</b> - 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<br>Commanders                         | January, unless specified differently by the Chief of Police. | Chief of Police<br>Financial Management<br>Division  | ADM-175                | LE 17.2.2,             |
| <b>Annual Grievance Analysis</b> - an analysis of all grievances filed in the calendar year as well as all grievance policies and procedures.   | Internal Affairs<br>Commander                           | Annually - First quarter                                      | Chief of Police<br>Support Services<br>Commander   | ADM-225                | LE 22.4.3              |
| <b>Annual Recruitment Plan Analysis</b> – 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<br>Unit SOP | LE 31.2.2,<br>CM 4.1.3 |
| <b>Annual Vehicle Pursuit Report Analysis</b> - Analysis of vehicle pursuit reports to:<br>Identify trends or concerns,<br>Review pursuit policy and reporting procedures<br>Make recommendations for training or policy revisions.   | Special Operations<br>Division                          | Annually - First quarter                                      | Chief of Police – documented approval required<br>Patrol and Investigations<br>Bureau Assistant Chiefs | OPS-120                | LE 41.2.2i             |
| <b>Auxiliary Officer Annual Performance Appraisal</b>   | Training Supervisors                                    | Every January   | Support Services<br>Commander  | OPS-240                | LE 35.1.2              |



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|--|--|---|--|---------|----------------------------------|
| <b>Citizen Complaint</b> – 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 |                                  |
| <b>Communications Division Liability Analysis</b> – a documented analysis of all liability reports.  | Communications Division Captain            | Annually - First quarter                            | Administrative Services Assistant Chief  | COM-190 | CM 2.2.5                         |
| <b>Communications Division Liability Report</b> – 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 Captain & Manager  | COM-190 | CM 2.2.3                         |
| <b>Communications Division Monthly Report:</b> <ul style="list-style-type: none"> <li>Review of performance measures</li> <li>QA/QI Summary</li> <li>Staffing</li> </ul>   | Communications Division Commander          | Monthly   | Administrative Services Assistant Chief  | COM-102 | CM 2.5.3                         |
| <b>Communications Division Risk Management Review</b> – 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                        |
| <b>Computer Records &amp; System Security Check</b> - 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                         |
| <b>Computer System Report</b> – 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. |
| <b>Crash &amp; Traffic Enforcement Review</b> – 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                     |
| <b>Criminal Intelligence Annual Review</b> – 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<br>Verify that it was completed with the Accreditation Manager | SID SOP | LE 40.2.3e                       |
| <b>DCJS Instructor Evaluations</b> – written evaluations of each DCJS instructor.  | Training Academy Director                  | Every two years                                     | Training File  |         | TA 8.1.5                         |



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|--|---|--|---|--------------------|-----------------------------|
| <b>Department Year-End Report</b> – an annual publication that addresses department activities for the calendar year. Includes: <ul style="list-style-type: none"> <li>• Current information about the department</li> <li>• Highlights, accomplishments, and important topics</li> <li>• Crime stats, clearance rates, and calls for service</li> <li>• Summary of internal affairs investigations and use of force activities</li> <li>• Administrative overview</li> <li>• Goals for next year</li> </ul> | Public Information Office                         | Annually - First quarter   | General Public<br>Department Personnel                    |                    | LE 15.2.1 & 26.2.5          |
| <b>Division &amp; Bureau Annual Goals &amp; Objectives</b> - 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<br>Chief of Police                       | ADM-175 & COM-140  | LE 15.2.1, CM 1.2.5 & 1.2.6 |
| <b>Equipment Inspection</b> – 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                   |
| <b>Evacuation Training Exercises (911 Center)</b> . 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<br>Captain                        | COM-360            | CM 6.42                     |
| <b>Evaluation of Crime Prevention Programs</b> – 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<br>Assistant Chief                  |                    | LE 45.1.1c                  |
| <b>Evidence Custodian Change Audit</b> – 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<br>Commander<br>Chief of Police | ADM-170            | LE 84.1.6b                  |
| <b>Financial Management Division Monthly Status Report</b> - monthly reporting of each account held by the department to document account activity.  | Financial Management Division                     | Monthly  | Financial Management<br>Division                          | N/A                | LE 17.4.1                   |
| <b>FUEL System Employee Check-ins</b>  | All Supervisors                                   | Quarterly<br>Supervisor Initials<br>Annually in May                                    | FUEL  | ADM-295<br>PAM-900 | LE 35.1.2                   |
| <b>Full Load Generator Test</b> for the 911 Center.  | Communications Division Manager                   | Quarterly  | Communications Division<br>Captain                        |                    | CM 6.4.3b                   |



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|--|---|--|--|----------------------|-----------------------------------|
| <b>Inspection:</b> The 911 Center generator receives a preventative maintenance inspection.  | Communications Division Manager         | Annually                               | Communications Division Captain                                  |                      | CM 6.4.3c                         |
| <b>Internal Affairs Division Annual Report</b> - 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<br>Accreditation Manager                         | ADM-270              | LE 1.2.9c &<br>26.2.5<br>TA 2.3.6 |
| <b>Inventory of Agency-Owned Property</b> - All commanders complete an annual inventory of agency property.  | Logistics                               | Annually                               | Logistics  | ADM-515              | TA 3.2.7                          |
| <b>Job Description Review</b> - each job description is reviewed at least once every four years.   | PowerDMS Workflow                       | Every four years                       | Planning & Research<br>HR Generalist                             | ADM-295              | LE 21.2.2                         |
| <b>LEOKA Annual Review</b> - 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<br>Training<br>Executive Command Staff | N/A                  | LE 4.2.5                          |
| <b>Monthly Division Report</b> - monthly record documenting: <ul style="list-style-type: none"> <li>Accounting of the division's cash activities</li> <li>Equipment inspections, including weapons, officer uniforms &amp; equipment and items necessary from critical incident response.</li> <li>Update on goals &amp; objectives, case assignments and clearance data.</li> <li>Community engagement events.</li> </ul> | Division Commanders                     | Monthly                                | Chain of Command   | ADM-170 &<br>ADM-510 | LE 17.4.2f,<br>53.1.1             |
| <b>Monthly Property &amp; Evidence Report</b> - documents the inspection of the agency's adherence to P&E procedures used to control property & evidence.  | Property & Evidence Supervisor          | Monthly                                | Support Services Division<br>Commander                           | ADM-170              | LE 84.1.6a                        |
| <b>Personnel Early Intervention System Annual Evaluation</b> - review of the EIS system usage, activity, and procedures.   | Planning & Research                     | Annually - First quarter               | Internal Affairs<br>Executive Command Staff                      | ADM-273              | LE 35.1.9e                        |
| <b>Property &amp; Evidence Audit</b> - an audit of at least 100 high-risk P&E items.   | Internal Support<br>Section Lieutenant. | Quarterly                              | Support Services Division<br>Commander                           | ADM-170              | LE 84.1.6c                        |
| <b>Property &amp; Evidence Inspection</b> - an unannounced inspection of the property and evidence facility.   | Internal Affairs                        | Annually                               | Support Services Division<br>Commander                           | ADM-170              | LE 84.1.6d                        |
| <b>Review of Communications Specialized Assignments</b> - 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<br>Division Captain      | Annually - First quarter               | Administrative Services<br>Assistant Chief                       | COM-240              | CM 1.3.3                          |



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|---|--|---|---|-----------|------------|
| <b>Review of Emergency Operation Plans</b>  | Planning & Research Office               | Annually  |   |           | CM 7.1.2   |
| <b>Review of Safety Officer Procedures</b> – documented review of safety-related policies and procedures.   | Training Academy Director                | Annually  | Administrative Services Assistant Chief                     | ACDMY 5.1 | TA 9.1.7   |
| <b>Review of Selective Traffic Enforcement Activities</b> – 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 |
| <b>Risk Management Program Administrative Review</b> – 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  |
| <b>Staff Inspection Report</b> – 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  |
| <b>Standard Generator Test</b> - for the 911 Center in conformance with manufacturer recommendations.   | Communications Division Manager          | Monthly   | Communications Division Captain                             |           | CM 6.4.3a  |
| <b>TDD/TTY Equipment Test</b> – this test must be documented at the beginning of each shift.  | Communications Division Supervisor       | Daily – Once Per Shift                          | Communications Division Captain                             |           | CM 6.5.2d  |
| <b>Training Academy Needs Assessment</b> – 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  |
| <b>Training Academy Security Review</b> – 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   |
| <b>Training Academy Survey</b> – 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<br>Administrative Services Assistant Chief |           | TA 7.1.1   |





| Report/Purpose<br>[11.4.1(a,c)]   | Generated By<br>[11.4.1(b)]                              | Completion<br>Timeframe<br>[11.4.1(d)]                   | Distribution<br>[11.4.1(e)]  | Policy                                 | Standard                  |
|---|--|--|--|--|---------------------------|
| <b>Unintentional Firearms Discharge Report</b> – 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 |
| <b>Use of Force Annual Analysis</b> - 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                  |
| <b>Use of Force Report</b> - 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 |
| <b>Use of Force Review Board Final Report</b> - documents (NNPD Form#81) the findings of the UOFRB.   | NNPD UOFRB participant                                   | Submitted within 5-7 business days of the determination  | Chief of Police.<br>Copied to the Internal Affairs Division and Training Section.<br>Attached is the related Use of Force entry in Axon Standards. | OPS-113                                | LE 4.2.2                  |
| <b>Vehicle Pursuit Policy Review</b> – mandatory review and acknowledgment in PowerDMS  | All Sworn Personnel                                      | Annually, when prompted in PowerDMS                      |  | OPS-120                                | LE 41.2.2n                |
| <b>Vehicle Pursuit Report</b> - 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                |
| <b>Radio Test</b> – 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 Captain  |  | CM 6.6.3e                 |
| <b>Workload Assessment</b> - 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                 |

**Steven R. Drew**  
**Chief of Police**