Newport News Police Department

ADMINISTRATIVE MANUAL

ADM-273 – ACCUMULATED INCIDENT REVIEW

Amends/Supersedes: ADM-273 (07/09/2023)   **Date of Issue:** 12/25/2023

I.   GENERAL

A.   The Newport News Police Department has established a system to identify employees whose conduct may require review and intervention to address potential problems. The department conducts an incident review of files with those employees who record a specified number of incidents, as reported in Axon Standards, within a given time period. The Internal Affairs Division (IAD) monitors the entries into this software.

B.   These reviews address behavioral concerns through various opportunities for intervention and are not exclusively disciplinary in nature.

C.   The department establishes thresholds for the number of specific incidents occurring within a specified time (see addendum A) that trigger alerts in Axon Standards. [35.1.9(b)]

    1.   The warning threshold is set to alert when the number of Axon Standards reports is close to the critical threshold. Commanders should review and intervene in problematic or concerning behaviors.

    2.   The critical threshold is set to alert supervisors that the number of specified reports in Axon Standards has increased from the warning threshold, indicating the need for review and appropriate intervention to address problematic or concerning behaviors.

D.   IAD or any command staff member may initiate a review absent a threshold alert if, outside of Axon Standards, a documented behavioral pattern generates cause for concern.

E.   Any incident of an alcohol violation (e.g., DUI arrest, reporting to work intoxicated, etc.) is reported directly to the Internal Affairs Division by any agency employee.

II.   PROCEDURE

A.   Alert Processing & Review   [35.1.9(f)]

    1.   The IAD commander reviews all new alerts and assigns the alert to the employee's precinct/division commander.

    2.   The precinct/division commander may assign warning alerts to a lieutenant to serve as the assigned reviewer at their discretion. The precinct/division commander will review all critical alerts.

        NOTE: Access to the EIS is limited to lieutenants and up.

    3.   The assigned reviewer will:

        a.   Set the alert status to "review." View the events associated with the alert and request access to restricted attachments if needed.

        b.   Schedule a meeting with the affected employee and their supervisor within seven calendar days of assignment. The commander may include the affected lieutenant or an IAD supervisor for critical alerts. The meeting and those who attended are documented as a note in the alert activity log.

        c.   During the meeting, the discussion focuses on: [35.1.9(a)]

            1)   The nature of the triggering events and their frequency;

            2)   The circumstances surrounding each event;

            3)   Identification and discussion of similarities and/or mitigating circumstances.

      d.   For critical alerts, the commander will consider any events that overlap with previous warnings. If so, the discussion will also include the effectiveness of interventions initiated based on those alerts.

B.   Response & Intervention

   1.   The assigned reviewer will document the meeting results in the alert activity log afterward. They will make recommendations regarding the status of the alert and any actions or interventions taken.

   2.   Appropriate interventions are any actions or plans that address employee behavior, intending to prevent an escalation that may lead to discipline or negatively affect department operations. Examples of appropriate interventions include but are not limited to: [35.1.9(g)]

      a.   A documented remedial training plan with specific timeframes for participation. [33.1.5]

      b.   A performance improvement plan (PIP).

      c.   Psychological services to include (ADM-330 *Employee Psychological Services*) [35.1.9(h)]:

      d.   Recommendation for mandatory psychological evaluation (IA review and notification required);

      e.   Review voluntary options such as the Employee Assistance Program, Critical Incident & Stress Management Team support or clinical self-referral.

      f.   Policy review with a supervisor.

      g.   Assignment transfer.

   3.   Unless department or city policy establishes an approval process for an intervention (i.e., a PIP or psychological evaluation), the action/intervention plan for warnings may be implemented upon approval of the precinct/division commander. They must document when the employee was given the plan.

   4.   The reviewer will update the alert activity log and include all actions taken, interventions and status recommendations.

   5.   Once the activity log has been updated, the reviewer will set the appropriate active status and submit the alert to the next person in their chain of command.

C.   The following status options are available for alerts:

   1.   Active – IA Review: an active alert requires IAD review.

   2.   Active – Review: status set during the initial review and meeting.

   3.   Active – Chain of Command Review: set after the review meeting and forwarded to the next level in the chain of command.

   4.   Active – Secondary Review: the alert has been reviewed; however, a second review is necessary during the chain of command or IAD review.

   5.   Active – Intervention Pending: intervention steps have been initiated and require completion before the alert can be closed.

   6.   Closed – Resolved: the alert was addressed with appropriate interventions.

   7.   Closed – False Positive: the alert incorrectly indicated an intervention was needed. For example, an officer may have been listed in a report as involved when they should have been listed as a witness.

   8.   Closed – Acknowledged: all related events were within policy, and no behavioral concerns were identified in the meeting. No action was necessary.

D.   During the chain of command or IA review, alerts may be re-assigned to the reviewer if the intervention is pending. Once the action plan is completed, the review documents its completion in the activity log, and the alert is re-submitted to the chain of command.

E.   All reviews are submitted to the appropriate assistant chief of police through the chain of command. The assistant chief may close warning alerts. All critical alerts are forwarded to and closed by IAD, who will notify the Chief of Police. [35.1.9(c)]

F. The assignment of a secondary review depends on the individual alert needs.

G. The Chief of Police may follow up with the involved parties for additional information regarding the meeting, the incidents and the action plan. The Chief has the latitude to make recommendations outside those covered in the action plan.

H. System Review

1. Command staff will review this policy and the established thresholds annually and recommend modification as needed.

2. Annually, the IAD commander or designee will review the system activity, evaluate the system usage and make recommendations to ensure the system meets the department's needs. The document review is forwarded to the executive command staff.

Steven R. Drew
Chief of Police