



# Newport News Police Department - Administrative Manual

## ADM-310 - PERSONNEL LISTING

Amends/Supersedes: ADM-310 (09/11/2017)

Date of Issue: 01/03/2022

### I. GENERAL

A. The Newport News Police Department requires all personnel to maintain their current information on file with the Department, including their name, residential address, telephone number, and an emergency contact name and number.

#### B. Information Availability

A personnel listing is maintained as part of the employee module in the Records Management System (RMS) to provide information during emergencies (i.e., critical incident or emergency call-back) and other official uses.

1. The full employee module in RMS, allowing access to edit employee information, is maintained by:
  - a. Designated administrative technicians in precincts and divisions;
  - b. RMS administrators; and
  - c. The Planning & Technology Administrator;
2. A read-only version of the employee module is available to all Department employees via RMS.

### II. PROCEDURE

A. Upon employment, all personnel will complete the Employee/Volunteer Information Form (NNPD [Form #281](#)), including their full name, residential address (a post office box number will not be accepted), and telephone number. This information is entered into the employee module during onboarding.

#### B. Changes in Information or Status

1. Employees must notify the Department of any changes to names, addresses, residences, or phone numbers by submitting the Change of Status form (NNPD [Form #77](#)). The completed form will be emailed to the distribution group noted on the form, including sergeants, lieutenants, command staff, designated senior administrative assistants, and Financial Management Division personnel.
2. Employees will submit the change of status form within three (3) working days of the change.

#### C. Information Change Entry

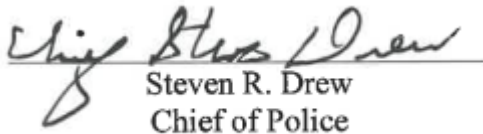
1. Personnel information changes are entered into the Computer Aided Dispatch System (CADS) by the CADS administrator.
2. Designated administrative technicians in each precinct/division will update the information in RMS, except in the case of name changes, which will be processed departmentally by the Planning & Technology and Financial Management Divisions.

3. Leave & Timesheet System (LTS)

- a. Residential address, emergency contact, primary work location, email, and phone number (both office and personal) changes are the responsibility of each employee. The information must be updated within three (3) working days of the change in the “Edit Contact Information” section of the LTS system.

NOTE: The update in LTS is in addition to the requirement to submit the NNPD [Form #77](#) with any status change.

- b. A copy of legal documentation (i.e., copy of marriage certificate or court order) will accompany any employee name change. This documentation must be submitted to the Financial Management Division before any personnel systems (MUNIS, LTS, etc.) or RMS changes take place.
- D. The release of any address or phone number to anyone outside the Department without authorization from the employee in question is prohibited. The information shall be treated as confidential.

  
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Chief of Police