



## ADMINISTRATIVE MANUAL

# ADM -355 – PATROL ASSIGNMENTS

Amends/Supersedes: ADM-355 (03/27/2017)

Date of Issue: 05/06/2024

### I. GENERAL


- A. The Newport News Police Department's precincts provide continuous (24/7) law enforcement first responders to calls for service in the City of Newport News. Patrol officers are assigned in a manner that ensures this coverage. [41.1.1(a)]
- B. Each precinct is comprised of:
  - 1. Two platoons (A and B). Platoon assignments guarantee continuous coverage by establishing which days of the week patrol officers are scheduled to work. At any given time, at least one platoon will work. At the discretion of the Chief of Police, the specified days off for platoons may be changed at given intervals to allow officers access to weekends off, referred to as the changeover date. [41.1.1(f)]
  - 2. Watch assignments. Patrol officers are assigned to a watch, establishing their shift start and end times, which may be modified or extended based on patrol needs. [41.1.1(b)]
  - 3. Beats. Each precinct is comprised of four beats. Patrol officers are assigned to patrol specified beats with the intention of increasing officer's familiarity with the community within those beats. It is best practice to assign officers to the same beat consistently; however, changes to beat assignments will occur as needed. [41.1.1(d,e)]
- C. The assistant chief of Patrol Operations oversees all precinct operations, including the authority to establish staffing requirements and assignment approval processes.
- D. Each precinct captain oversees officer assignments to platoons and watches and may make assignments and changes within their precinct at their discretion.
- E. Precinct lieutenants and watch supervisors manage day-to-day scheduling, including beat assignments, granting leave approval and finding coverage to maintain minimum staffing.

### II. PROCEDURE

- A. Annual Watch Bid [41.1.1(c)]
  - 1. Annually, the assistant chief of Patrol Operations initiates the watch bid process, which allows patrol officers to submit their assignment preferences.
  - 2. Officers are notified when the bid process opens. Officers who do not submit a watch bid by the closing date will be assigned at the precinct commander's discretion.
  - 3. Watch bid submissions are limited to patrol officers currently assigned to a watch who have completed the field training program. Watch bid submissions include:
    - a. The officer's hire date and current assignment
    - b. Three ranked preferences for their precinct and watch assignments.
    - c. Identification of any special skills, certifications or team memberships.
    - d. The opportunity for a brief comment regarding their submission.
  - 4. The bid results are distributed to the precinct captains once submissions are received.
    - a. Bids to transfer from one precinct to another are discussed during a scheduled meeting attended by the chief of police, assistant chief of Patrol Operations, precinct captains, precinct tactical lieutenants and other designated personnel.



- b. Captains will review bid requests and determine which ones can be accommodated. Assignments will be finalized and forwarded to the assistant chief of patrol operations for review.
  - c. Once finalized, affected personnel are notified, in writing, of their assignments and the effective date.
  - d. Watch bid requests are effective until the next bid is submitted. Captains may use the bid results anytime to assist with assignment and transfer decisions.
- B. Officers may request a transfer through their chain of command when unforeseen circumstances present a severe hardship for the individual. The officer will prepare such requests as outlined in [ADM-353 Hardship Transfer Request](#). [41.1.1(c)]
- C. The appropriate assistant chief of police determines the effective date of approved changes. Changes in approved shifts will meet the City's requirements for hours worked and should not take effect in the middle of a pay cycle.
- D. Leave Requests
  - 1. Officers will submit their personal leave, military leave (with orders), etc., as soon as possible or when directed to do so by their watch supervisors.
  - 2. Requests will typically be granted based on seniority, but final approval is at the discretion of the watch supervisors. The supervisor will ensure minimum staffing levels are maintained before planned leave requests are approved.
  - 3. It may be necessary to adjust approved vacation schedules if an officer transfers to a different watch during the year.
  - 4. When a vacation schedule conflict occurs because of watch changes, for any reason, the officer with a vacation schedule that remains on the watch will take precedence. Every effort will be made to grant pre-approved vacation; however, staffing requirements must take precedence.
- E. Call Out Procedures & Shift Coverage
  - 1. When patrol officers cannot report for their scheduled assignment (i.e., illness or emergencies), as soon as the officer becomes aware, they will notify their watch supervisor by phone, text or email (depending on the supervisor's preference).
  - 2. Supervisors will acknowledge the call out as soon as practically possible. If the officer calling out does not receive a response in a reasonable amount of time, they should attempt to notify them again.
  - 3. If the officer calling out cannot reach their supervisor, they will notify the next level of their chain of command.
- F. Nothing in this policy precludes a re-assignment by the precinct or division commander, the appropriate assistant chief of police or the chief of police.

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