



Newport News Police Department - Administrative Manual

ADM-273 - ACCUMULATED INCIDENT REVIEW

Amends/Supersedes: ADM-273 (10/08/2007)

Date of Issue: 04/24/2019

I. GENERAL

The Police Department will conduct an incident review of files with those employees who record a specified number of incidents, as reported in the BlueTeam module of IAPro, within a given time period. The entries into this software are examined periodically by the Internal Affairs Division. These reviews are not solely disciplinary in nature, and serve to assist in the identification of those agency employees who may require some type of agency intervention.

II. PROCEDURE

A. Employees who meet the threshold criteria for incidents examined by the Internal Affairs Division, as defined in any or all of the scenarios listed below, will be directed to their Precinct/Division Commander's office for an incident file review session within 30 days of incident triggering the Early Warning System Review. [35.1.9(a,b)]

1. Those incidents tracked by the Internal Affairs Division include:
 - a. Complaints (See ADM-270 "Administrative/Internal Investigations")
 - i. Three within six months, or
 - ii. Five within a year, or
 - iii. Nine within two years, or
 - iv. Any cumulative combination of events (See "Addendum A")
 - b. Use of Force Reports – Six within 12 months, or
 - c. Vehicle Pursuits – Three within six months.
2. City vehicle accidents, as tracked by the Special Operations Section and reported to the Internal Affairs Division, when the threshold level of three accidents is recorded within any given six-month period.
3. Any incident of an alcohol violation (e.g. DUI arrest, reporting to work intoxicated, etc.) as reported directly to the Professional Standards Division by an agency employee.
4. The cumulative number of incidents in a given period of time, and not the findings associated with those individual incidents, shall be the indicator that a review meeting is warranted.

NOTE: Complaints lodged against an entire unit will not be counted toward the threshold, unless the employee is specifically named in the report of the incident or citizen complaint.

- B. Upon being apprised that an employee has met the criteria as defined (Section A), the Internal Affairs Division Commander shall provide notification to the affected Precinct/Division Commander that a personal review with the employee is necessary. A synopsis of the employee's incident file will be supplied to the Precinct/Division Commander through BlueTeam. [35.1.9(d)]
- C. Upon synopsis receipt, the Precinct/Division Commander, the employee, and the employee's immediate supervisor will meet to review the employee's incident history in detail. [35.1.9(d)]
- D. The review will be centered on:
1. The nature of the incidents received;
 2. The incident frequency; and
 3. The circumstances surrounding each incident.
 4. The attendees will thoroughly discuss each incident in order to identify any similarities and/or mitigating circumstances. [35.1.9(d)]
- E. After discussion of the incidents, the Precinct/Division commander will develop an action plan, as warranted, in collaboration with the employee, his supervisor, and the Training Section. This plan may call for remedial training or some other action on the part of the employee and/or supervisor. [35.1.9(d,e)]
- NOTE: When developing an employee action plan, supervisors are encouraged to take advantage of the various services offered within the City, as appropriate. Services may include: the Employee Assistance Program (EAP), the agency's contracted psychological services, C.I.S.M., United Way agencies, etc. [35.1.9(f)]
- F. The Precinct/Division commander will forward a synopsis of the review meeting and a copy of any plan developed to the Chief of Police. The respective Assistant Chief of Police shall add any recommendations to the plan prior to review by the Chief of Police. [35.1.9(b,d)]
- G. The Chief of Police may call upon any of the involved parties to seek additional information regarding the meeting, the incidents, and/or the action plan. The Chief has the latitude to make recommendations outside those covered in the action plan.
- H. With concurrence of the Chief of Police, the plan of action will be returned to the employee through the chain of command. The Internal Affairs Division Commander will receive a copy for the employee's Internal Affairs Division file. The plan will remain in the file for five years from the plan's approval date. [33.1.5; 35.1.9(b,e)]
- I. The employee's immediate supervisor, in conjunction with the appropriate personnel from the Training Section, will ensure that the action plan, if any, is set into motion and followed. [33.1.5; 35.1.9(d)]
- J. Any supervisor in an employee's chain of command, who deems an incident file review to be necessary and appropriate, may request the Internal Affairs Division initiate the incident review process. The request must be in memorandum form to the Internal Affairs Division, forwarded through their respective chain of command, and approved at each level. The Internal

Affairs Division will coordinate the review process and follow the same procedures detailed in Sections II. B. - I. [35.1.9(b,d)]

- K. The Internal Affairs Division Commander will ensure that an annual evaluation of the Early Warning System is prepared and forwarded to the Chief of Police for his review. [35.1.9(c)]

Steven R. Drew
Chief of Police

**ADM-273 Accumulated Incident Review
Addendum A**

04/24/2019

Incident type threshold settings (Blue Team)

Incident Type	Officer # of months (consecutive)	Officer # threshold (incidents)
Administrative/Internal Investigation	6	3
Citizen Complaint	6	3
Complaint/Allegation	6	3
Letter of Counsel	6	3
Use of Force	12	6
Vehicle Accident	12	3
Vehicle Pursuit	6	3
<i>OVERALL THRESHOLD (Cumulative)</i>	24	9