

Warren County Sheriff's Office  
200 Skyline Vista Drive  
Front Royal, VA 22630  
(540) 635-4128



# Community Advisory Council Charter

## Mission

The Community Advisory Council (CAC) is established under the direction of the Sheriff in order to facilitate communication, build trust and mutual respect, and improve understanding between residents of Warren County and their Sheriff's Office.

## Goal

The goal of the Community Advisory Council (CAC) is to provide a safe forum for open, honest, and direct interactions between the community and Sheriff's Office to address public safety and other related issues. To Serve as a community resource for the Sheriff in the formation of strategies, development of community policing concepts and increasing public awareness in order to improve the quality of life for all residents of Warren County.

## Purpose

### 1. Educate

- Assist in educating the community at large about the function, role and services of the Warren County Sheriff Office.
- Provide feedback and advice to the Sheriff's Office on current or proposed public safety programs, priorities, and office policies and/or procedures.
- Provide a method for the Sheriff's Office to communicate with the community.
- Provide a forum with key stakeholders regarding law enforcement policies within the community.
- Discuss trends in law enforcement such as: uses of force, police pursuits, crime trends in our community and other significant police issues.

### 2. Feedback

- Act as a sounding board for the Sheriff regarding community needs and concerns, as well as community response to proposed Sheriff's Office programs and priorities.
- Apprise the Sheriff directly of the community's need for law enforcement services. Discuss community concerns and apprise the Sheriff Office of any needs for law enforcement services.
- Meet regularly with the Sheriff to discuss constituent concerns.
- Review policies and procedures for understanding and opportunities to enhance.

### 3. Community Engagement

- Participate in and advocate for a wide range of community oriented policing programs within the community. Act as conduits for information between the Sheriff Office and Warren County residents, for instance, on the roles and functions of the Warren County Sheriff Office community-oriented policing programs.
- Open and sustain on-going dialogue with key members of the community on issues of mutual concern.

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## **Role of CAC Regarding Police Complaints, Investigations, or Personnel Matters**

While the Community Advisory Council (CAC) has broad public representation and input into the Sheriff's Office, the CAC acts solely in an advisory capacity. The CAC will not be involved in decision making at any level nor have review or investigative power over complaint investigations. The CAC is not a review board of any law enforcement action, whether internal or external, but a forum for discussions concerning community concerns. The CAC will have no input or discussion regarding specific employee personnel issues.

## **Membership**

The Community Advisory Council (CAC) is driven by the imagination of its members and is intended to be a reflection of the community's viewpoints. Members are selected by and serve at the will of the Sheriff for a period of one year, and two years for officers. Membership terms shall run July 1st through June 30th. The County Administrator and Board of Supervisor members are encouraged to provide nominations to serve on the CAC. Members are chosen to serve on the CAC for their professionalism, integrity and commitment to their community.

The CAC shall be composed of a cross-section of the community. Members should be a resident in the County of Warren. The CAC shall be comprised of 10 residents from throughout the community (9 adults and 1 high school student). Of the 9 adult seats, 2 seats are reserved for representatives who reside within the Town of Front Royal. Members should represent a diverse range of backgrounds, interests and experience.

Prior to their appointment, all CAC members must submit an application, prove their identity, and authorize the Warren County Sheriff Office to conduct a criminal history background investigation due to the sensitivity and confidentiality of the matters which may be brought before the CAC. All available police and criminal records shall be included in this investigation. The results of this background investigation may be used to disqualify applicants as judged by the Sheriff. Applications shall be kept for a period of one year after the date of submission. Applicants may submit their applications at any time of the year.

Three members of the Community Advisory Council (CAC) will serve as its officers, made up of a Chairperson, Vice Chairperson, and Secretary. The Chair, Vice-Chair and Secretary will serve for a term of two (2) years, and are eligible for reappointment. Again, appointments are contingent upon annual voting done July of each year, or as otherwise needed.

## **Duties of Chairperson**

The Chairperson of the CAC shall preside at meetings, appoint Councils, and provide leadership and general supervision of the activities of the CAC. The CAC Chairperson shall provide a written agenda for each meeting, with the assistance of the WCSO.

## **Duties of Vice Chairperson**

The Vice Chairperson shall perform such duties and functions as may be assigned by the Chairperson, and in the event of the temporary absence of the Chairperson, shall perform the duties of the Chairperson.

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## **Duties of Secretary**

The Secretary shall be responsible for taking, filing and making available minutes of all meetings, maintain or cause to be maintained the records of the CAC, and provide general administrative duties on behalf of the CAC.

## **Election of Officers**

Officers shall be nominated by their fellow Council members. The member receiving the most votes for each office shall be named to that office. The Sheriff reserves the right to cast a tie-breaking vote in the event of a tie.

## **Meetings**

### **Regular Meetings**

All CAC meetings are open to the public. The CAC will meet every other month, or at least six times per year. Meetings will be held at the Community Meeting Room at the Warren County Public Safety Building.

### **Special Meetings**

A special meeting of the CAC may be called at any time by the Sheriff or CAC Chairperson. Absence from a special meeting shall not be counted against CAC members.

### **Attendance**

Members are allowed two (2) absences from scheduled regular meetings during one calendar year. Additional absences may constitute removal from the CAC by called vote of the CAC members present at the next CAC regular or special meeting.

### **Agenda**

An agenda, accompanied by copies of any report, study or recommendation that is to be discussed or acted on will be distributed to the CAC members 5 days in advance of each regular or special meeting. CAC members may request, through the Chairperson, that items be given more or less priority on the agenda.

### **Voting**

On any matters put to a vote at any meeting of the CAC, one (1) vote shall be permitted for each CAC member. Any motion that does not receive a majority of votes from the voting members or a total of 6 votes will be rejected.

### **Quorum**

The presence of six (6) members shall constitute a quorum at any meeting. No action may be taken without a quorum.