



WARREN COUNTY SHERIFF'S OFFICE

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www.warrencountysheriff.org

Mark A. Butler, Sheriff

Community Advisory Council Frequently Asked Questions (FAQ)

1. *What is the Community Advisory Council (CAC)?*

The Community Advisory Council (CAC) is a group of 10 members of the Warren County community. We have (9) adult residents or business owners and (1) high school student. The Council hopes to facilitate open, honest, and direct interactions between the residents of the County of Warren and their Sheriff's Office.

2. *What is the purpose of the CAC?*

The main purpose of the CAC is simply to facilitate communication between the Warren County community and the Sheriff. More specifically, the CAC aims to educate the community about services provided by the Sheriff's Office and engage the whole community on community-oriented policing programs. The CAC also educates the Sheriff's Office about needs within the community. The CAC may also provide feedback to the Sheriff's Office regarding planned law enforcement priorities and programs.

3. *How large is the CAC?*

The CAC itself is comprised of 10 members; however, all meetings are public. We encourage everyone to attend.

4. *Who can be a member of the CAC?*

Any adult resident of the County of Warren is eligible to serve on the CAC. There is space as well on the CAC for a high school student living in the county. If you are not a resident of Warren County, but still have sufficient interests within the County of Warren, e.g. own a business, you may serve on the CAC as well.

5. *How do I apply to the CAC?*

Applications for the CAC are available at <https://www.warrencountysheriff.org/general-information/community-programs> or in-person at the Warren County Sheriff's Office at 200 Skyline Vista Drive, Front Royal, VA 22630. Completed applications must be submitted to the Sheriff's Office in person accompanied by proof of identity. All applicants must authorize the Warren County Sheriff's Office to conduct a criminal background history check.

6. *Is a criminal history background investigation required to serve on the CAC?*
Yes. Due to the sensitivity and confidentiality of issues that may be discussed, all CAC members must authorize the Warren County Sheriff Office to perform a criminal history background investigation.
7. *Who should I talk to for more information on the CAC?*
Please contact the Lt. Robbie Seal at rseal@warrencountysheriff.org or (540) 635-4128. You may also contact other members of the CAC.
8. *Who selects the members of the CAC?*
The Sheriff selects the members of the CAC from the pool of CAC applications available at the time a seat becomes vacant. The CAC members themselves vote on their officers (Chairperson, Vice-Chairperson, and Secretary).
9. *If I have a criminal history, can I serve on the CAC?*
Yes! Simply having a criminal history does not exclude you necessarily from serving on the CAC. The Sheriff has the sole discretion to determine an applicant's suitability for serving on the CAC.
10. *How often does the CAC meet?*
The CAC meets every other month or 6 times a year, starting each July.
11. *Where does the CAC meet?*
The CAC meets in the Community Meeting Room at the Warren County Public Safety Building, 200 Skyline Vista Drive, Front Royal, VA 22630.
12. *What happens if I agree to serve on the CAC, but I cannot attend all of the meetings?*
We certainly hope all members will be able to allocate the time required to be a productive member of the CAC. However, things do happen. In that case, a member is allowed to miss up to two regular meetings during a one-year period. If a member misses more than two meetings in a one-year period, the member may be removed from the CAC by a vote of the Council.
13. *Are the meetings open to the public?*
Yes, all CAC meetings are open to the public. Please join us!
14. *What sorts of issues will be discussed by the CAC?*
In general, most issues related to the Warren County community and our Sheriff's Office may be discussed at CAC meetings. There are some topics, however, that we are legally restricted from discussing, e.g., personnel matters, active criminal investigations, matters prohibited by statute. The CAC is non-political, and respects the diversity, dignity and opinions of all persons.
15. *Does the CAC investigate complaints against the Sheriff's Office or specific deputies or staff?*
No. The CAC acts in an advisory capacity only. The CAC does not hold any review or investigative powers. If you have complaints about the Sheriff's Office, you should contact the Warren County Sheriff's Office and file a formal complaint.