



County of King William, Virginia

**BOARD OF SUPERVISORS  
JOINT WORK SESSION MEETING WITH THE PLANNING COMMISSION AND  
ECONOMIC DEVELOPMENT AUTHORITY - FEBRUARY 14, 2022 - 7:00 PM  
KING WILLIAM COUNTY ADMINISTRATION BUILDING  
KING WILLIAM, VIRGINIA**

**A M E N D E D A G E N D A ( 2 )**

1. **Call to Order**
2. **Roll Call**
3. **Review and Adoption of Meeting Agenda**
4. **Joint Work Session w/Planning Commission & Economic Development Authority**
  - a. King William High School Career Technical Education (CTE) Program - Ryllee Lankford, CTE Specialist and Andrew Perego, Assistant Principal (Attachment Added)
  - b. Comprehensive Plan Update & Land Use Maps - Evie Slone, Hill Studio (Attachment Added)
5. **Work Session Matters**
  - a. Borrowing Prospects for School Capital Projects - James Sanderson, Davenport & Company (Attachment Added)
  - b. Sheriff's Department Annual Report - Jeff Walton, Sheriff (Attachment Added)
  - c. Fire & EMS Department Update - Stacy Reaves, Fire Chief
  - d. Acceptable Use Policy - Travis Wolfe, Systems Engineer
  - e. **Resolution 22-10** - Recognizing and Honoring February 2022 as Black History Month - Percy C. Ashcraft, County Administrator (Corrected Resolution)
  - f. Appointment of Supervisor to the Planning Commission - Andrew R. McRoberts, County Attorney
6. **Board of Supervisors' Requests**

**7. Closed Meeting**

- a. Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made and in accordance with Section 2.2-3711(A)(29) of the Code of Virginia to discuss the terms or scope of a public contract, because discussion in open session would adversely affect the bargaining position or negotiation strategy of the Board.
- b. Motion to Reconvene in Open Session
- c. Certification of Closed Meeting
- d. Action on Closed Meeting (if necessary)

**8. Adjourn or Recess**

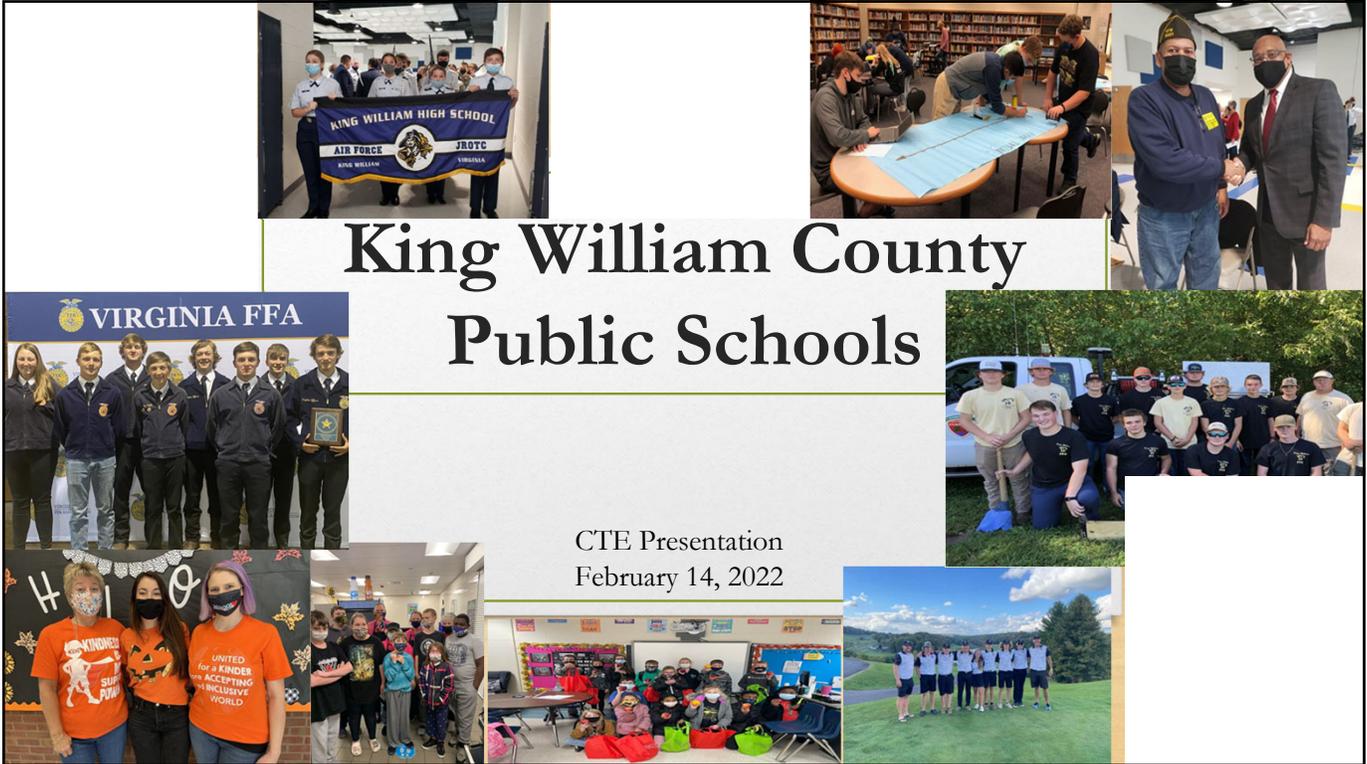
**NOTES REGARDING AGENDA:**

This agenda is tentative only and subject to change by the Board of Supervisors.

There is no Public Comment Period during Work Sessions.

# AGENDA ITEM 4.a.

King William High School Career Technical  
Education (CTE) Program - Ryllee Lankford, CTE  
Specialist and Andrew Perego, Assistant Principal  
(Attachment Added)



# King William County Public Schools

CTE Presentation  
February 14, 2022

1

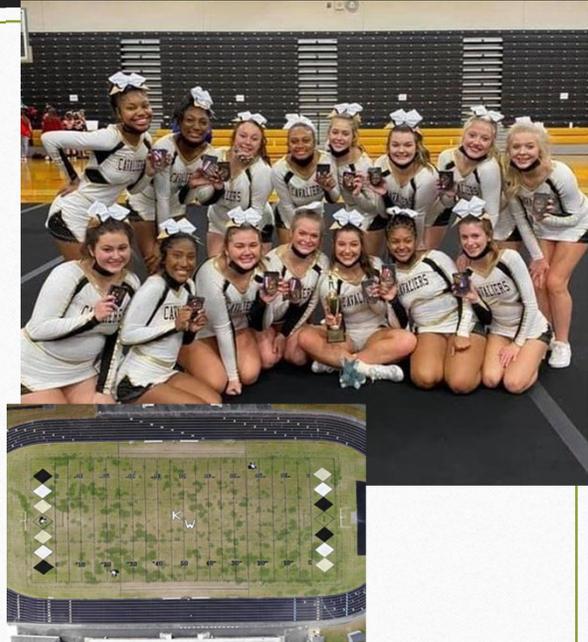
## What is CTE?

- Career and Technical Education (CTE) provides high quality, dynamic programs to meet current, emerging and projected labor market needs. Successful completion of CTE programs leads to credentials that qualify students for a range of career opportunities from entry to professional level.
- King William County Public Schools currently has 1,482 students enrolled in one or more CTE programs.

2

## CTE Programs

- King William High School
- Bridging Communities  
Regional  
Career and Technical Center/  
Governor's STEM Academy



3

## King William High School

- Agriculture
- Air Force Junior Reserve Officer Training Corps (AFJROTC)
- Marketing
- Teachers for Tomorrow
- Commercial Photography
- Sports Medicine
- Cosmetology- Partner with a local business
- Welding- Partner with a local business
- Emergency Medical Technician- Proposed for the 22-23 school year

4

## Bridging Communities Career & Technical Center/Governor's STEM Academy

- Criminal Justice
- Culinary Arts
- Diesel Equipment Technology
- Coding and Game Design
- HVAC-R
- Pharmacy Technician
- Pre-Practical Nursing
- Programming
- Small Engine Technology

5

## Connecting CTE Programs to the Community

- KWCPS builds programs and pathways to connect students to occupations that support the local labor market trends.
- Comprehensive Local Needs Assessment will be completed to examine labor needs in the local community and needs in the school division. The assessment will be used to guide the decision making process for CTE programs for 22-23 school year.
- Work-Based Learning is a growing focus at KWCPS. To make this opportunity successful, local businesses are needed to partner with the school division. The main goal of this partnership is to give students access to high quality work-based learning experiences.

6



Questions?





# AGENDA ITEM 4.b.

Comprehensive Plan Update & Land Use Maps –  
Evie Slone, Hill Studio

Download from the King William County website -  
<https://kingwilliamcounty.us/>.

Direct Download Link:

<https://kingwilliamcounty.us/DocumentCenter/View/1162/2041-King-William-County-Comprehensive-Plan-DRAFT-2022-01-31>



**WORK SESSION**  
**BOARD OF SUPERVISORS**  
**PLANNING COMMISSION**  
**ECON. DEV. AUTHORITY**

**DRAFT PLAN**

**FEBRUARY 14, 2022**

**TONIGHT'S  
DISCUSSION**

**Draft Plan Overview**

- Executive Summary
- Vision and Goals
- Potential Action Projects

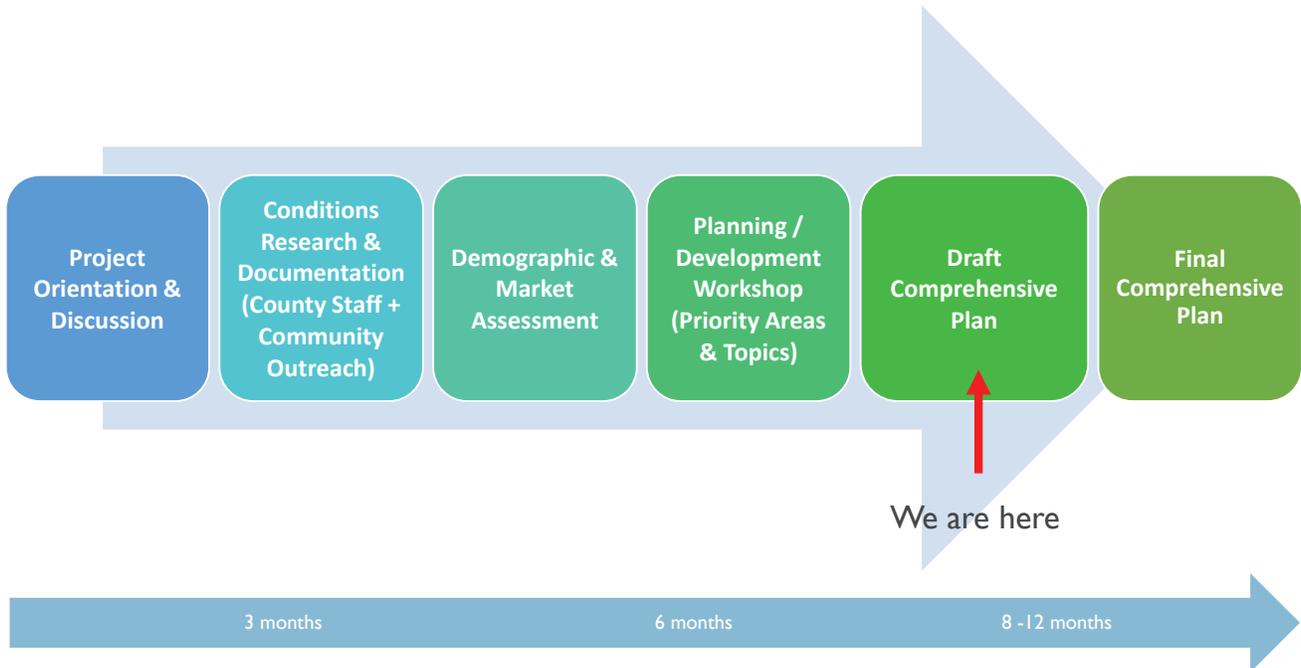
**Future Land Use**

- Future Land Use Categories
- Future Land Use Map

**Next Steps**

- Comments on Draft
- Public Comments and Meeting - 3/10
- Official Public Hearings

## PROJECT TASKS FLOWCHART & TIMELINE



## COMPREHENSIVE PLAN PROCESS

- Project started January 2021
- Community Survey
- Public Meetings (2 – Kick Off + Mid-Term)
- Community Design Workshop - July 2021
- Hands On Discussions with Stakeholders
- Coordination with Comprehensive Plan Committee
- Work Sessions with BOS, EDA, PC

# EXECUTIVE SUMMARY

Purpose of the Plan

Overview of King William County

Vision and Goals

Directions for Future - Key Initiatives

- Rural Landscape Character
- Central Garage
- King William Courthouse Village
- Business Park / Industrial Development
- Modernized Infrastructure

Organization of Blueprint 2041



# VISION & GOALS

## Vision 2041

In 2041 King William County will be a thriving safe, friendly, and caring community that exhibits extraordinary rural, agricultural, and natural landscapes and offers a peaceful, country lifestyle for raising a family. Outdoor recreational experiences abound for residents and visitors on the scenic rivers, state forest lands, public parks, and private farms.

Home to three of the oldest Native American tribes in the nation and a historic courthouse dating to circa 1725, King William County continues to celebrate and honor its unique heritage and preserve its character while effectively managing responsible community growth.

The diverse economy of small businesses and tailored, specialized industry contributes to the community prosperity, which is evident in affordable taxes, quality public services, distinguished educational system, and a focused 21<sup>st</sup> Century utility infrastructure.

## Goals for 2041

### Healthy, Safe Community

- Outstanding Quality of Life
- Smart, Planned Growth
- Diversified Housing
- Social Well-being
- Quality Recreational Experiences

### Diverse, Balanced Economy

- Sustained Agriculture
- Diversified, Resilient Economy

### Planned, Responsible Infrastructure

- 21<sup>st</sup> Century Facilities and Infrastructure
- Responsible Governance

### Celebrated, Protected Environmental and Cultural Resources

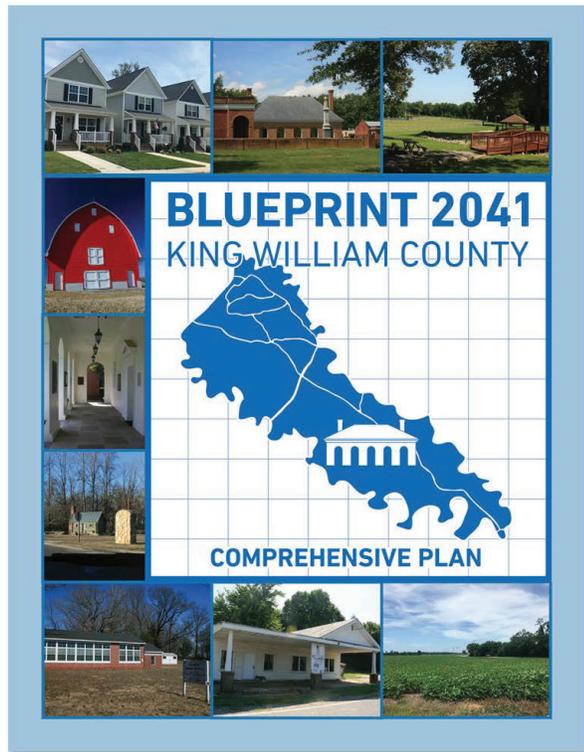
- Celebrated Heritage
- Rural Environment

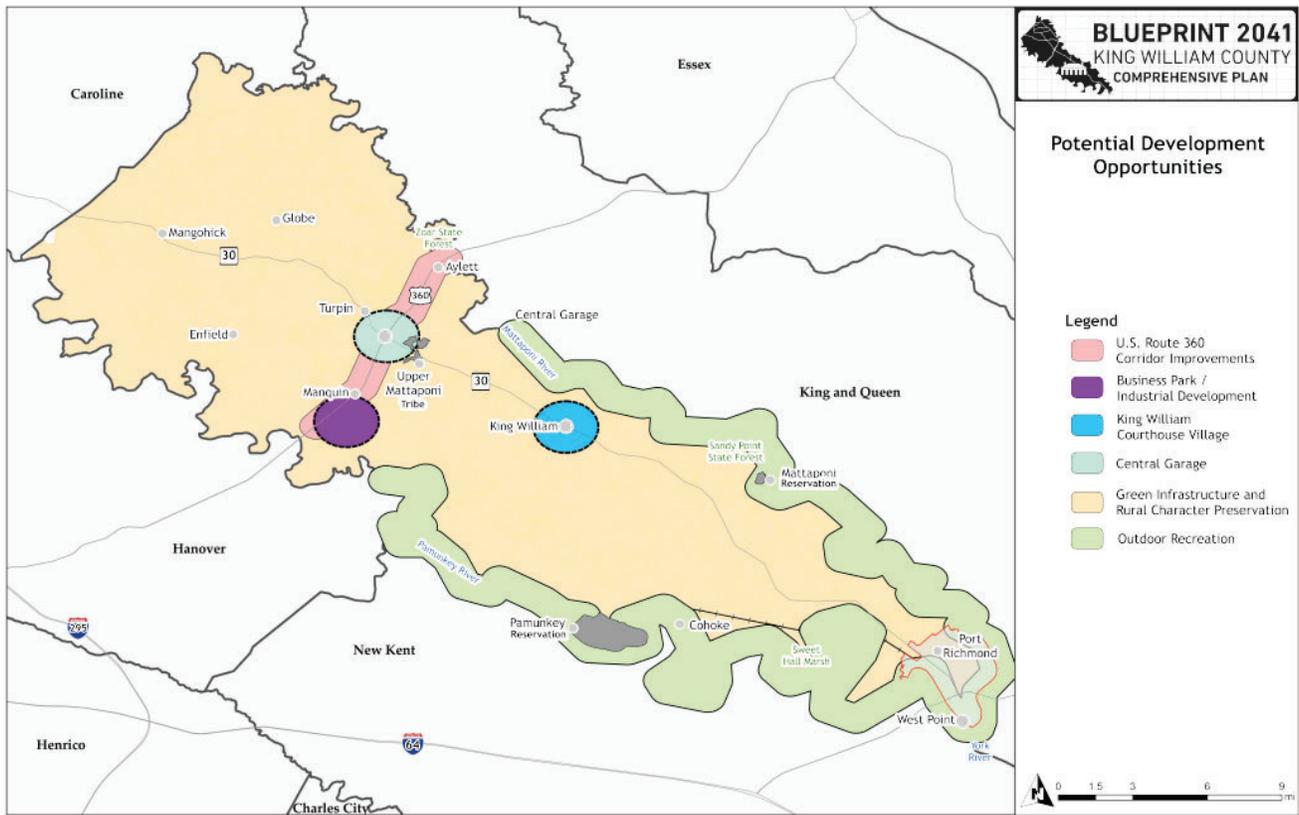
### Planned, Managed Land Development

# PLAN CONTENTS & ORGANIZATION



## PRIORITY ACTION INITIATIVES





**BLUEPRINT 2041**  
**KING WILLIAM COUNTY**  
**COMPREHENSIVE PLAN**

**Potential Development Opportunities**

- Legend**
- U.S. Route 360 Corridor Improvements
  - Business Park / Industrial Development
  - King William Courthouse Village
  - Central Garage
  - Green Infrastructure and Rural Character Preservation
  - Outdoor Recreation



**RURAL CORRIDOR PRESERVATION – ROUTE 360**



Illustration Above:  
 Route 360 Corridor through King William County showing nodes of development at Manquinn, Central Garage, and Aylett. Note that developed areas (red) have agricultural (green) vistas between them which provide opportunities for enhanced gateway plantings and treatments.



Illustrations Right:  
 Existing views before and after along Route 360 corridor from southeast County entrance at Prestley Barn to northeast County Community of Aylett.

"After" Drawings show enhanced views of corridor vistas by adding entrance welcome sign, media plantings, supplemental trees along the corridor, and improving street frontage, parking and pedestrian areas.

**GATEWAYS & CORRIDORS**

Gateway corridors into the County are important. They provide a sense of community identity and create lasting impressions for residents, visitors, and businesses.

The Route 360 and Route 30 are primary entrances into King William County that deserve careful management of entrances, business areas, and corridor clutter. Careful attention should be given to creative landscaping, attractive signage, and maintaining scenic views.

**QUALITY CORRIDOR DESIGN**

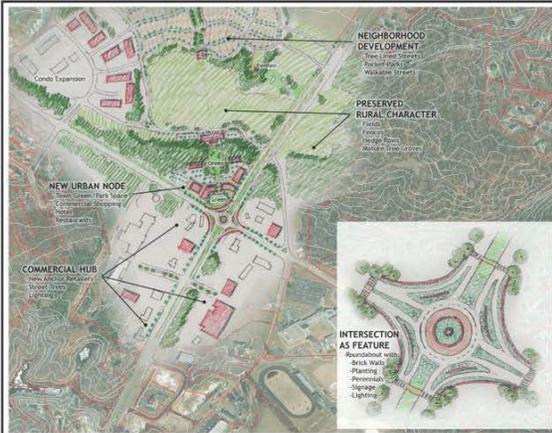
- Managed, consistent scenery and views
- Landscaped medians and building frontages
- Controlled, attractive signage
- Buffers for distracting land uses
- Connecting elements (trees, fencing, planting)
- Controlled access and entrances
- Dark-sky friendly lighting

**TOOLS FOR IMPROVING CORRIDORS**

- Corridor Overlay Design District
- Sign regulations (temporary & permanent)
- Landscaping program
- Welcome signs at County entrances



# CENTRAL GARAGE – GROWTH AREA



**View Top Left:**  
Plan view of development patterns at Central Garage and Intersection of Routes 360 and 30.

- **Traffic Circle** at intersection with dedicated turn lanes, truck apron, signage, lighting and landscaping.
- **New Urban Development Node** at northwest corner that includes dense commercial buildings (hotel, restaurants, retail) arranged around a community green space that connects to surrounding trail and park spaces.
- **Expanded Retail** businesses, street trees and lighting at other corners to create enhanced commercial hub.
- **Planned Neighborhood Development** that includes connected tree-lined streets, pedestrian lighting and connections, community parks and green spaces, and attractive, diverse housing types and styles.
- **Careful Site Development Planning** that celebrates and preserves rural character and scenic environmental features of property and surrounding environs (e.g. fields, farms, fences, mature trees, etc.).



**View Bottom Left:**  
Aerial perspective view of desired future development at Central Garage and Intersection of Routes 360 and 30. Note the developed density on the northwest corner that provides significant building mass and a landscaped street frontage while also centering new development around a large community green that connects to adjacent parks, pedestrian trails, and neighborhoods.

## CENTRAL GARAGE DEVELOPMENT

Central Garage is positioned as a major center for business and development along the busy Route 360 Corridor. This area is identified for continued growth for both business and residential uses. The intersection of Route 360 and Route 30 is critical in setting the standard for and guiding future development.

Improvements for utilities, transportation and mixed land uses must be carefully planned to achieve the desired development mix and building patterns.

## STANDARDS FOR QUALITY DEVELOPMENT

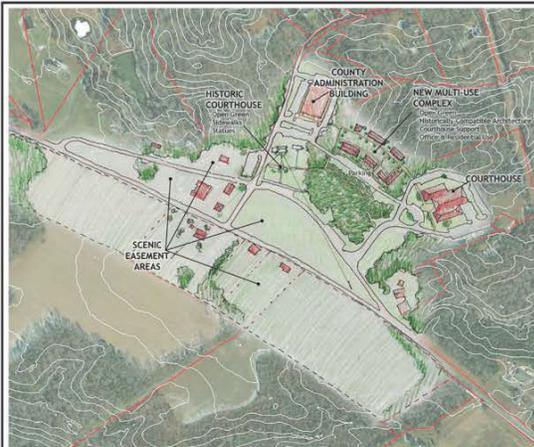
- Attractive, landscaped public spaces and corridors
- Comfortable pedestrian accommodations (walkways, lighting, landscaping)
- Connectivity between residential, business, and recreational uses
- Appropriate development density to preserve rural character environs

## TOOLS FOR MANAGING DEVELOPMENT

- Updated development regulations with that guide building/site design, land uses, connections, landscaping, and amenities
- Active, participatory business and community organizations



# KING WILLIAM COURTHOUSE VILLAGE



**View Top Left:**  
Plan view of new infill village development between King William Administration Center, Historic Courthouse and current Courthouse Complex.

- Cluster of architecturally appropriate buildings fronting on a common green.
- Protected views of historic courthouse.
- Potential uses could include professional offices, retail and services businesses, and housing (upper floors).
- Local farmers market could be operated in the large green space between developed area and Route 30. Parking would be easily accessible and temporary canopies and tables could provide suitable market spaces for vendors.
- Public events could be held on multiple green spaces throughout the Village Complex.
- Trails and walkways could connect facilities.



**View Bottom Left:**  
Aerial perspective view of new village development at King William Courthouse. Note clustered buildings around central green, perimeter parking, and farmers market/event space.

## COURTHOUSE DEVELOPMENT

Historic King William Courthouse has been a center for social and governmental activity since the construction of the first building in 1725. While the Courthouse Village today still provides significant governmental functions in a central County location, the village lacks important support businesses and services. A new business village between the two governmental complexes can greatly benefit the area and provide County residents and employees with additional business, housing, and social experiences.

## STANDARDS FOR QUALITY DEVELOPMENT

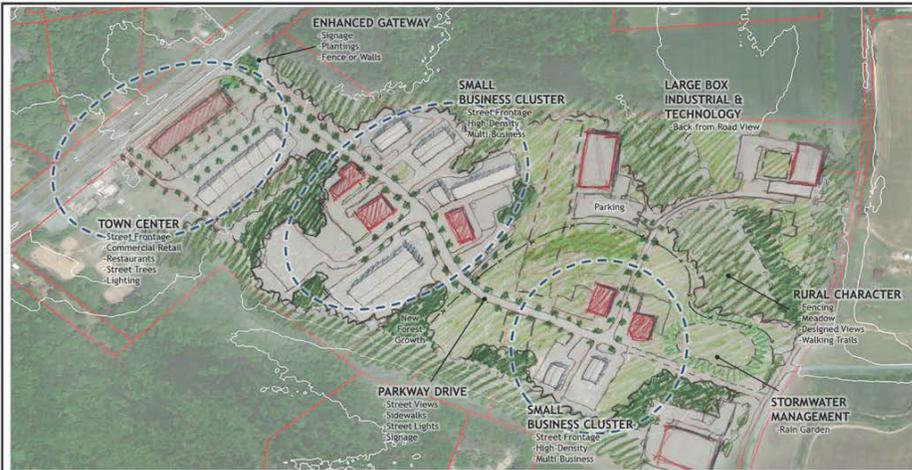
- Attractive, landscaped central green and public spaces
- Architectural standards for building and site design
- Connecting walks and trails to developments and common spaces
- Careful planning for historic and archaeological features, including interpretation opportunities
- Parking minimized, pavement hidden from view, trees and landscaping prominent

## TOOLS FOR MANAGING DEVELOPMENT

- New historic business district with specified uses and architectural standards for buildings and site placement
- Consistent signage regulations
- Procedures for public events and markets



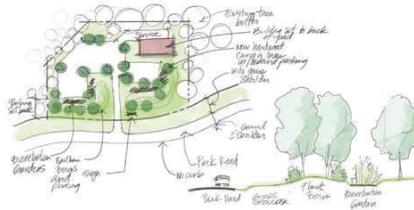
# KING WILLIAM COMMERCE PARK REDEVELOPMENT EXAMPLE



View Top:  
Plan view of improved business park.

- Site development that takes advantage of site environmental features (forests, fields, natural drainage ways, scenic views, outdoor trail, etc.)
- Gateway sign and entrance landscaping
- Business services area (retail, restaurant, child care, printing, etc.)
- Parkway entrance corridor with trees, sidewalks, decorative lights, directional signs
- Buildings sited in dense, clustered pattern with landscaped frontages
- Public utilities and stormwater management as an attractive natural feature

View Side Right:  
Illustration of example site development for business park showing importance of green corridor approaches and landscaping of roads, buildings and parking areas. Consider natural features in early site planning to take advantage of natural amenities.



## BUSINESS PARK DEVELOPMENT

Attractive, well-planned business parks mean economic vitality and employment. They provide first and lasting impressions for new businesses and customers.

Creating an attractive and productive business environment requires early site planning and adopted development and architectural standards. Corridor approaches, front yard views, and a diverse business mix are key elements.

## STANDARDS FOR QUALITY DEVELOPMENT

- Attractive, landscaped corridors and common green spaces
- Landscaped building frontages
- Parking and loading areas to side or rear
- Architectural design features for buildings, especially front facades
- Connecting walks and trails to developments and common spaces
- Business support services within campus (business services, child care facility, etc.)
- Screened views to storage and operations
- Coordinated, attractive signage

## TOOLS FOR MANAGING DEVELOPMENT

- Design covenants for business and site development
- Public utilities



# RECREATIONAL OPPORTUNITIES



View Top Left:  
Potential Improvements of King William County Recreational Park

- New additional access road at northwest corner
- Improved vehicle traffic and pedestrian circulation
- Additional parking with ADA improvements
- Paved roads/parking areas improved from existing gravel
- Expanded site to wooded area to include mountain bike and hiking trails as well as potential waterside camping
- Expanded central building for larger classes and additional office space
- Improved stormwater management throughout park
- Potential expansion of park to adjacent property for the development of multi-purpose ballfields and parking

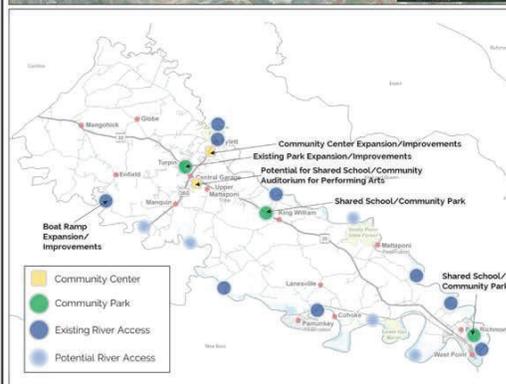


Example of Public Park with Aquatic Amenities Connected by Trails in Lynchburg, VA



View Bottom Left:

- Map showing new potential river access locations to provide a greater opportunity for recreational use based on existing river access locations. Map is also showing existing community parks and community centers including a proposed auditorium development at King William High School for performing arts.



## OUTDOOR RECREATION

King William County has outstanding natural environments, water resources on three surrounding sides, agricultural landscapes, and opportunity for increased outdoor recreation amenities. Shared green space, waterways, and recreational areas are essential to improving quality of life and growing economic prosperity. They also provide direct health benefits by providing spaces for physical activity and social interaction. In addition, trails offer the ability to access scenic areas by pedestrians and bicyclists that can provide a package of benefits by connecting the community. Lastly, these areas preserve essential natural landscapes and offer opportunities for protecting ecological species. These shared opportunities utilizing natural areas such as forests and rivers, relates directly to the scenic and cultural preservation of the landscape in King William County.

## POTENTIAL RECREATION ELEMENTS

- Strategic river access planning such as boat ramps and fishing docks
- Maintain existing community centers, parks, and trails while increasing accessibility throughout King William

## NEXT STEPS FOR EXPANDED RECREATIONAL OPPORTUNITIES

- Build public and private partnerships
- Target and expand funding opportunities through outreach and awareness



# AGRICULTURAL PRESERVATION SUBDIVISION



**View Top Left:**  
Plan view of an example where a site can maintain rural character while incorporating a housing development.

- **Careful Site Development Planning** that celebrates and preserves rural character and scenic environmental features of property and surrounding environs (e.g. fields, farms, fences, mature trees, etc.)
- **Maintain rural countryside view from road.**
- **Gently add housing density adjacent to existing homestead.**
- **Variety of housing including single-family, cottage housing, and more.**
- **Planned Neighborhood Development** that includes connected streets, pedestrian lighting and connections, community parks and green spaces, and attractive, diverse housing types and styles.



**View Bottom Left:**  
Aerial perspective view of example housing development on an existing rural property. The agricultural land maintains a prominent feature of the development. Housing is concentrated in the wooded portion of the property.

### STANDARDS FOR QUALITY DEVELOPMENT

- Initial site planning to identify environmental features
- Creative development scenarios to protect and enhance natural features
- Support biodiversity
- Connectivity
- Shared common spaces
- Vegetative buffers and tree lines
- Maintain scenic vistas

### PRESERVING RURAL LANDSCAPE

Wise stewardship and land use planning of rural areas in King William County are essential to preserving its celebrated natural landscapes.

Aesthetically, rural landscapes provide open spaces that allow opportunities for passive and active recreation while also preserving natural, historical, and cultural features. These spaces also provide crucial environmental contributions like riparian buffers, habitats for wildlife, and areas for natural vegetation to grow. Economically, agricultural activities contribute greatly to the local economy in terms of direct sales, relying on local sources for supplies, etc. In turn, suppliers provide employment opportunities.

### TOOLS FOR MANAGING DEVELOPMENT

- Conservation Easements
- Agricultural & Forestal Districts
- Updated regulations and standards for Planned Unit Developments and Cluster Subdivisions



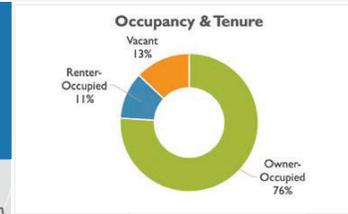
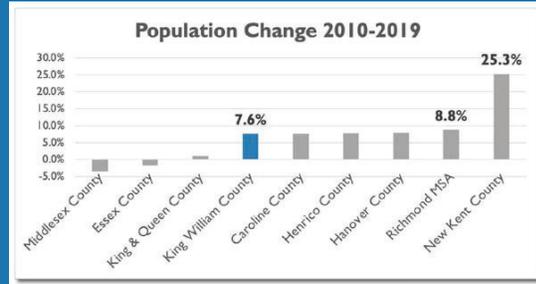
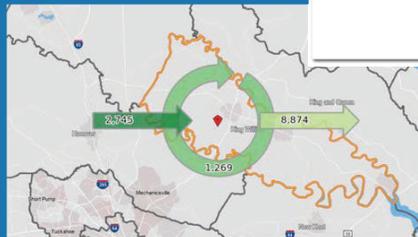
## APPENDIX IMPLEMENTATION MATRIX

Blueprint 2041 King William County Comprehensive Plan Implementation Matrix					
		Estimated Timeframe			Implementing Partners
		1-5	5-10	10+	
<b>HEALTHY, SAFE COMMUNITY</b>					
<b>Goal C-1</b>	<b>Outstanding Quality of Life</b> - Plan for, facilitate and promote a healthy community with safe, attractive neighborhoods and settlements that complement the rural character of King William County and offer diverse housing, essential social and medical services, and quality recreational amenities.				
Strategy 1	Promote King William County as a superior place to live, work and raise a family. Promote smart growth accomplishments, recreational opportunities, educational system, community heritage, rural landscapes, etc.	■	■	■	<ul style="list-style-type: none"> <li>▪ County Adm</li> <li>▪ County EDA</li> <li>▪ Tourism agencies</li> <li>▪ Regional economic agencies</li> </ul>
Strategy 2	Encourage and facilitate continuous learning opportunities for citizens, including expanded technical and college educational offerings.	■	■	■	<ul style="list-style-type: none"> <li>▪ County schools</li> <li>▪ Higher Education facilities</li> <li>▪ Middle Peninsula Planning</li> <li>▪ County EDA</li> </ul>
<b>Goal C-2</b>	<b>Smart, Planned Growth</b> - Guide, plan for and designate areas for community growth and development that have the supporting public infrastructure and services.				
Strategy 1	Establish a central growth area at Central Garage aligned with public utilities and infrastructure that can support dense development with a mixture of uses as a planned village.	■	■		<ul style="list-style-type: none"> <li>▪ County Adm</li> <li>▪ County Planning Commission</li> <li>▪ County BOS</li> <li>▪ Developers</li> <li>▪ Citizens</li> <li>▪ Hampton Roads Sanitation District</li> </ul>
Strategy 2	Guide new development in smaller communities (Mangohick, Aylett, Manquin, King William Courthouse) using smart growth principles and design standards.	■	■		<ul style="list-style-type: none"> <li>▪ County Planning</li> <li>▪ County Planning Commission</li> <li>▪ Developers</li> <li>▪ Citizens</li> </ul>

Blueprint 2041 King William County Comprehensive Plan Implementation Matrix					
		Estimated Timeframe			Implementing Partners
		1-5	5-10	10+	
<b>DIVERSE, BALANCED ECONOMY</b>					
<b>Goal E-1</b>	<b>Sustained Agriculture</b> - Sustain and promote the agricultural heritage and landscape of King William County for future generations.				
Strategy 1	Develop and adopt code provisions and incentives for Agricultural and Forestal Districts to encourage conservation and longevity of rural lands.	■	■		<ul style="list-style-type: none"> <li>▪ County Planning</li> <li>▪ County Planning Commission</li> <li>▪ County Adm</li> <li>▪ County BOS</li> <li>▪ Farmers, Property Owners</li> </ul>
Strategy 2	Develop and expand agritourism.	■	■	■	<ul style="list-style-type: none"> <li>▪ County EDA</li> <li>▪ Farmers</li> <li>▪ Farm Bureau</li> <li>▪ Tourism agencies</li> </ul>
Strategy 3	Establish King William County Farmers Market, supported by local food demand.	■			<ul style="list-style-type: none"> <li>▪ Farmers</li> <li>▪ County EDA</li> <li>▪ County Adm</li> </ul>
<b>Goal E-2</b>	<b>Diversified, Resilient Economy</b> - Diversify and transform the local economy of King William County to achieve a more balanced tax base comprised of stable, resilient businesses and industries.				
Strategy 1	Recruit commercial business based on quantified demand detailed in the market analysis. (Focus on Central Garage.)	■	■		<ul style="list-style-type: none"> <li>▪ County EDA</li> <li>▪ County Adm</li> </ul>
Strategy 2	Undertake an Industry & Sector Market Analysis to identify key industrial and employment opportunities for King William County.	■			<ul style="list-style-type: none"> <li>▪ County EDA</li> <li>▪ County Adm</li> <li>▪ VA Economic Development Partnership</li> </ul>
Strategy 3	Share Central Garage Development Concept with key property owners and pursue parcel development consistent with recommended concepts.	■	■		<ul style="list-style-type: none"> <li>▪ County Adm</li> <li>▪ County Planning</li> <li>▪ County Planning Commission</li> <li>▪ County BOS</li> <li>▪ County EDA</li> </ul>

# APPENDIX DEMOGRAPHIC & MARKET ASSESSMENT

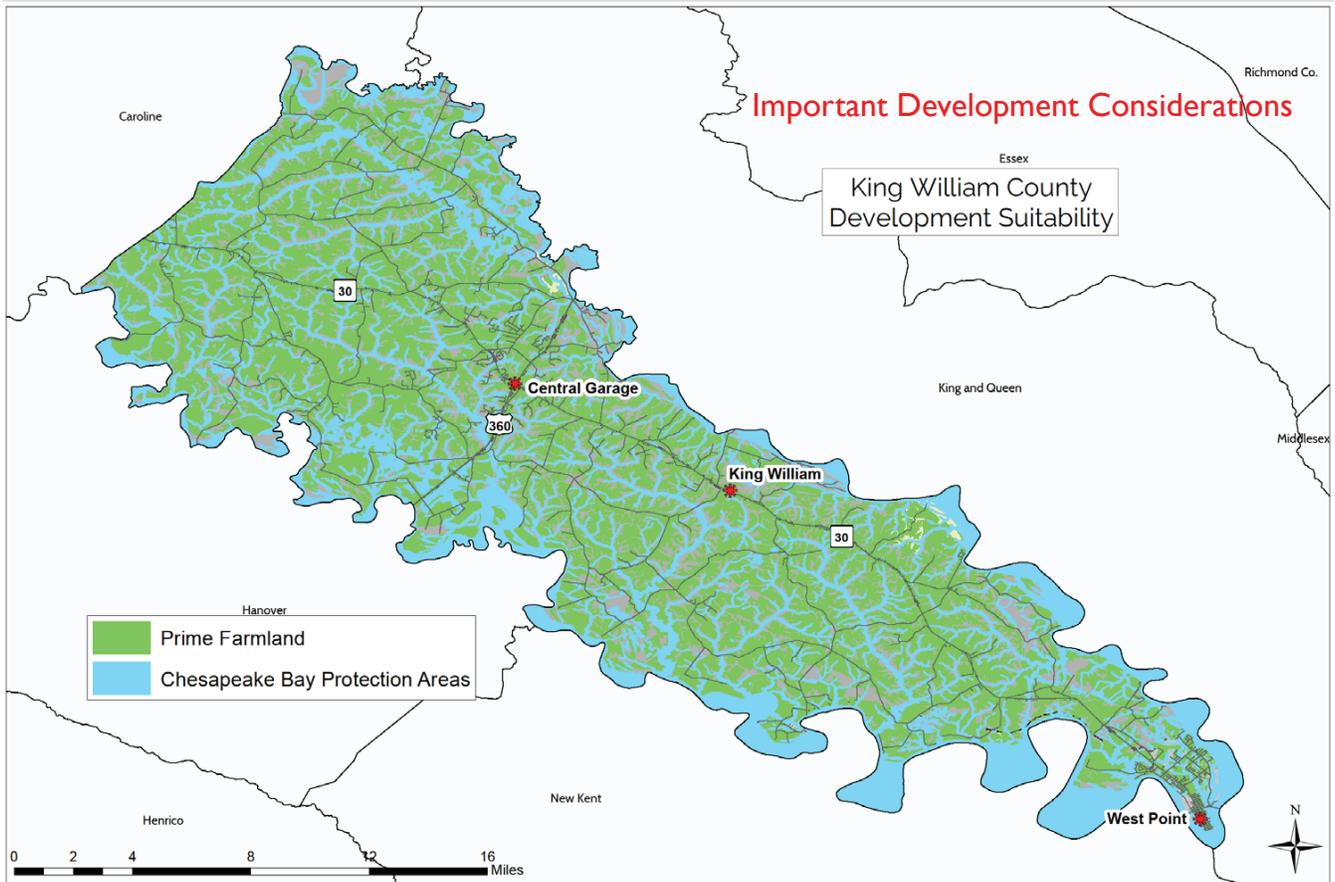
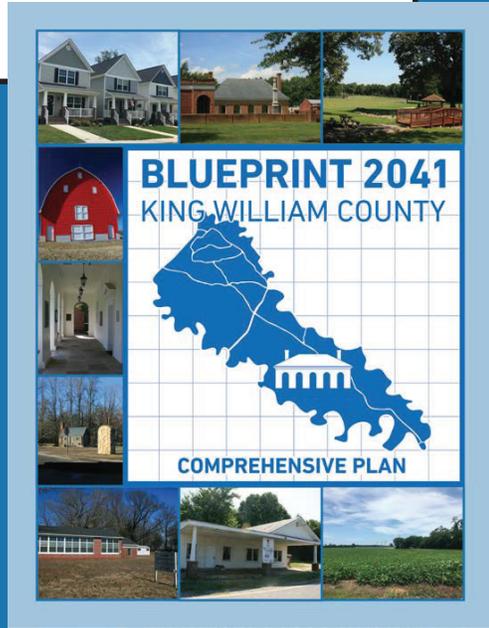
- Demographics
- Market Segmentation
- Housing
- Employment
- Commercial Market
- Tourism
- Observations



## KEY CATEGORIES SHOWING GROWTH OPPORTUNITIES

<p><b>GENERAL MERCHANDISE</b></p> <p>\$26.2 M Leakage \$4.8 M 5-Year Demand Growth</p>	<p><b>RESTAURANTS &amp; EATING PLACES</b></p> <p>\$20.4 M Leakage \$5.3 M 5-Year Demand Growth</p>	<p><b>GROCERY STORES</b></p> <p>\$12.2 M Leakage \$4.5 M 5-Year Demand Growth</p>
<p><b>HOME CENTERS</b></p> <p>\$11.1 M Leakage \$1.6 M 5-Year Demand Growth</p>	<p><b>CLOTHING STORES</b></p> <p>\$10.4 M Leakage \$760K 5-Year Demand Growth</p>	<p><b>HEALTH &amp; PERSONAL CARE</b></p> <p>\$5.75 M Leakage \$3 M 5-Year Demand Growth</p>

# FUTURE LAND USE



# CHARACTER DISTRICTS





CROSSING



LEGACY



# WEST POINT

## FUTURE LAND USE CATEGORIES

Agriculture / Conservation

Growth Development Area

Low-Density Rural Residential

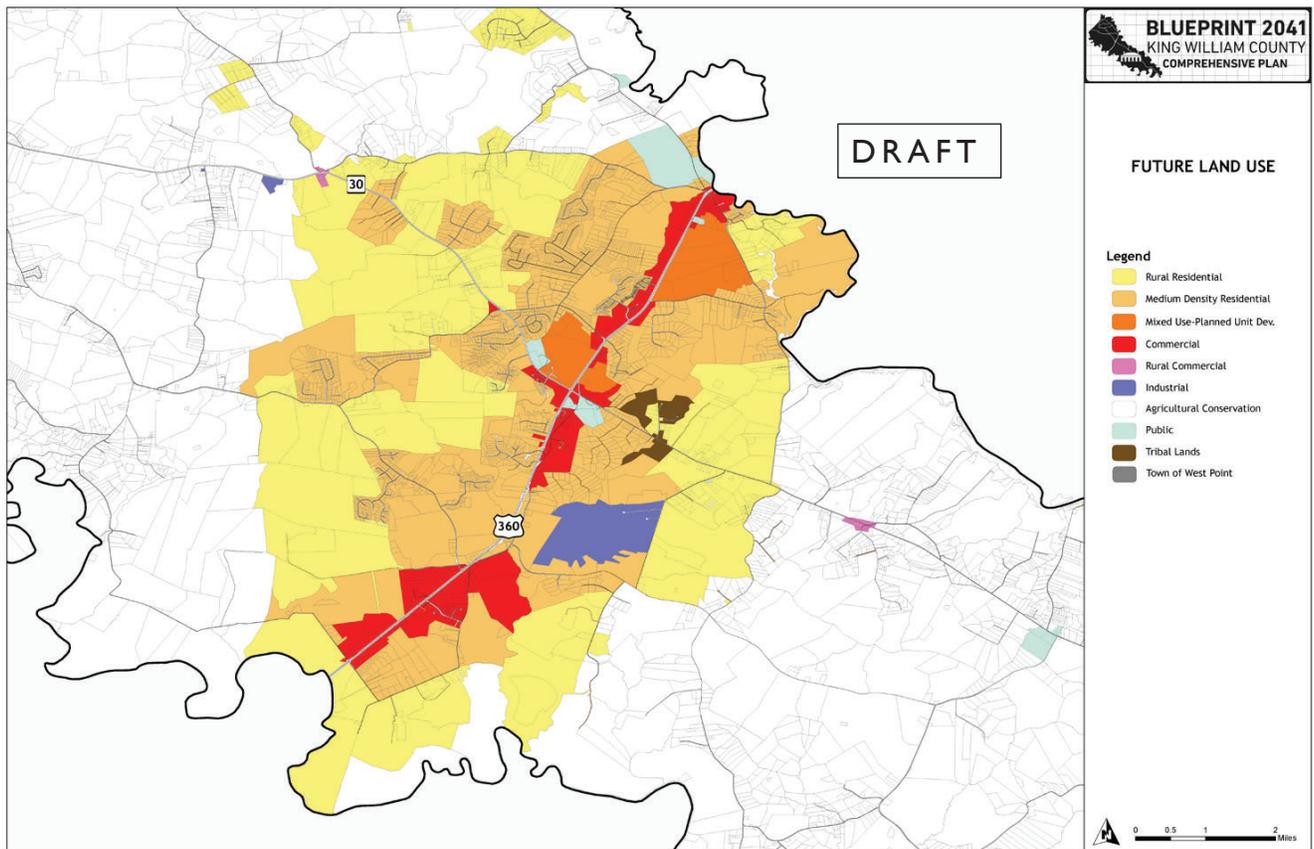
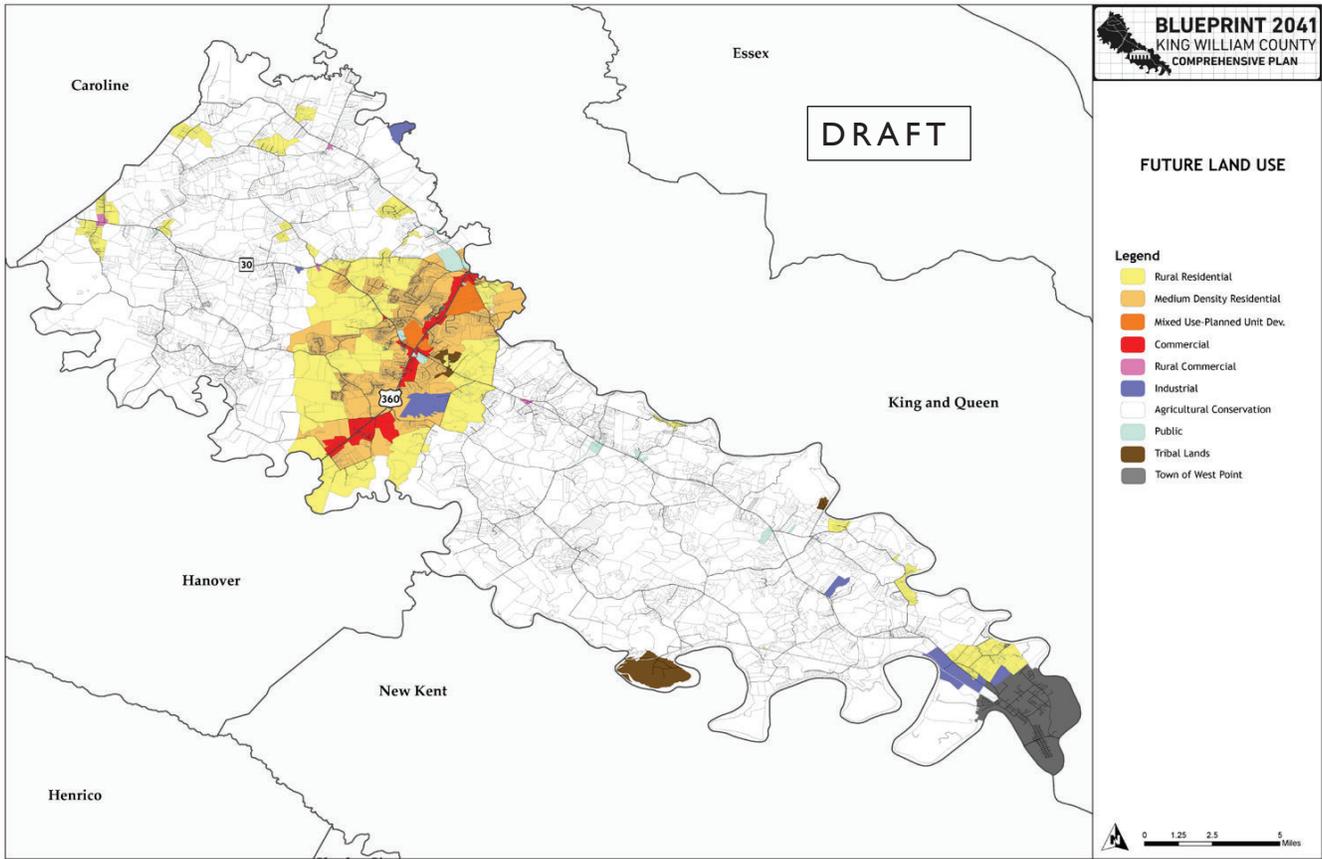
Medium-Density Residential

Mixed Use / Planned Unit Development

Community Business

Corridor Business

Corporate Business / Industrial



NEXT STEPS

Refine Future Land Use

Final Comments on Draft Plan

Public meeting - March 10, 2022

Official Public Hearings - TBD

# AGENDA ITEM 5.a.

Borrowing Prospects for School Capital Projects -  
James Sanderson, Davenport & Company  
(Attachment Added)

# County/School Borrowing Scenarios

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## King William County, VA



February 14, 2022

# Introduction/Background

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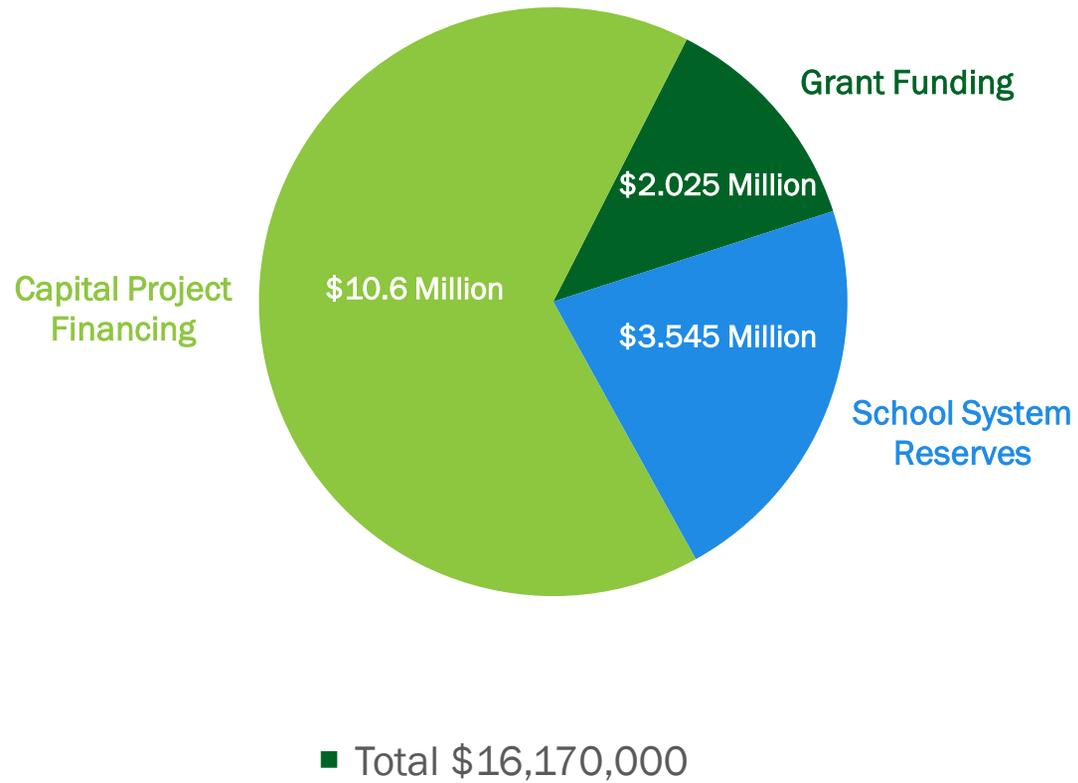
- King William County Schools have identified a number of critical capital projects over the following several years.
- Davenport along with County and School staff have determined the estimated costs and timing of the capital projects.
- The following analysis demonstrates the fiscal impact of the financing of certain projects by the County.

# Identified School Projects by Category



	Fiscal Year					Total
	2023	2024	2025	2026	2027	
Facilities & Equipment	\$ 6,710,960	\$ 500,000	\$ 4,490,000	\$ 125,000	\$ 175,000	\$ 12,000,960
High School Athletics	55,000	1,200,000	-	-	-	1,255,000
Vehicles	335,000	470,000	250,000	350,000	402,000	1,807,000
Technology	23,000	90,000	540,000	15,000	440,000	1,108,000
<b>Total</b>	<b>\$ 7,123,960</b>	<b>\$ 2,260,000</b>	<b>\$ 5,280,000</b>	<b>\$ 490,000</b>	<b>\$ 1,017,000</b>	<b>\$ 16,170,960</b>

# Requested Financing vs. School System Funding



# Requested Financing of Projects



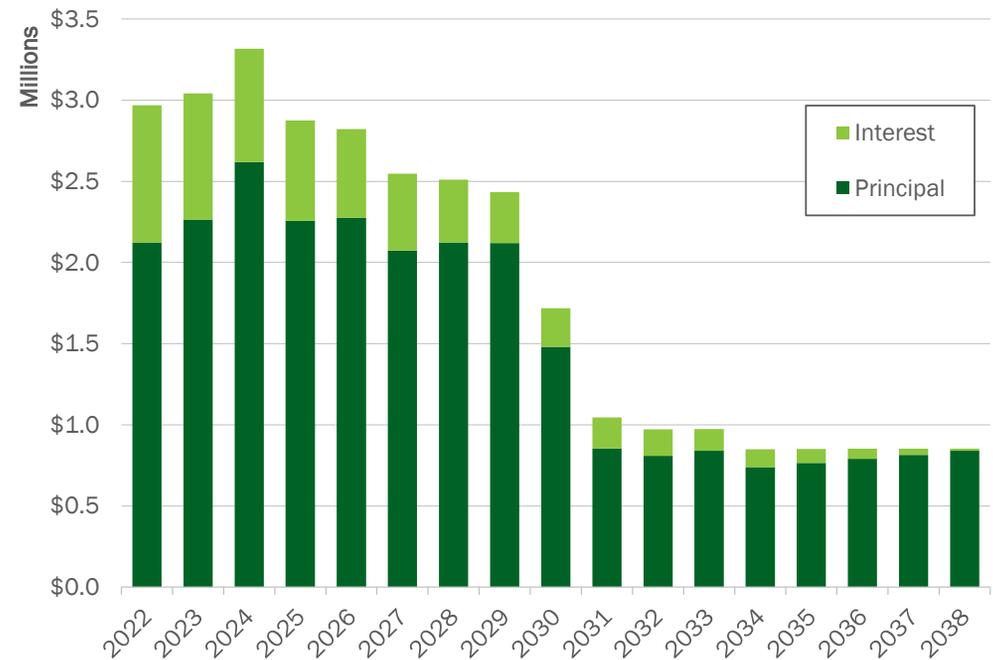
Name	Description	Fiscal Year					Total
		2023	2024	2025	2026	2027	
AES	HVAC	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000
CSPS	HVAC/Roof	-	-	2,500,000	-	-	2,500,000
KWHS	HVAC	-	-	800,000	-	-	800,000
Treatment Plant	Replacement	-	350,000	-	-	-	350,000
Repair & Replace Track	KWHS	-	1,200,000	-	-	-	1,200,000
Bus Garage	N/A	-	-	750,000	-	-	750,000
<b>Totals</b>		<b>\$ 5,000,000</b>	<b>\$ 1,550,000</b>	<b>\$ 4,050,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,600,000</b>

- Assumes HHMS HVAC of approximately \$1.3 million can be funded through HVAC grant and additional School funds.

# Existing Debt Service (County and Schools)



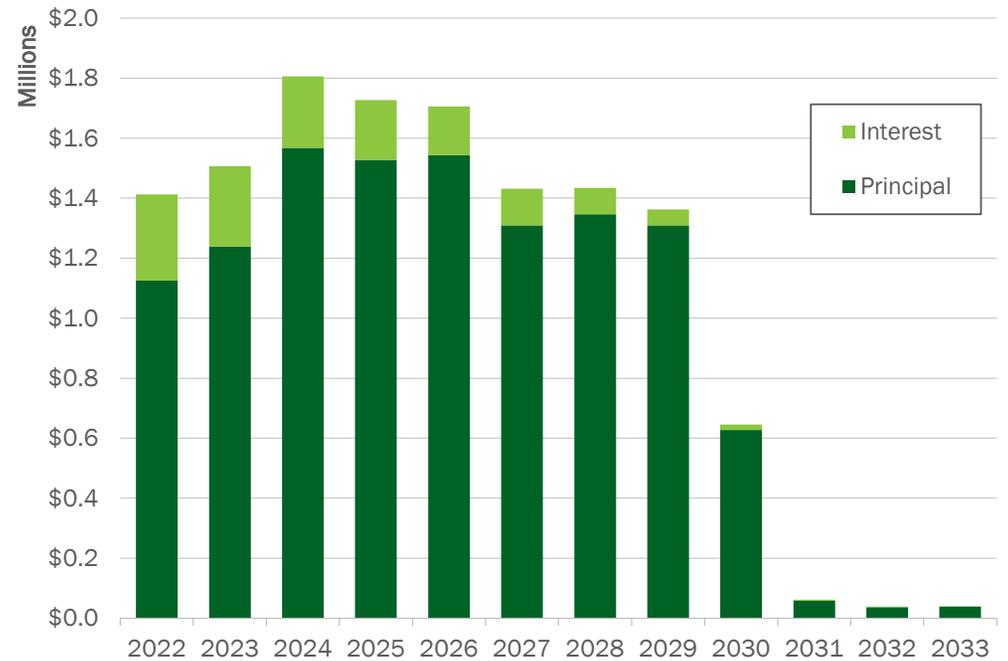
FY	Principal	Interest	Total
<b>Total</b>	<b>\$ 25,793,015</b>	<b>\$ 5,694,820</b>	<b>\$ 31,487,836</b>
2022	2,123,599	846,119	2,969,718
2023	2,264,266	778,003	3,042,269
2024	2,618,200	699,029	3,317,229
2025	2,257,793	618,434	2,876,227
2026	2,275,976	546,589	2,822,565
2027	2,074,327	473,050	2,547,378
2028	2,123,309	387,051	2,510,360
2029	2,120,445	313,016	2,433,461
2030	1,480,100	238,468	1,718,568
2031	855,000	190,039	1,045,039
2032	810,000	161,581	971,581
2033	840,000	134,630	974,630
2034	740,000	109,190	849,190
2035	765,000	86,239	851,239
2036	790,000	62,525	852,525
2037	815,000	38,049	853,049
2038	840,000	12,810	852,810



# Existing Debt Service – County Only



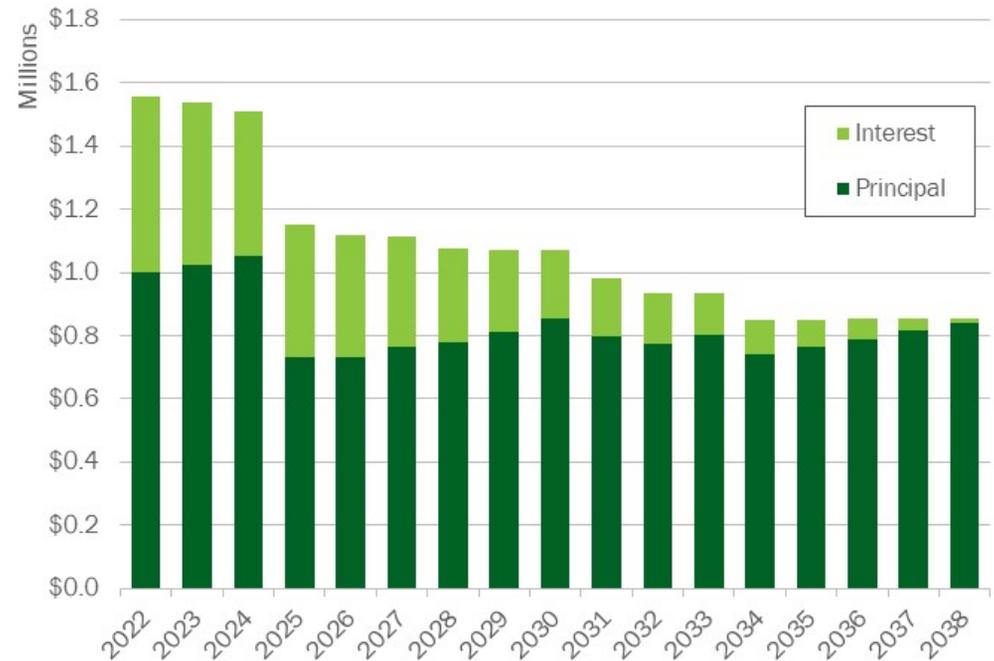
FY	Principal	Interest	Total
<b>Total</b>	<b>\$ 11,727,415</b>	<b>\$ 1,442,013</b>	<b>\$ 13,169,429</b>
2022	1,124,999	286,914	1,411,913
2023	1,238,866	267,291	1,506,157
2024	1,567,800	237,870	1,805,670
2025	1,527,393	199,439	1,726,831
2026	1,543,776	161,612	1,705,388
2027	1,308,727	123,002	1,431,730
2028	1,345,909	88,290	1,434,200
2029	1,309,645	52,654	1,362,299
2030	627,500	17,916	645,416
2031	57,600	4,138	61,738
2032	36,800	2,159	38,959
2033	38,400	728	39,128



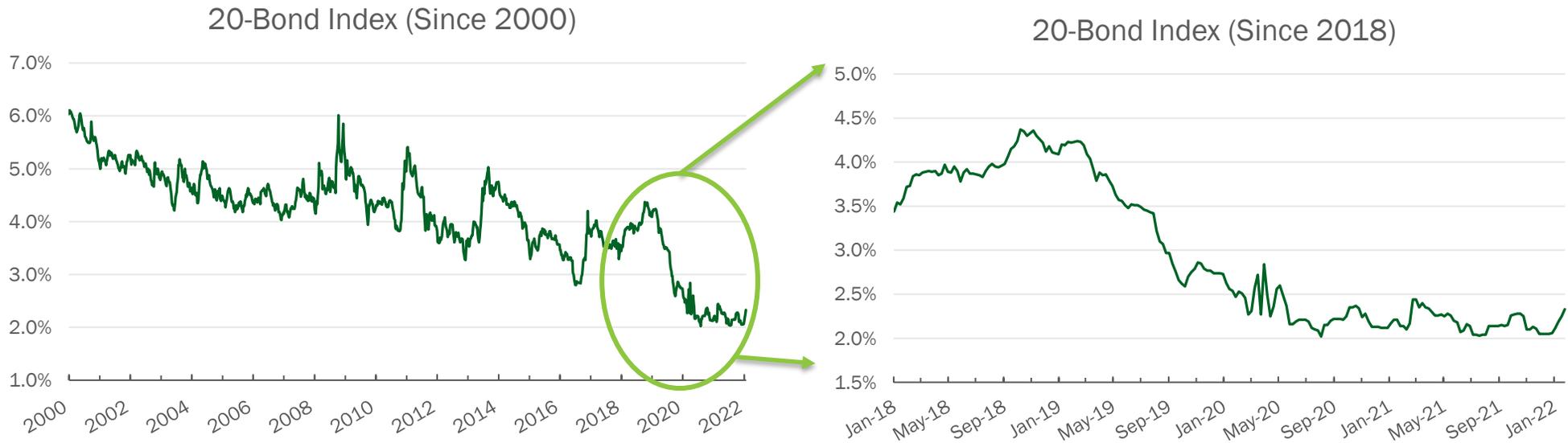
# Existing Debt Service – Schools Only



FY	Principal	Interest	Total
<b>Total</b>	<b>\$ 14,065,600</b>	<b>\$ 4,252,807</b>	<b>\$ 18,318,407</b>
2022	998,600	559,205	1,557,805
2023	1,025,400	510,712	1,536,112
2024	1,050,400	461,159	1,511,559
2025	730,400	418,996	1,149,396
2026	732,200	384,977	1,117,177
2027	765,600	350,048	1,115,648
2028	777,400	298,760	1,076,160
2029	810,800	260,362	1,071,162
2030	852,600	220,552	1,073,152
2031	797,400	185,901	983,301
2032	773,200	159,422	932,622
2033	801,600	133,902	935,502
2034	740,000	109,190	849,190
2035	765,000	86,239	851,239
2036	790,000	62,525	852,525
2037	815,000	38,049	853,049
2038	840,000	12,810	852,810



# Interest Rate Environment | Tax-Exempt



*Long term interest rates continue to remain at/near historically low levels. However, rates have begun to increase recently given actions by the Federal Reserve.*

The 20-year interest rates above show the Bond Buyer's "20-Bond Index" which consists of 20 tax-exempt bonds with an average rating of 'Aa2'/'AA' (Moody's / S&P) that mature in 20 years. The 20-Bond Index serves as a general indicator of prevailing interest rates for tax-exempt borrowers. Updated as of 2/7/2022.

# Borrowing Assumptions



- The following pages assume school projects are funded over time through VPSA borrowings. The County has other financing options as well that could be explored going forward.
- Davenport assumes the following timing of funding School Projects.

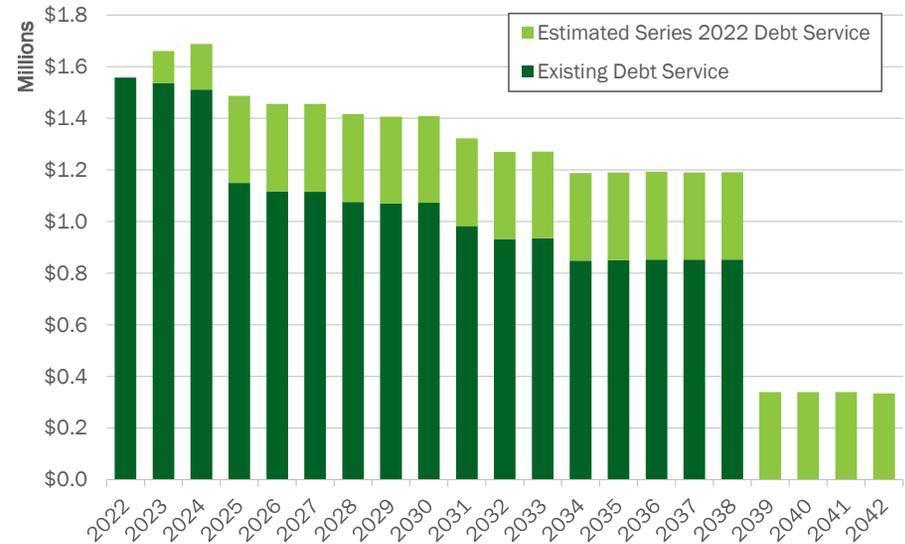
Description	Spring 2022	Spring 2023	Spring 2024
AES - HVAC Work	\$ 5,000,000	\$ -	\$ -
HHMS - Treatment Plant Work	-	350,000	-
KWHS - Track Replacement	-	1,200,000	-
CSPS/KWHS - HVAC/Roof	-	-	3,300,000
Bus Garage	-	-	750,000
<b>Totals</b>	<b>\$5,000,000</b>	<b>\$1,550,000</b>	<b>\$4,050,000</b>

- All borrowings are for 20 years level debt service with minor structuring for the potential 2022 borrowing.
- Assumed interest rates are current market rates as of 2/2/2022 (TIC of 2.12%) for the 2022 borrowing and a 4% rate for 2023 and 2024 borrowings.

# Existing School Debt Service and 2022 Borrowing Estimate



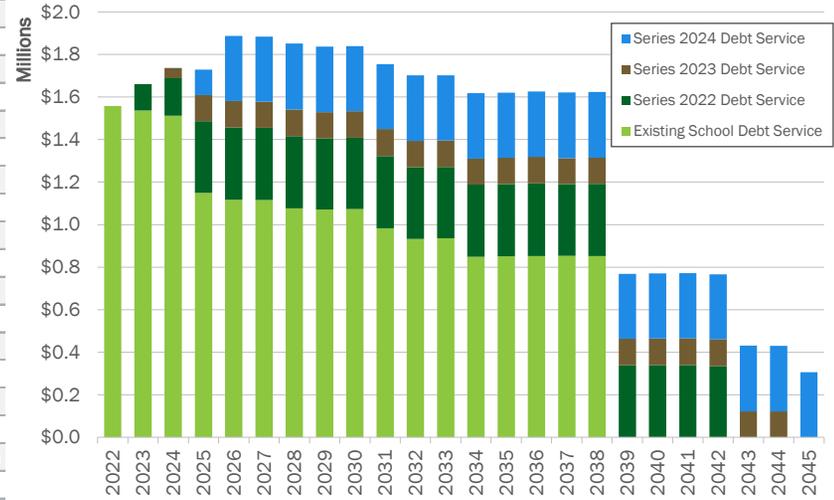
FY	Existing School Debt Service	Estimated Series 2022 Debt Service	Total	Difference Between Current Year Estimated DS and FY 2022 DS
	<b>\$ 18,318,407</b>	<b>\$ 6,386,498</b>	<b>\$ 24,704,905</b>	
2022	1,557,805	-	1,557,805	-
2023	1,536,112	124,566	1,660,678	102,873
2024	1,511,559	176,550	1,688,109	130,304
2025	1,149,396	337,384	1,486,779	(71,026)
2026	1,117,177	338,799	1,455,976	(101,829)
2027	1,115,648	339,709	1,455,357	(102,448)
2028	1,076,160	340,114	1,416,274	(141,531)
2029	1,071,162	335,140	1,406,302	(151,503)
2030	1,073,152	334,788	1,407,940	(149,865)
2031	983,301	338,804	1,322,104	(235,701)
2032	932,622	337,189	1,269,810	(287,995)
2033	935,502	335,069	1,270,571	(287,234)
2034	849,190	338,618	1,187,808	(369,997)
2035	851,239	339,235	1,190,474	(367,331)
2036	852,525	340,848	1,193,373	(364,432)
2037	853,049	337,231	1,190,280	(367,525)
2038	852,810	338,386	1,191,196	(366,609)
2039	-	339,236	339,236	(1,218,569)
2040	-	339,781	339,781	(1,218,024)
2041	-	340,021	340,021	(1,217,784)
2042	-	335,033	335,033	(1,222,772)



# Existing School Debt Service and ALL future Estimated Borrowings



FY	Existing School Debt Service	Estimated Series 2022 Debt Service	Estimated Series 2023 Debt Service	Estimated Series 2024 Debt Service	Total	Difference Between Current Year Estimated DS and FY 2022 DS
	<b>\$ 18,318,407</b>	<b>\$ 6,386,498</b>	<b>\$ 2,533,060</b>	<b>\$ 6,256,339</b>	<b>\$ 33,494,304</b>	
2022	1,557,805	-	-	-	1,557,805	-
2023	1,536,112	124,566	-	-	1,660,678	102,873
2024	1,511,559	176,550	48,260	-	1,736,369	178,564
2025	1,149,396	337,384	122,300	119,239	1,728,318	170,513
2026	1,117,177	338,799	125,000	306,200	1,887,176	329,371
2027	1,115,648	339,709	122,600	305,500	1,883,457	325,652
2028	1,076,160	340,114	125,100	309,500	1,850,874	293,069
2029	1,071,162	335,140	122,500	308,200	1,837,002	279,197
2030	1,073,152	334,788	124,800	306,700	1,839,440	281,635
2031	983,301	338,804	126,900	305,000	1,754,004	196,199
2032	932,622	337,189	123,900	308,000	1,701,710	143,905
2033	935,502	335,069	125,800	305,700	1,702,071	144,266
2034	849,190	338,618	122,600	308,100	1,618,508	60,703
2035	851,239	339,235	124,300	305,200	1,619,974	62,169
2036	852,525	340,848	125,800	307,000	1,626,173	68,368
2037	853,049	337,231	122,200	308,400	1,620,880	63,075
2038	852,810	338,386	123,500	309,400	1,624,096	66,291
2039	-	339,236	124,600	305,100	768,936	(788,869)
2040	-	339,781	125,500	305,500	770,781	(787,024)
2041	-	340,021	126,200	305,500	771,721	(786,084)
2042	-	335,033	126,700	305,100	766,833	(790,972)
2043	-	-	122,100	309,200	431,300	(1,126,505)
2044	-	-	122,400	307,800	430,200	(1,127,605)
2045	-	-	-	306,000	306,000	(1,251,805)



# Next Steps/Timeline



**The County can participate in the upcoming VPSA bond sale to fund immediate HVAC needs.**

February 14 <sup>th</sup>	Meet with Board of Supervisors to discuss Capital Funding impacts. Obtain guidance on moving forward.
February 15 <sup>th</sup>	School Board meeting to consider VPSA application and resolution requesting Board of Supervisors approval.
February 28 <sup>th</sup>	VPSA Application deadline. No formal action requested yet by Board of Supervisors.
March 28 <sup>th</sup>	Board of Supervisors hold a Public Hearing and formally consider financing approval.
April 26 <sup>th</sup>	VPSA sells bonds and interest rates are locked in for the life of the loan.
May 17 <sup>th</sup>	Closing on bonds and funds available to the County.

# Appendix: Identified School Projects



King William County Public Schools  
Preliminary Capital Improvements Plan FY 2023-2027

2023-2027

## DRAFT CAPITAL PLAN

Project	Facility	Comments	FY2023	FY2024	FY2025	FY2026	FY2027	Funding Source
<b>FACILITIES and EQUIPMENT (Not Including HHMS Remodel):</b>								
Replacement of HVAC units	AES, CSPS, KWHS	AES FY23, CSPS FY25 & KWHS FY25	5,000,000		2,500,000			Financing
Roofing	CSPS	FY25 CSPS			800,000			Financing
Replacement of HVAC units	HHMS	HHMS FY23	1,300,960					HVAC Grant & School Funding?
Classroom & Cafeteria Furniture, Flooring	All Schools	FY22-KWHS (guidance & Main Office) FY22-CSPS Main office- Flooring	100,000	75,000	100,000	75,000	100,000	School Reserve Funds
Bus Garage	KWHS	Consideration of Bus Garage			750,000			Financing
Parking Lot Paving, Sealing, and Painting	AES, CSPS	Lack of deferred maintenance has provided a real problem with our school lots; reseal a lot during off years	230,000	75,000	250,000	50,000	75,000	Undecided
Playground Replacement	CSPS/AES	Replacement of Playground equipment	80,000		90,000			School Reserve Funds
Replacement of Treatment Plant Components	HHMS			350,000				Financing
			6,710,960	500,000	4,490,000	125,000	175,000	

<b>High School Athletics:</b>								
Band Uniforms	KWHS	Band Uniforms over 17 years old	45,000					School Reserve Funds
Gator for dragging of fields	KWHS	request from Athletic Director	10,000					School Reserve Funds
Repair & Replace Track	KWHS			1,200,000				Financing
			55,000	1,200,000	-	-	-	

<b>VEHICLES:</b>								
School Bus Replacement	Division	Two/Three new buses per year	200,000	300,000	200,000	300,000	200,000	School Reserve Funds
Special Needs School Bus Replacement	Division	SPED bus		120,000			120,000	School Reserve Funds
Maintenance Vans	Division	Maintenance Vans	60,000				32,000	School Reserve Funds
New and Replacement Service Vehicles	Division	Transporting students ; increased need-3 this yr	75,000	50,000	50,000	50,000	50,000	School Reserve Funds
			335,000	470,000	250,000	350,000	402,000	

<b>TECHNOLOGY:</b>								
Network infrastructure/ Replacement of IT	HHMS	Replacements and Upgrades/ smart boards		75,000	75,000			School Reserve Funds
Replace 1 to 1 computers at KWHS	KWHS	1-to-1 initiative			375,000			VPSA Grant/ School Reserve
Replace 1 to 1 computers at HHMS	Division	1-to-1 initiative					350,000	VPSA Grant/ School Reserve
Replacement of Instructional Computers	Division	replacements as needed			75,000		75,000	School Reserve Funds
Cooling systems for Server Rooms	Division	replace cooling systems in server rooms	8,000					School Reserve Funds
Security Camera/ door security	Division	much needed to secure buildings	15,000	15,000	15,000	15,000	15,000	School Reserve/ Security Grant
			23,000	90,000	540,000	15,000	440,000	

<b>Yearly Totals</b>			<b>7,123,960</b>	<b>2,260,000</b>	<b>5,280,000</b>	<b>490,000</b>	<b>1,017,000</b>	
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<b>From School Reserve Fund</b>	<b>823,000</b>	<b>710,000</b>	<b>855,000</b>	<b>490,000</b>	<b>667,000</b>
<b>KWCPS- Grant Funded</b>	<b>1,300,960</b>	<b>-</b>	<b>375,000</b>	<b>-</b>	<b>350,000</b>
<b>Capital Project Financing</b>	<b>5,000,000</b>	<b>1,550,000</b>	<b>4,050,000</b>	<b>-</b>	<b>-</b>
<b>Totals</b>	<b>7,123,960</b>	<b>2,260,000</b>	<b>5,280,000</b>	<b>490,000</b>	<b>1,017,000</b>

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# AGENDA ITEM 5.b.

Sheriff's Department Annual Report - Jeff Walton,  
Sheriff (Attachment Added)

**King William County  
Sheriff's Office**

# **ANNUAL REPORT 2021**



*Working with the community, to serve and protect  
King William County*





## Letter from Sheriff Walton

Dear Friends,

Despite the unprecedented challenges of 2021 due mainly to Covid-19, the King William County Sheriff's Office remained busy as ever and found new ways to safely engage with our community. This Annual Report reflects our efforts to continue keeping our community safe. In addition to providing you with an overview of the King William County Sheriff's Office and its activities, this report also offers statistics, crime reports, highlights of significant events, details on community engagement, and information on the men and women who serve you with integrity, compassion, fairness and professionalism, the core values of the Sheriff's Office. The information in this report reflects their commitment to public service in King William County.

Finally, I'd like to convey my heartfelt thanks to our citizens, businesses, and civic organizations for their never-ending support throughout 2021. Your visits to the Sheriff's Office, donations, gifts of food, and other items, were deeply appreciated by each one of us here in the Sheriff's Office. We are so fortunate to live and work in such a caring, thoughtful, and supportive community.

On behalf of the men and women of the King William County Sheriff's Office, thank you. It continues to be an honor to serve you.

Sincerely,

*J.S. "Jeff" Walton*

Sheriff

## Who we are



The King William Sheriff's Office is one of the oldest law enforcement agencies in the United States. The first Sheriff, John Waller was appointed in 1702 when King William County was formed from King and Queen County.

The Sheriff's Office has evolved from one lone Sheriff in 1702 to a Sheriff and 28 Deputies to include 2 Investigators, 2 School Resource Officers, 2 Animal Control Deputies, 3 full time Court Deputies. The agency also has 6 part time Court Deputies. The Sheriff is also in charge of the county's Emergency Communications Center (911) comprised of 10 Communications Officers.

The shoulder patch worn by the Sheriff and Deputies was designed in the early 1970's. It symbolizes two very distinct symbols of King William County.

One is the historic courthouse built in 1725, which remains to this day as the oldest courthouse in continuous use in the United States.

The second is the American Dogwood flower, which is the state flower and symbolizes King William's connection to the Commonwealth of Virginia.

### Mission Statement

The King William Sheriff's Office is a progressive agency, which is committed to providing the highest level of public safety to all county residents and guests.

This will be accomplished by being proactive in crime prevention; to fairly and impartially enforce local, state, and federal laws; to be continually interactive with all aspects of our community; and to maintain irreproachable professionalism, respect, fairness and integrity by all personnel.



## Agency Overview

The King William County Sheriff's Office serves as the County's primary law enforcement agency. The Sheriff's Office provides service to the County's approximately 17,800 residents and the traveling public visiting our County. The office also serves civil processes to the approximately 3,414 residents of the Town of West Point and provides secondary law enforcement to assist the Town of West Point Police Department when needed. The Sheriff's Office enforces all state laws and local ordinances to include all criminal laws and traffic codes as well as develops agency policies, programs, and standards in collaboration with other county departments, civic and community organizations, and other governmental agencies. These efforts are designed to identify, assess, plan for, and address organizational, governmental and community needs. The Sheriff's Office consists of six divisions.

The **Administrative Division** is charged with maintaining all the records and documentation required of a law enforcement agency by local, state, and federal mandates. The section also seeks, administers, monitors, and manages all grants available to law enforcement entities to include seized and forfeited assets. The development of and fiscal management of the agency budget is one of the main duties of this section. The management of and compliance with the Freedom of Information Act and making the appropriate releases is another function of the section. In 2021, the section handled 52 requests, this also includes request for traffic crash reports. The formulation of the selection process to include the testing of all prospective appointees is a duty of this section.



The formulation of agency policy and procedure is also a function of this section. The administrative section is responsible for the agency's accreditation process and the maintenance of the accreditation files.

The **Patrol Division** responds to citizen reports of crimes, citizen requests/calls for service, criminal cases initiated by law enforcement, non-criminal cases initiated by law enforcement, incidents resulting in custodial arrests, and incidents resulting in the issuing of summonses or warnings. This section also provides for the enforcement of traffic laws to include traffic crash investigations. The patrol section conducts the preliminary investigation of most criminal activity, the service of criminal warrants, and conducts most of the requested watch orders and directed patrols.



# Annual Report - 2021

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The **Investigative Division** handles all major case investigations and acts as the liaison with other local, state, and federal agencies. This section manages crime scenes within the county and assists other counties upon request. The investigation section has two deputies who are also members of the Twin Rivers Regional Narcotics Task Force and who are sworn as special state police agents. Members of this office work hand in hand with other state and federal law enforcement partners such as the Virginia State Police, Federal Bureau of Investigation, ATF, and the Attorney General's Office. This section is responsible for the management of the evidence and property function of this agency as well as the agency's crime scene and surveillance equipment.



This section is also tasked with investigating formal Internal Affairs complaints involving alleged officer misconduct in the following areas, excessive force, constitutional rights violations, criminal activity, or complaints of bias or "racial profiling". The image of the King William County Sheriff's Office depends on the personal integrity and discipline of every one of its employees. The Sheriff's Office encourages citizens to bring forward grievances regarding misconduct by personnel. The Sheriff's Office investigates all complaints made by citizens. Proactive internal investigations ensure the public that our personnel adhere to the highest standards in performance. For complaints that do not rise to formal Internal Affairs complaints, The Sheriff may at his discretion assign a complaint of officer misconduct for investigation to the captain or other supervisor who shall report solely to the Sheriff. In 2021 there were no complaints against deputies requiring an Internal Affairs investigation.

The **Courts/Civil Process Division** handles all prisoner transports to and from court and any special hearings that may be required. The personnel of the courts section are responsible for the courthouse/courtroom security function to include all county court dates and during the normal business hours of the other courthouse offices. Personnel are responsible for receiving, recording, and tracking the service and return of all civil process documents as well as served criminal warrants. This section assists the patrol section with the performance of mental health commitments, emergency committal orders and transports as well as extraditions and juvenile transports. On days when court is not in session this section also transports arrested individuals to the local jail. Doing so allows the patrol deputies to remain available in the county.



# Annual Report - 2021

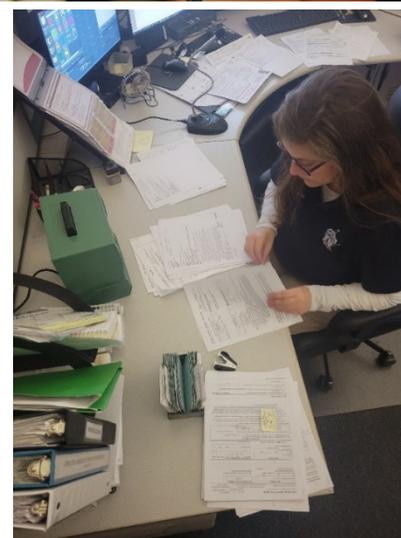
The **Animal Control Division** is responsible for and responds to all animal attacks/bites, reports of the abuse of domestic animals, reports of annoying/roaming-at-large animals, investigates complaints of unlicensed/unvaccinated animals, and dangerous dogs. The members of this section annually assist with a county rabies clinic and daily assists residents with referrals regarding domestic animals. This section also responds to calls from citizens regarding wild animals or varmint animals in and/or around their homes.



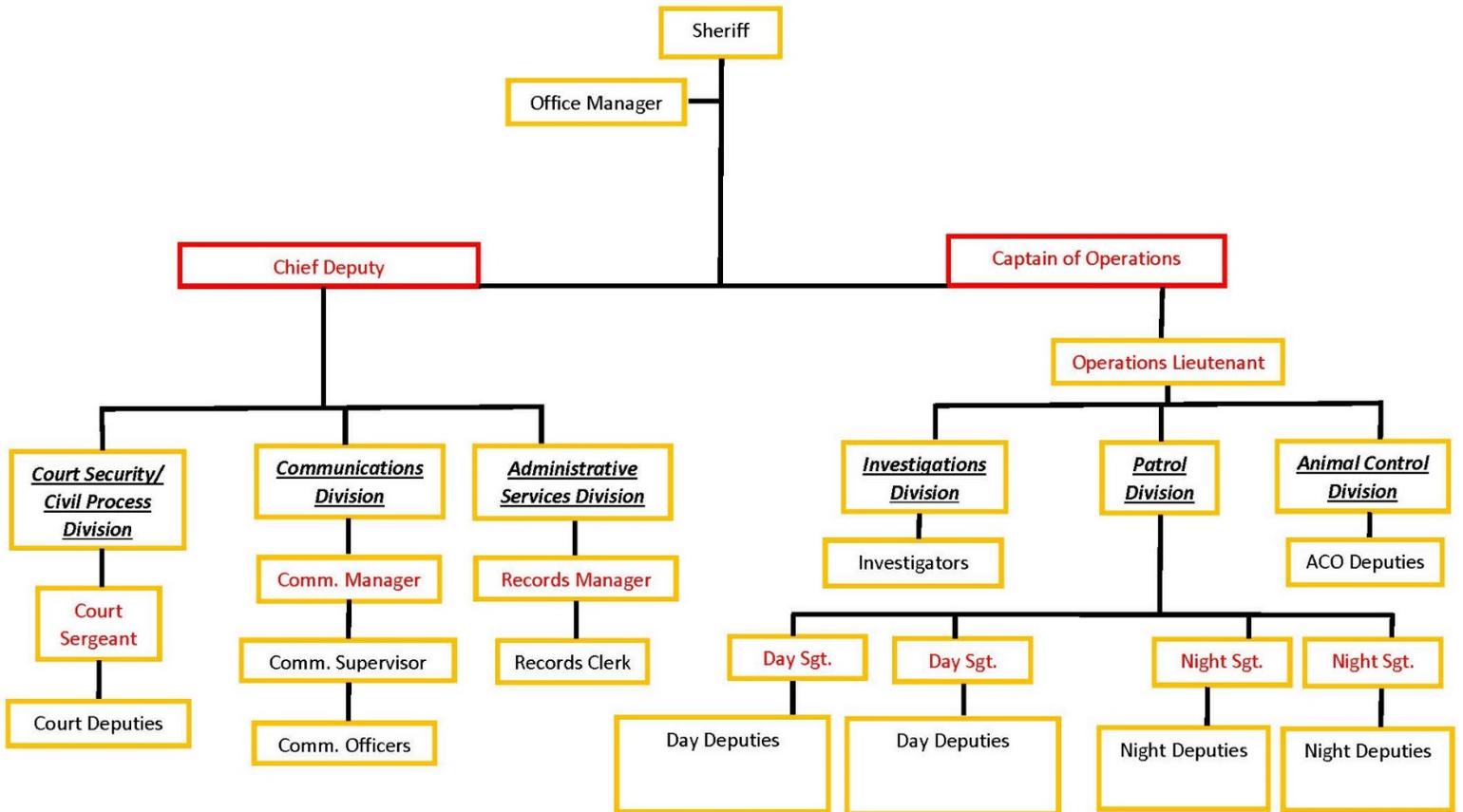
The **Communications Division** handles the receipt of all citizen reports of crimes, citizen requests/calls for service, criminal cases initiated by law enforcement, non-criminal cases initiated by law enforcement, incidents resulting in custodial arrests, the issuance of summonses, citizen reports of accident/injury, and/or citizen's reports of fire. This section is also responsible for communications with other jurisdictions, resources requests, etc. The personnel of this section answer all business (non-emergency) and emergency telephone calls (E911 and wireless E911) within the county. They document all calls for service requests, manage and maintain all records regarding emergency calls and emergency responses and serve as the first line of communications for all emergency first responders in the county. The communications center serves the Sheriff's Office, King William Fire/EMS, West Point Police, West Point Fire/EMS, the Virginia State Police, the Virginia Game Commission, and several other County offices during their non-business hours.



The Communication Section also serves as the County's Public Safety Answering Point (PSAP) for law enforcement, fire and rescue incidents using the County's Enhanced 911 (E-911) system. All emergency (E-911) calls, non-emergency calls for fire, rescue, law enforcement and other county services (after hours for the other services, i.e., utilities and general services) are processed through this Emergency Communications Center (ECC). The section also maintains the Computer Aided Dispatch (CAD) system that is used to initiate calls for service and dispatch. CAD is used by emergency dispatchers and call takers, as well as by field personnel. CAD incident data is used for planning purposes within the organization. The program also includes public safety Geographical Information System (GIS) data.



Organizational Chart



# Annual Report - 2021

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## Goals and Objectives

**PRIMARY GOAL:** The King William County Sheriff's Office role is to enforce the law in a fair, courteous and impartial manner, recognizing both the statutory and judicial limitation of its authority and the constitutional rights of all individuals. It is not the role of the King William County Sheriff's Office to legislate, to render legal judgment or to punish.

### FUNCTIONAL OBJECTIVES:

A. **PREVENTION OF CRIME:** The primary responsibility of upholding the law lies not with the law enforcement officer, but with the people. Since crime is a social phenomenon, then crime prevention is and should be the concern of every person in our society. Society employs full-time professional law enforcement officers to prevent crime, to deter it, and when that does not succeed, to apprehend those who violate the law.

Crime is a symptom of our society, which is not the responsibility of the Sheriff's Office to cure. The Sheriff's Office is responsible, however, for interacting with the community to generate mutual understanding to ensure that there will be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the Sheriff's Office to assist in the identification of problem areas and to inform the public of crime statistics, patterns and trends. Additionally, knowledge of the community is necessary so that each employee may be instilled with a sense of concern for the crime problems and law enforcement needs generated in the community.

B. **DETERRENCE OF CRIME:** Crime is curbed by the potential criminal being fearful of his/her immediate apprehension or by the increased likelihood of detection. Deterrence of crime requires the observation and the investigation of behavior, which reasonably appears to be criminally directed.

In deploying patrol units to inspire the public's confidence in the King William County Sheriff's Office's ability to ensure a peaceful environment, a balance must be attained between the desirable deterrent effect of a visible patrol and the undesirable appearance of oppression.

C. **APPREHENSION OF OFFENDERS:** The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of the violator, the objective of which is voluntary compliance with the law. Once a crime has been committed, it is the duty of the Sheriff's Office to initiate the criminal justice process by identifying, locating and arresting the perpetrator. It is also the duty of this office to obtain the necessary evidence and to cooperate in the prosecution of the case

# Annual Report - 2021

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## Goals and Objectives

D. RECOVERY AND RETURN OF PROPERTY: The actual cost of crime is difficult to measure; there can never be a simple dollar value assigned to the injured bodies, devastated lives, and the human misery that are the products of crime. However, it is possible to observe the steadily rising costs of lost, damaged, and stolen property. This loss, as well as the other associated costs of crime, is unfortunately and ultimately borne by the victims. To minimize the losses due to crime, the King William County Sheriff's Office shall make every reasonable effort to recover lost or stolen property, to identify its' owner, and to ensure its' prompt return.

E. MOVEMENT OF TRAFFIC: To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the Sheriff's Office is charged with the responsibility for traffic law enforcement. To enforce compliance with traffic laws and to develop driver awareness of the causes of traffic accidents, the King William County Sheriff's Office shall appropriately warn, cite, or arrest traffic law violators. Traffic accidents are investigated to protect the rights of the involved parties, to care for the injured, and to determine the causes of accidents so that corrective steps and methods of prevention may be developed.

F. PUBLIC SERVICE: Often, because there are no other public or private agencies available, the public relies upon law enforcement for assistance and advice in routine and emergency situations.

### RESOURCE OBJECTIVES:

A. DEPARTMENTAL PERSONNEL: Law Enforcement officers are frequently required to make rapid decisions that will affect human life and liberty with no opportunity to seek advice and very little time to weigh any alternatives.

Law enforcement requires that an officer have the stamina, intelligence, moral courage, and emotional stability necessary to deal with the human being fairly and impartially. To obtain the caliber of personnel necessary for professional law enforcement, it is essential that the King William County Sheriff's Office aggressively pursue a program of providing equal employment and promotional processes.

B. UTILIZATION OF RESOURCES: Law enforcement is one of the most necessary, yet expensive and complex services provided by the County. The quality and the extent of the service provided are limited by the availability of resources. To ensure that the highest level of service is provided, the King William County Sheriff's Office will make use of the most efficient and effective management and budgeting techniques available.

# Annual Report - 2021

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## Major Work Plan Initiatives COMPLETED in 2021

- Became a fully accredited law enforcement agency
- Replaced failing automatic external defibrillator's (AED'S) allowing all patrol deputies to be issued one of these life saving devices.
- Replaced all mobile data terminals (MDT'S) to allow deputies to receive real time dispatch information and allow for remote incident reporting.
- Implemented text to 911
- All 911 Communications Officers trained to the level of Emergency Medical Dispatchers.
- Began meeting with regional partners regarding the implementation of the Marcus Alert Protocols (mental health response)
- Completed build-out of existing courthouse wing to allow space for juror selection and jury trial overflow. This area will also allow for training and meeting room space for courthouse staff.

## Agency Major Work Plan Initiatives for 2022

- Continue to meet all Accreditation standards from the Virginia Professional Law Enforcement Standards Commission.
- Strengthen our in-house and regional trainings for all divisions.
- Increase the number of Deputies trained in Crisis Intervention for dealing with the mentally ill.
- Collaborate and update dispatching protocols for fire and EMS emergencies with King William Fire and EMS
- Create a level of consistency within the Emergency Communications Center by developing a local training program which puts emphasis on addressing specific local operational response guidelines.
- Continue to meet all mandated Marcus Alert protocol requirements.

## Special Recognition

### Accreditation

On September 10, 2021, the King William County Sheriff's Office became accredited through the Virginia Professional Standards Commission (VLEPCS). Less than 15% of the 400 law enforcement agencies of Virginia have attained VLEPCS accreditation.

Accreditation is considered the ultimate measure in professionalism among law enforcement agencies. The Virginia Law Enforcement Professional Standards Commission consists of members of the Virginia Sheriff's Association, Virginia Association of Chiefs of Police, and the Virginia Department of Criminal Justice Services. It has established 190 professional standards divided into four general subject areas: Administration, Operations, Personnel, and Training by which law enforcement agencies are measured.

In providing the accreditation program, the Commission's goals are:

- To promote public confidence in law enforcement and consistency in its application.
- To promote cooperation among agencies.
- To ensure proper training for law enforcement personnel.
- To increase the effectiveness and efficiency of services provided by law enforcement.

Accreditation sets the standards by which an agency must continue to operate in order to retain this highly coveted status. These professional standards must become a routine way of conducting Sheriff's Office business. There are on-going reviews, with re-accreditation scheduled every four years.



# Annual Report - 2021

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## Welcome New Deputies

The Sheriff's Office continues its goal to recruit and hire the best. We thank Deputies Bowen, Dyson, and Boyd for joining our ranks.



Deputy Bowen



Deputy Dyson



Deputy Boyd

## King William County Deputies Graduate from Academy

Congratulations to Deputies Anthony and Deputy Bowles for graduating from the Rappahannock Criminal Justice Academy. Deputy Anthony completed Field Training and is assigned to Patrol. Deputy Bowles completed Field Training and is assigned to Animal Control.



Deputy Anthony



Deputy Bowles

## Community Involvement

### Sheriff Office staff help criminal justice students

Sergeant P. Upshaw and Deputy. M. Fortune participated in judging at the SkillsUSA Criminal Justice Program Virginia Competition. The individuals in this year's competition were high schools' students from all over the state. The competition was hosted by the State Fair of Virginia. Teams competed in areas of handcuffing, traffic stops, DUI investigation and more! Thank you to SkillsUSA for inviting our deputies to judge the competition. We wish these students well with their future careers in Law Enforcement.



**Community Involvement**

**Mangohick Fire Department Trunk or Treat**

The Sheriff's Office was honored to participate in the Mangohick Fire Department Trunk or Treat. Sgt Upshaw enjoyed meeting with the community and was even seen recruiting new deputies.



# Annual Report - 2021

## Community Involvement

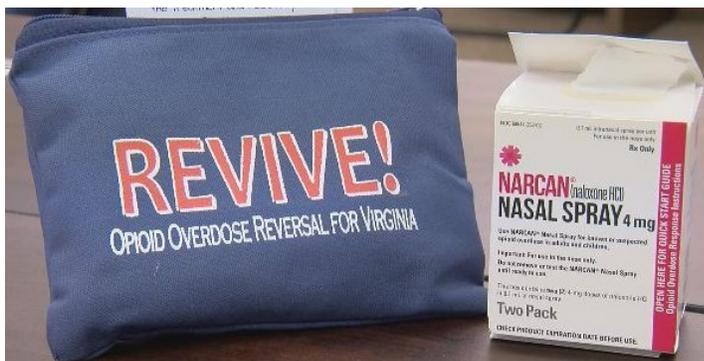
### 2021 National Prescription Drug Take Back

Too often, unused prescription drugs find their way into the wrong hands, that is dangerous and often tragic. That's why it was great to see thousands of folks from across the country clean out their medicine cabinets and turn in - safely and anonymously - a record amount of prescription drugs. The county alone collected over 30 pounds of medicine and the deputies working the event reported great feedback from our citizens!



### Sheriff's Office continues training Deputies in Opioid Emergencies

The opioid crisis continued in 2021. Deputies responded to 18 overdose calls and were able to administer the lifesaving drug Naloxone (Narcan) to victims 16 of those times. The Office continued its training of all Deputies in responding to opioid overdose emergencies. This class taught by agency instructors provides training on how to recognize and respond to these types of emergencies to include administering Naloxone an Opioid reversal drug to victims.



# Annual Report - 2021

## Community Involvement

### Speakers Bureau

The Sheriff's office has subject matter experts that are available to speak at organizations on a wide variety of public safety topics to include.

Criminal Investigations  
Home and Business Safety  
Ask a Cop Programs  
Narcotic Enforcement

Intimate Partner Violence  
Fraud/Scam Prevention  
Crime Prevention  
Emergency Communications (911 Dispatcher)

If your organization would like to schedule a speaker, please contact the Office at 804-769-0999.



# Annual Report - 2021

## Visits from Friends!

As in past years, the thing the office staff look forward to the most are all the people that just drop by to say hello. Those that stop in to thank us for our dedication to the hard job of being a first responder, the groups of children that come to learn about the jobs that Deputies and Dispatchers do day in and day out. This year was no different and there were too many to recognize individually, so we would take this time to give the biggest thanks to you!

Thank you for **YOUR** support; it is a privilege to serve you!

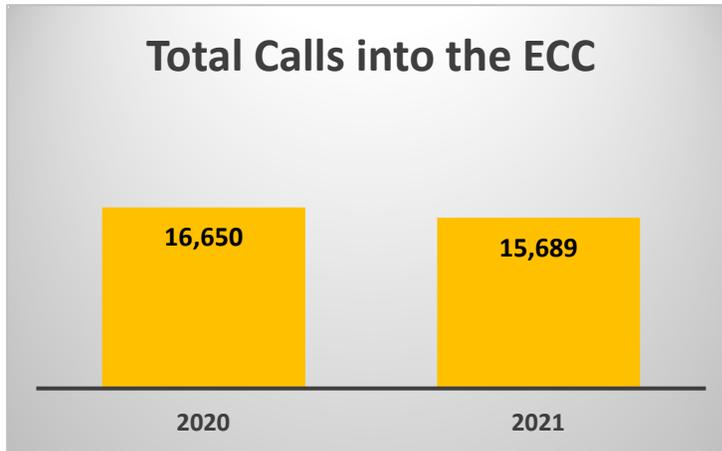


# Annual Report - 2021

## Statistics

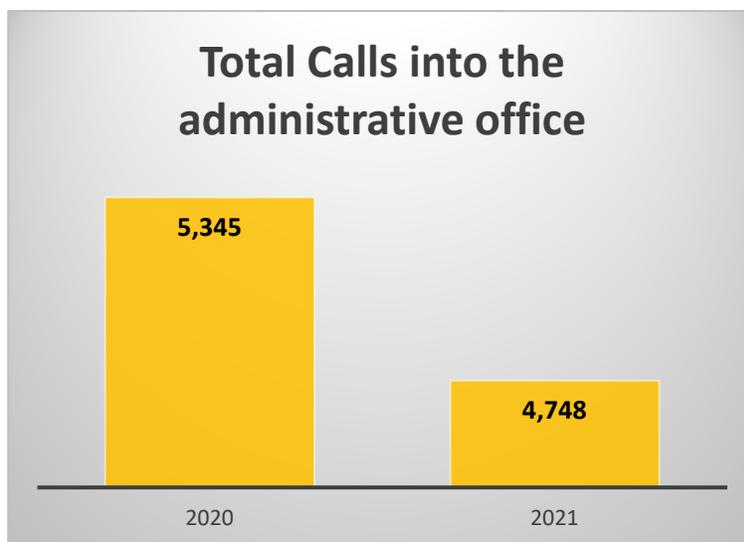
The agency captures agency activity and call statistics using our ID Networks software that includes both Record Management Software (RMS) and Computer Aided Dispatch Software (CAD). These systems along with our existing Emergency Call Tracking software (ECATS) provide for the collecting, using, and storing of agency critical information. Information such as calls for service, agency activity, incident reports, traffic crash reports, and civil process service.

### Total calls into the Emergency Communications Center (Dispatch)



This includes both emergency and administrative calls for law enforcement, fire and E.M.S for both the county and the town of West Point.

### Total calls into the administrative office

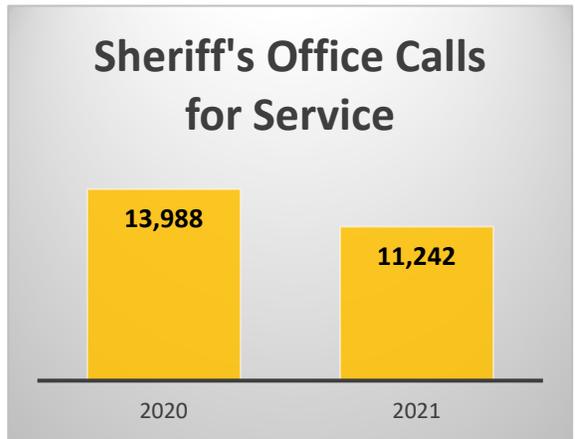


These are general calls into the Sheriff's Office handled by the administrative assistant.

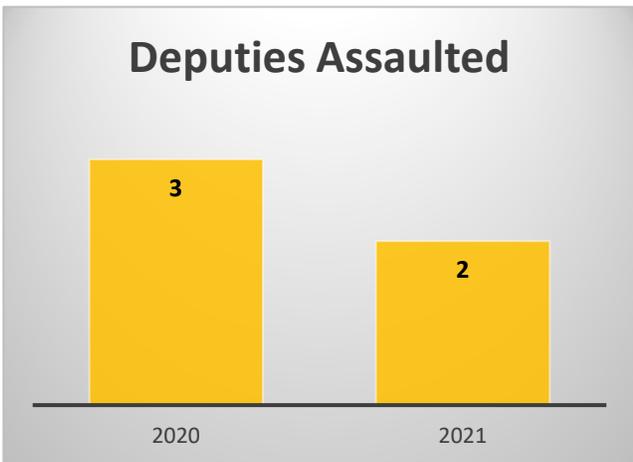
# Annual Report - 2021

## Total Sheriff's Office calls for service

Includes calls dispatched and deputy self-initiated activity, such as traffic stops, residential and business checks.



## Deputies Assaulted



Deputies physically assaulted in the line of duty.

## Incident Reports

Reports required for criminal incidents, such as crimes against persons and property.



# Annual Report - 2021

## Sheriff's Office Activity

Description	2021	2020
911 HANG UP/OPEN LINE	95	72
ABDOMINAL DISTRESS	3	1
MEDICAL ALARM	7	3
ALARM FIRE	22	19
ALARM ACTIVATION LAW ENFORCEMENT	236	252
ALLERGIC REACTION	1	2
ANIMAL BITE DOG/CANINE	42	29
ANIMAL BITE FELINE/CAT	7	4
ANIMAL CAT/FELINE COMPLAINT	74	81
ANIMAL COMPLAINT DOG/CANINE	295	356
ANIMAL/LOST/FOUND/MISSING DOG/CAT	244	273
ANIMAL COMPLAINT/WILDLIFE/LIVESTOCK	136	106
ANNOYING PHONE CALLS TEXT MESSAGES	12	10
SUSPECT IN CUSTODY/ARREST	4	5
ASSAULT SIMPLE/AGGRAVATED	39	42
ASSAULT INJURIES	0	3
ASSIST PROBATION OFFICER	23	6
ALL TERRAIN VEHICLE COMPLAINT	46	37
BACK PAIN	1	1
BREATHING DIFFICULTY	12	4
BRUSH/FOREST/WILD FIRE	12	6
BLACKMAIL/EXTORTION	0	1
BLEEDING/HEMORRHAGE	3	0
BLOOD PRESSURE RELATED HIGH/LOW EMS	1	1
BE ON THE LOOKOUT/ATTEMPT TO LOCATE	43	55
BOMB THREAT	0	2
BURGLARY/BREAKING AND ENTERING	10	6
CARDIAC ARREST	4	1
ANIMAL CARCASS	88	67
COMPUTER ERROR/DUPLICATE INCIDENT	18	14
CHECKING BUILDING/BUSINESS	740	2118
Description	2021	2020
CHECK DRIVER LICENSE INFORMATION	1	2
CHECK RESIDENCE/HOUSE	1766	3242
CHECK WELFARE OF SUBJECT	203	159
CHEST PAIN/DISCOMFORT/HEART RELATED PROBLEMS	4	4
CHILD ABUSE/NEGLECT/ENDANGERMENT COMPLAINT	25	13
CIVIL DISTURBANCE/VERBAL DISPUTE/DISORDERLY/RIOT	61	65
CIVIL ISSUE	322	268
CURFEW/LOITERING/VAGRANCY	8	9
COURTESY RIDE/ESCORT CITIZEN	10	4
CVA/STROKE	6	10
DESTRUCTION/DAMAGE/VANDALISM	125	186
DIABETIC PROBLEMS	2	2
DRUNKENESS/INTOXICATED PEDESTRIAN	10	4
DIZZY/DISORIENTED/WEAK/VERTIGO	0	1
DEAD ON ARRIVAL/DECEASED PERSON	14	12
DEAD ON ARRIVAL/DECEASED SUBJECT	5	3
DOMESTIC ISSUE	129	114
DRUG RELATED VIOLATIONS	20	25
DRIVING UNDER THE INFLUENCE/INTOXICATED DRIVER	5	8
ELECTROCUTION/ELECTRIC SHOCK EMS	0	1
ELECTRICAL EQUIPMENT/ARCING/SHORTED/ODOR OF BURNIN	3	1
FALL/FRACTURE/ALL OTHER ACCIDENT INJURY	8	11
FAMILY CUSTODY/CHILD ISSUE	25	32
FIGHT IN PROGRESS	7	9
FOLLOW UP INVESTIGATION	55	22
FOUND PROPERTY	21	30
FINGERPRINTING	61	33
FORGERY/COUNTERFEITING/CREDIT CARD/BANKING/WIRE/EM	44	30
SWINDLE/CONFIDENCE/FALSE PRETENSE/IMPERSONATION/ID	82	64
PROPANE/GAS/ODOR/AIR NON LIQUID	1	2
GENERAL QUESTIONS LAW ENFORCEMENT	157	94

# Annual Report - 2021

## Sheriff's Office Activity

Description	2021	2020
MOTOR VEHICLE ACCIDENT UNKNOWN INJURY	82	65
PREGNANCY/CHILDBIRTH/OBGYN RELATED	1	2
OBSTRUCTED AIRWAY/CHOKING	2	0
CONTROLLED BURNING/UNAUTHORIZED BURNING	1	3
OPEN DOOR	59	28
OTHER EMS RELATED-DESCRIBE IN COMMENT	1	2
OTHER LAW ENFORCEMENT/EXPLAIN IN COMMENT	84	17
OVERDOSE/PRESCRIPTION DRUGS	18	11
IMPROPERLY PARKED VEHICLE	38	46
EXTRA/FOOT/DESIGNATED AREA PATROL	22	18
PLANE/AIRCRAFT EMERGENCY	1	0
POISON/CHEMICAL/LIQUID CONTACT/INGESTION EMS	0	1
POWER LINE DOWN	4	6
PROJECT LIFESAVER	67	78
PUBLIC SERVICE/LIFT ASSISTANCE EMS RELATED	5	0
PUBLIC SERVICE LAW ENFORCEMENT	32	37
PRISONER TRANSPORT	83	54
PURSUIT/CHASE	2	3
PUBLIC WORKS SERVICE CALL	9	10
PARK, WALK AND TALK	523	631
RECKLESS DRIVER	266	280
ROAD HAZARD/BLOCKED/DEBRIS/DAMAGE/WEATHER	132	119
ROBBERY ARMED/WEAPON INVOLVED	0	1
RAILROAD COMPLAINT LAW ENFORCEMENT	1	0
SEIZURE/CONVULSIONS	4	7
SEX OFFENSE ADULT/RAPE/ASSAULT/PROSTITUTION/PORNOG	7	6
INDECENT LIBERTIES/CHILD MOLESTATION/FONDLING	4	6
SEX OFFENSE/STATUTORY RAPE/MINORS INVOLVED	3	6
SEXTING-ALL MEDIA FORMS	5	5
STRUCTURE FIRE	6	9
SHOTS FIRED INVESTIGATION/REPORT OF	62	104

Description	2021	2020
GENERAL PAIN EMS	1	2
GUNSHOT/STABBING INJURY EMS	1	2
GUNSHOT WOUND/STABBING COMPLAINT LAW ENFORCEMENT	3	7
PERSON WITH GUN	4	1
HARASSING/THREATENING/INTIMIDATION	140	174
HEADACHE/PAIN	2	0
ASSIST/HELP FIRE DEPARTMENT	1	0
FIRE/EMS REQUEST LAW ENFORCEMENT ASSISTANCE	2	1
OFFICER ASSISTANCE/OFFICER BACKUP	40	33
HUNTING VIOLATION COMPLAINTS	0	2
INFORMATION ONLY	27	26
JUVENILE ISSUE	70	53
JUVENILE RUNAWAY/MISSING	12	8
LACERATION INJURY	1	2
LARCENY/ALL OTHER/POCKET-PICKING/PURSE-SNATCHING/S	57	55
LARCENY FROM A BUILDING	22	20
LARCENY FROM A MOTOR VEHICLE	47	23
LARCENY OF MOTOR VEHICLE PARTS/ACCESSORIES	5	4
LEGAL DOCUMENT SERVICE/CIVIL/SUMMONS	300	94
LIQUOR LAW VIOLATIONS	0	1
LOST PROPERTY	28	17
DISTURBANCE/NOISE/MUSIC	130	56
MENTAL SUBJECT	37	48
MENTAL/PSYCHOLOGICAL PATIENT EMS	1	0
MENTAL SUBJECT TRANSPORT	8	10
MISSING PERSON/ADULT	9	13
MUTUAL AID REQUEST LAW ENFORCEMENT	2	1
MUTUAL AID EMS	1	0
MOTOR VEHICLE ACCIDENT HIT AND RUN	18	29
MOTOR VEHICLE ACCIDENT NO INJURY	258	240
MOTOR VEHICLE ACCIDENT PERSONAL INJURY	41	47

# Annual Report - 2021

## Sheriff's Office Activity

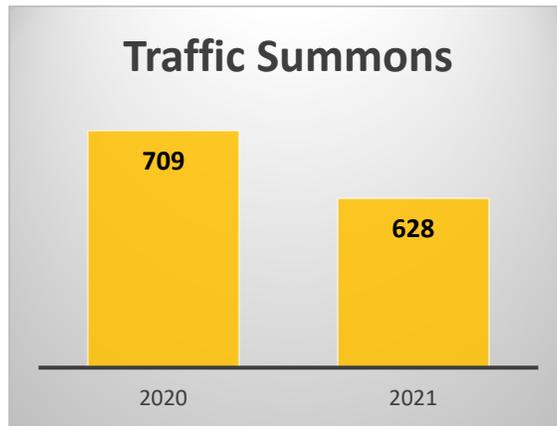
Description	2021	2020
SICK CASE/FEVER/VOMITING/NAUSEA	15	10
SMOKE INVESTIGATION	4	2
SMOKE/FIRE INVESTIGATION LAW ENFORCEMENT	1	2
SPECIAL ASSIGNMENT/CHECKING DETAIL/PUBLIC EVENT	15	4
SUBSTANCE ABUSE/ALCOHOL/NARCOTIC RELATED EMS	1	1
SUICIDE	3	1
SUICIDE ATTEMPT	4	3
SUICIDE THREATENED	23	21
SUICIDE/ATTEMPTED SUICIDE EMS	2	1
SUSPICIOUS ACTIVITY	118	142
SUSPICIOUS PERSON/PROWLER/PEEPING TOM	130	150
SUSPICIOUS VEHICLE	319	396
TRAFFIC CONTROL REQUEST/FUNERAL/EVENT	82	49
TRAFFIC CONTROL SCHOOL CROSSING	155	186
LITTERING/DUMPING GARBAGE	25	23
TREE/LIMB/BRANCH DOWN	162	124
TRENCH/TRAPPED/CONFINED SPACE RESCUE	0	1
TRESPASSING	71	82
TRAFFIC STOP	1160	1471
TELETYPE SERVICE REQUEST	104	103
UNKNOWN MEDICAL/PERSON DOWN/BYSTANDER REPORT	2	4
UNLOCK DOOR	12	6
UNRESPONSIVE/UNCONSCIOUS/SYNCOPE	33	27
ABANDONED VEHICLE	14	19
VEHICLE DISABLED/STALLED/IMMOBILE	326	294
VEHICLE/TRAILER INSPECTION	8	17
VEHICLE REGISTRATION INFORMATION	95	155
VEHICLE REPO/IMPOUND/STORED	31	13
STOLEN MOTOR VEHICLE	13	13
UNAUTHORIZED USE OF MOTOR VEHICLE	4	4
VEHICLE FIRE	10	6
Description	2021	2020
CHECK FOR WANTED	2	1
WANTED/STOLEN PERSON OR ARTICLE INDICATED	46	63
WARRANT SERVICE	57	31
WATER EMERGENCY/BOATING RELATED	4	2
WEATHER RELATED/LIGHTNING/FLOOD/SNOW/ICE/STORMS	1	0
<b>Total</b>	<b>11242</b>	<b>13988</b>

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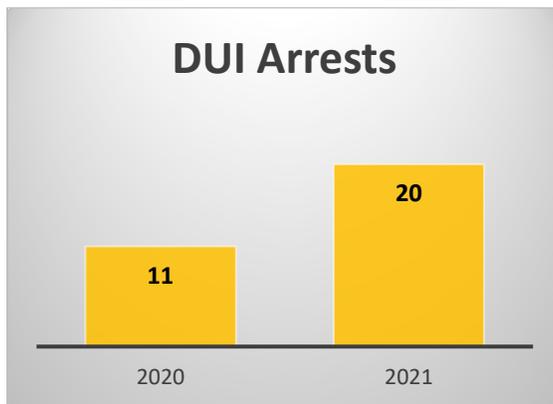
## Traffic



All motor vehicle crashes responded to by deputies.

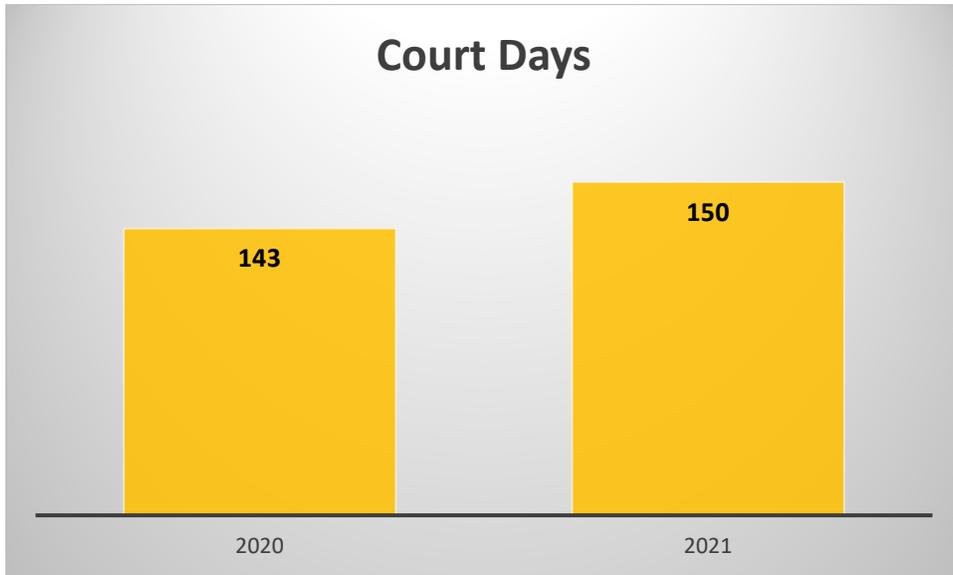


All summons for traffic related violations issued by deputies.

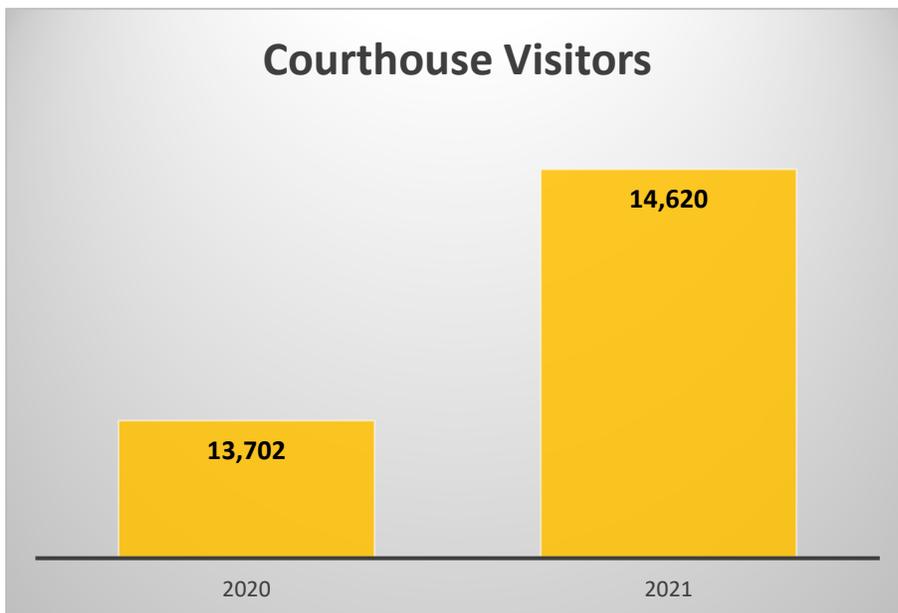


Individuals arrested for driving under the influence.

**Court Security and Civil Process**



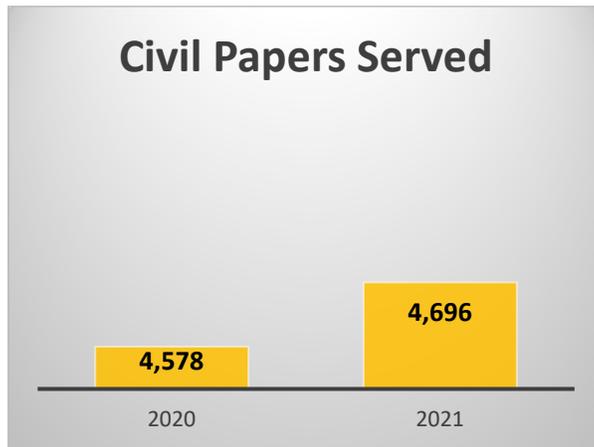
Includes Juvenile and Domestic Relations court, General District court, and Circuit Court.



Number of persons searched prior to entering the facility.

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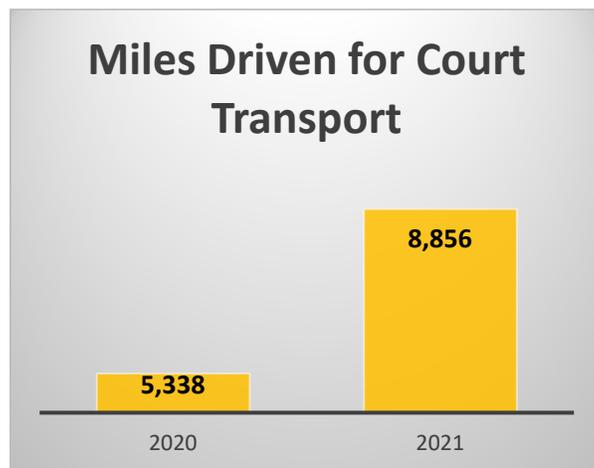
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Includes protective orders, subpoenas, garnishments, and all other non-criminal processes.



Includes all criminal warrants served by deputies.



Includes transport for court hearings and subjects arrested by deputies then transported to jail by court deputies.

## Department Updates

### Deputies Conduct Mandatory Yearly In-Service Training



All office staff completed required state in-service requirements as well as mandatory in-house trainings such as use of force, firearms qualification, communicable diseases, eyewitness identifications, physical fitness, healthy lifestyles, victim services, alarm responses, and reviews of the standard operating procedures manual and legal reviews with the Commonwealth's Attorney.



# Annual Report - 2021

## Department Updates

### Secure Prisoner Holding Area Enhancements

The office made a security enhancement by moving our video magistrate system into the existing secure inmate holding area. The system allows law enforcement and citizens to hold remote video hearings with the on-call magistrate. In the past if the subject of the hearing was in custody that person would have to be escorted through the unsecured office areas.



### Deputies outfitted with Body Worn Cameras

The use of body worn cameras are a valuable tool for promoting transparency in law enforcement by accurately recording contacts and interactions between members of the public and deputies, documenting evidence, deputy training, preventing and resolving complaints of deputy misconduct brought by members of the public, defending against civil litigation and strengthening the sheriff's office performance and accountability.



# Annual Report - 2021

## Department Updates

### Agency Promotions

2021 was a year of change with several staff being promoted from deputy to new assignments. We congratulate them and look forward to watching them succeed in their new roles.



Sergeant Campbell



Sergeant Ellis



Sergeant Upshaw



Sergeant Lumpkin



Sergeant Brown (Courts)



Investigator Rice



Investigator Stevens





# AGENDA ITEM 5.c.

Fire & EMS Department Update - Stacy Reaves, Fire Chief



Stacy Reaves, Fire Chief

## King William Fire & Emergency Services Department Report February 14, 2022

- For information regarding booster vaccines, visit Three Rivers website for regional clinics and registration. <https://www.vdh.virginia.gov/three-rivers/>
- Station One remains closed to the public, personnel still perform screenings when coming on shift, and facemasks are still required when social distancing cannot occur. The building will remain closed to the public and we will continue to stay engaged with the public away from the facility.
- The county masking policy for all county buildings and continued decontamination efforts have proven to help mitigate contamination and spread of COVID-19 among the workforce within the buildings.
- **The Recruits are in their 4<sup>th</sup> week of the EMT Program and all of them are on track to complete the program in good standing and be eligible to test at the National Registry by the Monday following the completion of class.** The application for the Fire Academy package is being processed through VDFP. King and Queen County Fire and EMS is partnering with our class and with regional participation in the EMT program and recruit academy.
- Department leadership is working to develop procedures and tactical guidelines to define goals and expectations for emergency and non-emergency responses to ensure quality of service.
- ESO Fire and EMS reporting is live for all stations. KWFEMS is live with ESO scheduling. The remaining modules will be implemented over the next several weeks.
- The SAFER Grant and AFG applications have been submitted.
- The new ambulance has been delivered and we are in the process of stocking, obtaining tags, and licensing. The projected in-service time is within the next two weeks.
- The engine build has a projected delivery of September.
- Through Virginia Department of Emergency Management, we have been awarded the ability to utilize Olson Consulting to continue work on our Emergency Operation Plan. Meetings will begin this week.
- The EOC is being established at Station 1 and the backup will be in the County Administration building Board Room. Plans for hardware and communications installation are being developed. We will begin meeting with partners to develop a plan for the needed equipment.



Stacy Reaves, Fire Chief

- We are working towards creating a CERT - Citizens Emergency Response Team. Assistant Chief Jones will be the project manager as part of his new assignment. He is already in discussions with larger team managers to develop a work plan.
- For a clearer understanding of the use of resources, the reasoning behind utilizing two engines on a motor vehicle accident is for firefighter, law enforcement, victim, and scene safety, and expediting mitigation of extrication and patient packaging. Most all second due responses are delayed due to distance and unstaffed apparatus. In our county, we have two main roads with speed limits of 55mph and 60mph, both of which have heavy traffic including tractor trailer traffic. We follow FEMA's TIMS (Traffic Incident Management Safety), as do most of our regional partners with interstate and interstate-like roadways. The purpose is to protect the lives of the providers and ensure safety for the victims. We utilize the same approach on our secondary roads to due to high speeds, blind curves, and no shoulder space for safety. The intent is to block the scene from both directions and to allow controlled traffic flow around the incident when possible.

Annual CAD dispatched calls without major refinement of data:

Calendar Year 2021 Calls Dispatched by CAD Report					
	MV FD	KWF E	WC FA	WPV FR	District Totals
Mangohick	225	282	8	11	526
King William	132	913	33	55	1133
Courthouse	13	271	67	27	378
West Point	6	17	8	640	671
Calendar Year 2021 Calls Out of County by CAD Report					
K and Q	2	10		14	26
New Kent				58	58
Caroline					0
Hanover		2			2
<b>Total Calls</b>	<b>378</b>	<b>1495</b>	<b>116</b>	<b>805</b>	<b>2794</b>

Calendar Year 2021 Mutual Aid Received by CAD Report						
	Caroline	Forsyth	Hanover	Life Evac	New Kent	District Totals
Mangohick	6		2			8
King William	2		1		1	4
Courthouse					2	2
West Point		1		2	69	72
<b>Total Calls</b>	<b>8</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>72</b>	<b>86</b>



Stacy Reaves, Fire Chief

January 2022 Calls based on reports in reporting software:

January 2022 Calls by Report				
	MVFD	KWFE	WPVFR	District Totals
Fire	4	23	25	52
EMS	28	94	40	162
Total Calls	32	117	65	214

Jan 22 KWFE Special Call Type	
	KWFE
Immediate Life Threat Medical	18
MVA	16
Extrication	1
MVA Pedestrian	1
MVA No Injury	9
Cardiac Arrest	7
ROSC	3
Total	55

# AGENDA ITEM 5.d.

Acceptable Use Policy - Travis Wolfe, Systems  
Engineer

# KING WILLIAM COUNTY ACCEPTABLE USE POLICY (AUP)

*Reference: (Security Awareness and Information Assurance). A well-protected network enables organizations to easily handle the increasing dependence on the Internet. For an organization to be successful, it needs to integrate information that is secure from all aspects of the organization. The purpose of this policy is to outline the acceptable use of computer equipment within the King William County. These rules are in place to protect the employee and the organization. Inappropriate use exposes the county to risks including attacks, compromise of network systems and services, and legal issues. This policy applies to all employees, contractors, consultants, temporary employees, and other workers requiring access to the King William County network.*

1. **Understanding.** I understand that I have the primary responsibility to safeguard the information contained in the King William County Network (KWCNET) from unauthorized or inadvertent use, modification, disclosure, destruction, and denial of service by following the guidelines set forth in this document.

2. **Access.** Access to this network is for official use and authorized purposes including Personal Essential matters.

2.1 Personal Essential. – Matters involving medical, day care, or other critically essential matters.

3. **Revocability.** Access to the King William County (KWC) Information Systems (IS) resources is a revocable privilege and is subject to content monitoring and security testing.

4. **Information processing.** The KWCNET is the primary IS for county staff, Board of Supervisors (BOS), and committee members. The KWCNET provides communication to state and other local Government organizations. Primarily, this is done via electronic mail and Internet networking protocols such as Web Access, Virtual Private Network, and Terminal Server Access Controller Systems (TSACS).

4.1. The KWCNET and the Internet, for the purpose of this AUP, are synonymous. E-mail and attachments are vulnerable to interception as they traverse the KWCNET and Internet, as well as all inbound/outbound data, external threats (e.g. worms, denial of service, hacker) and internal threats.

4.2. S/MIME Encryption:

4.2.1. Clear text emails must not contain sensitive information. If sensitive information must be communicated using email, the email must be encrypted.

5. **User Minimum-security rules and requirements.** The following minimum-security rules and requirements apply to all KWC computer users.

## KING WILLIAM COUNTY ACCEPTABLE USE POLICY (AUP)

- 5.1. I understand personnel are not permitted access to the KWCNET unless they have met the appropriate security requirements outlined in the KWC Information Security Policy (ISP) for accessing the system.
- 5.2. I have reviewed the guidelines outlined in the KWC ISP.
- 5.3. I will protect my logon credentials (passwords or passphrases). Passwords will consist of at least eight (14), nonblank, characters with at least two (2) characters of the following four (4) character types; Special characters, Alphabetical characters, Numerical characters, or Combination of uppercase and lower-case letters.
- 5.4. My network user account is not to be shared with others.
- 5.5. Passwords should be changed at least every six months and should not include easily guessable text such as variations on local sports teams, pet names, spousal/child names, or organization names. Long two part phrases such as Summer!RiverTime\$ are encouraged.
- 5.6. I will lock my computer when I am not in a position where I can physically view the device.
  - Locking the computer may be accomplished by clicking the windows button  + L at the same time.
- 5.7. I will restart the computer when departing for the day.
- 5.8. I will use only authorized hardware and software on the KWC county networks. Freeware and Open-Source software must be approved by IT Director.
- 5.9. To protect the systems against viruses or spamming, I will use virus-checking procedures before uploading or accessing information from any system, diskette, attachment, compact disk, or other storage media.
- 5.10. I will not alter, change, configure, or use operating systems, programs, or IS except as specifically authorized.
- 5.11. I will not introduce executable code (such as, but not limited to, .exe, .com, .vbs, or .bat files) without authorization, nor will I write malicious code.
- 5.12. I will not utilize KWC county provided IS for commercial financial gain, personal or illegal activities.
- 5.13. Maintenance will be performed by authorized personnel only.
- 5.14. Only county provided storage devices should be used. Do not use personal storage devices (ie. personal USB drive).
- 5.15. I will immediately report any suspicious output, files, shortcuts, or system

## KING WILLIAM COUNTY ACCEPTABLE USE POLICY (AUP)

problems to the KWC Information Technology Department (ITD) and/or immediate supervisor and cease all activities on the system.

- 5.16. I will address any questions regarding the ISP to the ITD.
- 5.17. I understand that each electronic issued device is the property of King William Co. and is provided to me for official and authorized use.
- 5.18. I understand that monitoring of KWCNET will be conducted for various purposes and information captured during monitoring may be used for possible adverse administrative, disciplinary, or criminal actions. I understand that the following activities are prohibited uses of an KWC IS:
  - 5.18.1. Personal Use of County own laptops, computers unless considered “Personal Essential”.
  - 5.18.2. Unethical use (e.g. Spam, profanity, sexual misconduct, gaming, extortion).
  - 5.18.3. Accessing and showing unauthorized sites (e.g. pornography, streaming videos, E-Bay, chatrooms).
  - 5.18.4. Any use that could cause congestion, delay, degradation, or disruption of service to any of the county’s IS or equipment is unacceptable.
  - 5.18.5. Unauthorized sharing of information that is deemed proprietary or not releasable (e.g. use of keywords, phrases or data identification).
- 5.19. I understand that I may use an KWC IS email for limited personal communications or “personal essential” matters.
- 5.20. KWC provides Guest WiFi for the use of personal devices. Staff is permitted to use personal devices on the Guest WiFi system. Guest Wifi is permitted before or after duty hours, break periods, or lunch time, or as permitted by their supervisor as long as they do not cause an adverse impact on my official duties; are of reasonable duration, and causes no adverse reflection on KWC. Unacceptable use of services or policy violations may be a basis for disciplinary actions and denial of services for any user.
- 5.21. Files that contain Personal Identification Information (PII) shall be encrypted using the Encrypted File System (EFS). Users can view the “How To Encrypt And Decrypt Files Using The Encrypting File System (EFS) On Windows” instructional video at <https://www.youtube.com/watch?v=FihUbybPHhE> or someone from the IDT can assist with this task.
  - 5.21.1. PII is outlined as follows
    - 5.21.1.1. A Virginia resident's first name or first initial and last name in combination with and linked to any one or more of the following data elements, when the data elements are neither encrypted nor redacted:

## KING WILLIAM COUNTY ACCEPTABLE USE POLICY (AUP)

Social Security number; driver's license number or state identification card number issued in lieu of a driver's license number; financial account number, or credit card or debit card number, in combination with any required security code, access code, or password that would permit access to a resident's financial accounts; passport number; or military identification number. Personal information does not include information that is lawfully obtained from publicly available information, or from federal, state, or local government records lawfully made available to the general public (Va. Code § 18.2-186.6(A)).

6. By signing this document, I acknowledge and consent that when I access the King William County information systems:

6.1. I am accessing an official information system (IS) (which includes any device attached to this information system) that is provided for KWC Government authorized use only.

6.2. I consent to the following conditions:

6.2.1. The KWC Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations, personnel misconduct (PM), and law enforcement (LE).

6.2.2. Communications using data stored on KWC Government IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any KWC Government-authorized purpose.

6.2.3. This IS implements security measures (e.g., authentication and access controls) to protect KWC Government interests, not for my personal benefit or privacy.

6.2.4. Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement, or investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as explained below:

6.2.4.1. Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or confidentiality is not sufficient to create such protection where none exists under established legal standards.

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6.3. Violation of the Information Security Policy or the AUP may result in users removal from the KWCNET and KWC information technology computers or mobile devices.

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Print

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Signature

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Department

**ADDENDUM ITEMS**

**Items 1 and 2 require individual signature and date of the user. These items are applicable to those individuals using such services/devices/access.**

1. **Remote access.** Remote access will be conducted via terminal server access controller system (TSACS), virtual private network (VPN), or outlook web access (OWA). Government owned hardware and software will be used. The employee is the only individual authorized to use this equipment. Access will be as authorized by the supervisor. Requirements as indicated throughout this AUP are applicable for access to KWC resources.
  
2. **Mobile devices.**
  - a. This area applies to KWC issued cell phones, tablets, and Laptops.
  - b. I will be held responsible for damage caused to a KWC Government system or data through negligence or a willful act.
  - c. I am aware of the following risks when utilizing the SMS (Text) service:
    - (1) Messages are not encrypted, and copies are stored in memory on the phone and in the wireless carrier database. Sensitive information should not be sent via SMS/Text/Messages/Multimedia Messaging Service (MMS).
    - (2) URL to hacker web sites can be sent to a SMS/Text Message/MMS. If a user connects to the Uniform Resource Locator (URL), malware could be downloaded on the phone.
    - (3) Executable files (including malware) can be embedded in SMS/Text Message/MMS.

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- (4) Photos sent via SMS/Text Messages/MMS can include URLs to hacker web sites embedded in the photo. When the photo is viewed, the phone will connect to web site of the embedded web site.

\_\_\_\_\_ (Signature/Date)



# AGENDA ITEM 5.e.

**Resolution 22-10** - Recognizing and Honoring  
February 2022 as Black History Month - Percy C.  
Ashcraft, County Administrator (Corrected  
Resolution)

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**RESOLUTION 22-10**

**RECOGNIZING AND HONORING FEBRUARY 2022 AS BLACK HISTORY MONTH**

**WHEREAS**, in 1926, Black historian, author, journalist and founder of the Association for the Study of African American Life and History, Carter G. Woodson, launched “Negro History Week” with the purpose of bringing attention to the need for acknowledging and accurately representing Black history in schools; and

**WHEREAS**, Woodson once remarked, “If a race has no history, it has no worthwhile tradition, it becomes a negligible factor in the thought of the world, and it stands in danger of being exterminated”; and

**WHEREAS**, Black United Students and Black educators at Kent State University used the foundation laid by Woodson to found Black History Month on February 1, 1970, and six years later the month was officially recognized by the federal government during the nation’s bicentennial; and

**WHEREAS**, the Association for the Study of African American Life and History (ASALH), the founders of Black History Month, announced that the 2022 theme of Black History Month is “Black Health and Wellness,” exploring the legacy of Black scholars and medical practitioners in Western medicine, and considering the activities, rituals and initiatives that Black communities have done to be well.

**WHEREAS**, Black History Month is a time to recognize and honor the many people, events, and significant contributions of Black people to our community, nation, and world; and

22           **WHEREAS**, over 3,000 Black people live, work, and play in King William County and  
23           make significant contributions to our economy, arts and culture, science, education, and  
24           more;

25           **NOW THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors  
26           does hereby **recognize and honor February 2022 as Black History Month.**

27           **DONE** this 14th day of February, **2022.**

DRAFT



# AGENDA ITEM 5.f.

Appointment of Supervisor to the Planning  
Commission - Andrew R. McRoberts, County  
Attorney



**Andrew R. McRoberts**  
Attorney

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## MEMORANDUM

**TO:** Percy C. Ashcraft, County Administrator

**FROM:** Andrew R. McRoberts, SANDS ANDERSON PC, County Attorney

**DATE:** February 4, 2022

**RE:** Appointment of Supervisor to the Planning Commission

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As you know, this has been raised as an issue. You've asked my recommendation and advice on what step(s) the Board could take to clarify this for the future.

As we've discussed, this matter is controlled in part by Board discretion and in part by Va. Code sec. 15.2-2212, which states as follows:

***§ 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions.***

*A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.*

*One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only. Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of a local planning commission may be removed from office by the local governing body*

*without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.*

*The local governing body may provide for compensation to commission members for their services, reimbursement for actual expenses incurred, or both.*

This statute allows the Board, in its discretion, to appoint a supervisor to the Planning Commission, or not to appoint a supervisor to the Planning Commission. It also allows the Board to consider annually whether to keep the existing supervisor on the Planning Commission or to appoint "others to serve as their representatives" (such as another, different supervisor or even a citizen). Where, as here, a supervisor has been appointed to the Planning Commission, if the Board does not choose to appoint another person at its annual meeting, then the statute is clear that the term of the supervisor's service on the Planning Commission is the same as ("coextensive with") the term of the supervisor.

There has been some confusion over this issue. My recommendation is for the Board to discuss the issue and determine Board policy on the matter. Something like the following would clarify the matter, and who is in charge of making the decision:

"Pursuant to Virginia Code section 15.2-2212, the Board has appointed a supervisor to the Planning Commission. The Board is solely responsible to identify the supervisor, if any, appointed to the Planning Commission. As allowed by the statute, the Board may choose at its annual meeting whether to appoint someone else, but lacking such an action, the appointed supervisor shall serve on the Planning Commission until the conclusion of their term in office."

I believe this language clarifies what I understand existing Board policy is, and is consistent with the statutory language quoted above. I submit this as a draft; you or the Board may wish to discuss edits. This may be adopted by the Board as a policy statement if it wishes.

Please let me know if you have any questions.

**A.R.M.**



# AGENDA ITEM 7.a.

Motion to Convene Closed Meeting in accordance with Section 2.2-3711 (A)(5) of the Code of Virginia to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made and in accordance with Section 2.2-3711(A)(29) of the Code of Virginia to discuss the terms or scope of a public contract, because discussion in open session would adversely affect the bargaining position or negotiation strategy of the Board.

## **CLOSED MEETING MOTIONS**

**PERSONNEL** – In accordance with Section 2.2-3711 (A)(1) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consider a personnel matter involving the (choose from below):

1. appointment of individuals to Boards and Commissions.

2. interview of a prospective candidate for employment.

(or the)

3. Employment

6. Promotion

9. Salary

4. Assignment

7. Performance

10. Discipline

5. Appointment

8. Demotion

11. Resignation

of a specific public officer / appointee / employee.

**PUBLIC PROPERTY** – In accordance with Section 2.2-3711 (A)(3) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding real property used for a public purpose, specifically pertaining to (choose from below):

1. the acquisition of real property for a public purpose.

2. the disposition of (name publicly held real property involved).

because discussion in an open meeting may adversely affect the bargaining position or negotiating strategy of the Board.

**PROTECTION OF PRIVACY OF INDIVIDUALS** – In accordance with Section 2.2-3711 (A)(4) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding a personal matter not related to public business in order to protect the privacy of individuals.

**PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY** – In accordance with Section 2.2-3711 (A)(5) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.

**INVESTING OF PUBLIC FUNDS** – In accordance with Section 2.2-3711 (A)(6) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved and where discussion in open session would adversely affect the financial interest of the County.

**LEGAL MATTERS** – In accordance with Section 2.2-3711 (A)(7) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

- 1. consult with legal counsel, consultants, and/or staff on a matter of actual litigation in which the County is involved.
- 2. consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved.

because discussion in an open meeting may adversely affect the litigation position or negotiating strategy of the Board.

**LEGAL MATTERS** – In accordance with Section 2.2-3711 (A)(8) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consult with legal counsel on a specific legal matter (identify matter in general terms at a minimum) requiring the provision of legal advice by counsel.

**HAZARDOUS WASTE SITING** – In accordance with Section 2.2-3711 (A)(14) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the terms, conditions, and provisions of a hazardous waste siting agreement after a finding in open meeting that an open meeting will have an adverse effect upon the negotiating position of the Board or the establishment of the terms, conditions, and provisions of the siting agreement, or both.

**TERRORIST ACTIVITY** – In accordance with Section 2.2-3711 (A)(19) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

- 1. discuss plans to protect public safety relating to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, law-enforcement, or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety.
- 2. discuss reports or plans related to the security of any governmental facility, building, or structure, or the safety of persons using such facility, building, or structure.

**PUBLIC CONTRACTS** – In accordance with Section 2.2-3711 (A)(29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board, I move that the Board of Supervisors convene in Closed Meeting to (choose from below):

- 1. discuss the award of a public contract involving the expenditure of public funds.
- 2. interview bidders or offerors.
- 3. discuss the terms or scope of a public contract.



# AGENDA ITEM 7.c.

Certification of Closed Meeting

## **CERTIFICATION OF CLOSED MEETING**

Mr. Chairman, I move that the King William County Board of Supervisors approve Standing Resolution 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act.

### **STANDING RESOLUTION – 1 (SR-1) A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

**WHEREAS**, the King William County Board of Supervisors has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS**, Section 2.2-3712 (D) of the Code of Virginia requires a certification by the King William County Board of Supervisors that such Closed Meeting was conducted in conformity with Virginia law,

**NOW, THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the King William County Board of Supervisors in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the King William County Board of Supervisors.

**[ROLL CALL VOTE]**