



WINDSOR POLICE DEPARTMENT
 8 EAST WINDSOR BOULEVARD, P.O. BOX 307, WINDSOR, VIRGINIA 23487
 PHONE: 757.242.6799 FAX: 757.242.0328



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CHIEF ARLIS V. "VIC" REYNOLDS
"COMMITTED TO COMMUNITY"

To: Michael Stallings, Town Manager
From: Arlis Victor Reynolds, Chief of Police
Ref: Prioritization of Needs for Police Headquarters

Sir,

After our work-session recently I immediately began working on prioritizing our needs for the full completion of the Police Headquarters. Allow me to begin with my sincere gratitude to you, the Windsor Town Council and the fine residents of Windsor for whom this building belongs too. I would also like to point out, that by using the words "Full Completion", I am simply stating what I feel is the end goal that I set out to accomplish for this building and by no means, mean to imply that this structure is not capable and functional to fulfill this agencies mission as it currently is.

I have attached several memorandums to this report individually identifying two of the requests and the cost associated with completing it. For quick reference, I have also put them in order below based upon the priority that I feel is appropriate for this agency and the goals that I have for it. Through our combined recent discussion I have realized that I may have not been being completely reasonable as far as my expectations with regards to the timeframe that I set for myself to accomplish these tasks. I fully understand our fiscal restraints and more important, my responsibility to you, my Council and our taxpayers who are ultimately paying the bill.

Request	Item Description	Cost
1	Parking	\$11,200.00
1a	Parking Blocks	\$800.00
2	Officer Desks	\$800.00
3	FY 2013 Officer Mobile Data Terminal (2 units)	\$6000.00
4	Privacy Fencing (Separate Properties)	\$9,800.00
5	Phone Networking (Town Hall - PD)	\$6000.00
6	Poly-Comm (Video Magistrate System)	\$5,300.00
7	Grade and rake property to level	\$1,600.00
8	Car Port Paving Under Awnings (Stand-by Vehicle's)	\$2,650.00
9	Town Hall Camera Upgrade	\$7,950.00

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John 15:13

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It is my intent to incorporate all other needs and requests that may arise from this building and the Police Departments future needs into our existing budget or the CIP. I have compiled a list of high value equipment so that I can track its depreciation and replacement needs. I ask for understanding in regards to the fact that our agency takes very good care of its equipment and that we have made equipment such as police vehicles and officer computers, last far past its normal user life. Plus there is no historical data for me to rely on as far as the replacement schedule needed for these items.

I take full responsibility for the problems that I unintentionally caused in my effort to be fiscally responsible. I now realize that I have in the past waited to the last minute to replace items, keeping them until they literally fell apart which is a method that is neither working or efficient to the needs of the agency.

Yours In Service,


Arlis Victor Reynolds, Chief of Police

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