



# COMMONWEALTH OF VIRGINIA

Colonel Gary T. Settle  
Superintendent

(804) 674-2000

Lt. Colonel Kirk S. Marlowe  
Deputy Superintendent

## DEPARTMENT OF STATE POLICE

P.O. Box 27472 Richmond, VA 23261

(804) 674-2000

September 12, 2022

Michael P. Kochis, Chief of Police  
Town of Warrenton Police Department  
333 Carriage House Ln  
Warrenton, VA 20216

Dear Chief Kochis:

We sincerely appreciate your continued partnership as an affiliate of the Northern Virginia/District of Columbia Internet Crimes Against Children (NOVA/DC ICAC) Task Force. Fortunately, we have received Fiscal Year 2023 funding from the Virginia Department of Criminal Justice Services (DCJS) that enables us to further allocate monies to our task force affiliates who are in good standing. As stated in our Inter-Agency Agreement dated July 30, 2013:

Should additional funds become available during the agreed upon period, this agreement may be amended by written correspondence from the NOVA/DC ICAC Commander to permit the Town of Warrenton Police Department to expend the additional funds in accordance with this established IA.

As such, we are able to allocate additional funds to your agency in the amount of **\$4,000.00**. It should be noted that this funding is NOT grant-related. These are NOVA/DC ICAC funds that have been identified to support your ICAC work. Your allocation may be used towards expenses that include: salary, overtime, equipment, software, and for training that is specifically and exclusively related to the NOVA/DC ICAC Task Force's overall mission of combating Internet crimes against children. Please see the attachment to this letter for examples of in-scope and out of scope expenses. *All expenditures, except payroll expenses, require prior approval via email to SSA Michael J. Brown ([michael.brown@vsp.virginia.gov](mailto:michael.brown@vsp.virginia.gov)) or First Sergeant Robert Brown ([rob.brown@vsp.virginia.gov](mailto:rob.brown@vsp.virginia.gov)) and must be made in accordance with your agency's financial procedures and regulations. Reimbursement requests may also include ICAC expenses incurred between July 1, 2022 and the date of this letter.*

In order for reimbursement to be made to your locality, your staff will be asked to complete a reimbursement invoice, to provide proof of payment for the expense, and include the email granting approval of the expense. Proof of payment may be copies of checks, credit card receipts or statements, or accounting ledger reports showing the obligation of funds. Proof of payment is also copies of payroll records and timesheets if the reimbursement request is for salary or overtime. Please send your reimbursement requests via email with scanned attachments to Jackie Casey ([jackie.casey@vsp.virginia.gov](mailto:jackie.casey@vsp.virginia.gov)).

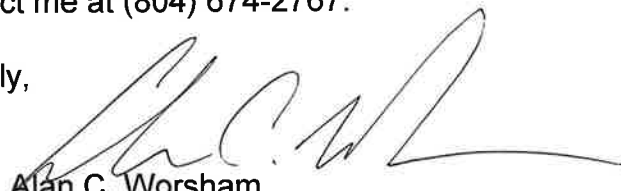
To allow sufficient time for processing, we ask that all reimbursement requests be received in our office by **May 1, 2023 unless** the request involves payroll reimbursement. Payroll reimbursement requests should be submitted no later than June 10, 2023.

Your continued partnership with the NOVA/DC ICAC Task Force is vital to the task force's overall success and we hope you find this additional funding beneficial to your efforts to combat child sexual predators and child pornography.

**Note: Please respond to us no later than November 1, 2022 via *postal or electronic mail* to verify that you will take receipt of the funds. Should we not receive verification, the respective funds must be reallocated to another affiliate to permit timely expenditures.**

Again, I thank you for all you do in support of the NOVA/DC ICAC Task Force. Should you have any questions please do not hesitate to contact me at (804) 674-2767.

Sincerely,



Captain Alan C. Worsham  
Division Commander  
Bureau of Criminal Investigation  
High Tech Crimes Division

ACW/jbc

Attachment