



DEPARTMENT FUNCTIONS

Clicking on the blue text will bring you to that Department's page on the County Website.

[Animal Services](#) 804.991.3200

Prince George County Animal Services Unit enforces the County's Animal Ordinance and Virginia law relating to animals. These personnel provide animal adoptions, locates and shelters strays, sick or injured animals, investigates animal cruelty and neglect, and quarantines animals within specified guidelines. Animal Services promotes responsible pet ownership and pet adoptions within the County.

[Circuit Court Clerk's Office](#) 804.733.2640

The Prince George Circuit Court (6th Judicial Circuit) is the trial court with the broadest powers in Virginia. The Circuit Court has authority to try a full range of cases, both civil and criminal, jury and non-jury. Some of the additional duties assigned to the Circuit Court are handling recordation of land transfers, financial statements, judgment liens, probate of wills, concealed handgun permits and marriage licenses.

[County Administration](#) 804.722.8600

Leads the operations of the County government to meet the needs of the citizens of Prince George County. The office advises members of the Board of Supervisors, recommends policies, and sets priorities for consideration by the Board concerning the provision of programs and services that provide the highest quality of life to County citizens. The County Administrator ensures compliance with federal, state and local laws and ordinances as well as maintains open communication with various sectors of the community such as the legislative delegation, business community, area governments, and county residents.

[Commissioner of the Revenue's Office](#) 804.722.8740

Administers the assessments for personal and business property taxes, machinery and tools taxes, business license taxes, meals and lodging taxes and others as required by the Board of

Supervisors and in accordance with the laws and statutes of the County and Commonwealth. We assist citizens with the preparation and filing of their Virginia State income tax returns and estimated vouchers; as well as manage the County's Real Estate tax relief programs.

[Community Corrections](#) 804.733.2760

Riverside Criminal Justice Agency (RCJA) provides pretrial and local probation services for the City of Hopewell, Prince George County, and Surry County. RCJA prepares investigative reports to assist the courts in making informed bonding decisions for incarcerated individuals. As a cost-effective alternative to incarceration, RCJA provides community supervision to justice-involved individuals referred by the courts. Pretrial conditions of supervision mitigate risk of failure to appear in court and risk to public safety, and probation conditions of supervision offer opportunity for behavioral change. Conditions may include drug/alcohol testing, substance abuse counseling, anger management, community service, and home electronic monitoring.

[Community Development & Code Compliance](#) 804.722.8659

The Department of Community Development and Code Compliance oversees and coordinates the Divisions of Building Inspections, Planning & Zoning, Environmental, and Code Compliance. The department is responsible for development activity oversight and enforcement from conceptual design and land use through permitting, construction and property maintenance.

[County Attorney](#) 804.722.8685

The office of the County Attorney only represents the County of Prince George, its agencies, officials, and employees on matters of public business and cannot provide legal advice to citizens nor can it refer citizens to private attorneys. The County Attorney focuses on issues relating to local government law, such as public finance, land use, public records, taxation, open meetings, condemnation, employment, administrative, and Constitutional law. The County Attorney prosecutes violations of the Uniform Statewide Building Code, the Statewide Fire Prevention Code, and the County's Zoning Ordinance. The County Attorney serves as the County's FOIA Officer.

[County Garage](#) 804.733.2799

The County Garage provides maintenance and repairs to all County owned vehicles (not school vehicles) ensuring their safety and reliability in the most cost efficient manner possible, while focusing on equipment needs necessary to provide services critical to the safety and wellbeing of the community.

[Economic Development](#) 804.722.8611

Recognized for its progressive, pro-business climate and customer-focused service, the Prince George Economic Development Department competes internationally to attract first class business and industry while nurturing small business development. Encouraging existing industry expansion and supporting the developing tourism industry are key components of the Prince George business development plan.

[Emergency Communications](#) 804.733.2770

The Prince George County Emergency Communications Center is staffed by professional communications personnel charged with providing 24/7/365 service to the citizens of Prince George County. They serve and protect the public by effectively receiving and processing 911 emergency calls and non-emergency calls, promptly dispatching public safety resources, and providing for the exchange of accurate, pertinent information. A Communications Officer's primary function is to serve as the liaison between the public and the Police Department, Fire Department, Emergency Medical Services and a various other federal, state and local resources.

[Finance](#) 804.722.8710

The department provides financial information and services to County stakeholders, and functions include general accounting, accounts payable, budgeting, financial reporting, grants administration, payroll and procurement/purchasing. The Finance Department produces the County's Annual Budget and Capital Improvement Plan, and coordinates the annual audit and produces the Annual Comprehensive Financial Report (ACFR). The department manages bond issuances and coordinates the repayment of debt service obligations. Additionally, Finance coordinates property risk-management services and the digital sale of surplus property.

[Fire & EMS](#) 804.722.8614

The department is responsible for protecting the lives and property of the community by providing emergency services such as fire suppression, vehicle extrication, hazmat response, emergency medical services, and medical care and transportation to patients. They also perform fire prevention and public education activities to help reduce the risk of fires and promote safety in the community. Their duties include responding to emergency calls, extinguishing fires, rescuing people and animals, investigating the causes of fires, and work closely with other public safety agencies and community organizations to ensure the safety and well-being of the community. Overall, the Fire and EMS department is critical for protecting the lives and property of the community by providing emergency medical services, fire suppression and prevention, and rescue services.

[General Services](#) 804.722.0775

The Department of General Services serves as an internal resource division, providing a full range of services to County Departments and Agencies and who offer vital resources and programs to the public. General Services consists of the maintenance of all County Facilities and Fleet Management Operations. This includes capital planning, design, construction management, operational management, project management, lifecycle maintenance and repair of all vehicles and equipment, building security, and ADA Compliance. Our staff responds to all calls regarding: trash collection, carpentry, cooling, custodial, electrical, heating, lighting, mechanical, painting, plumbing and structural problems and maintains all County Welcome Signs.

[Human Resources](#) 804.722.8669

Handles all personnel related activities. Coordinates recruitment efforts, oversees employee compensation and benefit programs, and ensures that the County is in compliance with federal and state employment laws. The department updates personnel and administrative policies, coordinates training, handles work related injuries, leads wellness campaigns and coordinates employee functions & activities.

[Information Technology](#) 804.722.8700

The Information Technology (IT) Department provides direct support to the County's administrative departments and employees (does not include the school system). The IT Department can provide some limited assistance to citizens who are having problems with the County's online bill pay system. The Geographic Information Systems (GIS) Office is a part of the IT Department. They provide data development and management, training, map products, and technical support to the citizens and departments of the County.

[Parks & Recreation](#) 804.458.6164

Parks and Recreation works to enhance the quality of life of Prince George County residents by promoting healthy lifestyles and providing enriching leisure activities. The department provides multi-generational recreational opportunities including sports, classes, special events, and maintenance of outdoor spaces among others. In addition, Parks and Recreation processes reservations for the use of County pavilions and Disputanta Community Center.

[Police Department](#) 804.733.2773

The Prince George County Police Department is a full-service law enforcement agency that provides a range of professional services in the community. The primary roles of the Department are to prevent crime, detect and apprehend criminals, protect life and property, provide emergency response, and provide support services. The basic building blocks of our

policing philosophy include partnering with our community, proactive policing, and problem solving.

Public Information Office 804.722.8607

The duty of the Public Information Officer is to disseminate information to the public through a variety of means including social media and press releases. The office reports directly to the County Administrator and works closely with the Board of Supervisors and department leadership to share information on a continuous basis. The office bears the responsibility of providing timely and accurate information to the public and media with the aim of promoting and increasing understanding of general government activities, programs, events and initiatives.

Real Estate Assessor 804.722.8629

The Real Estate Assessor's Office fairly and equitably assesses the real estate in Prince George County annually and provides accurate property information under the authority of the Constitution of Virginia, Code of Virginia and Prince George County Code and in accordance with standards of professional practice. Specifically, we administer an annual reassessment program, maintain accurate property information, process new construction, renovations and demolitions, administer special tax programs – exemptions & land use, process "office" appeals and provide administrative support to the Board of Equalization.

Registrar's Office 804.722.8748

The Registrar's Office provides all services concerning voter registration and elections. These services include address changes, absentee voting information, election statistics, information for potential candidates, information on voting for clubs and groups, and county precinct information.

Sheriff's Office 804.722.2690

The main function of the office is courthouse security for anyone who comes in contact with the offices located in the courthouse building. The office serves all court papers; subpoenas, warrant in debts, evictions and all other civil papers that are generated from the courts. The office provides a service entitled Project Lifesaver which is for all county citizens who have family members who have Alzheimer's, Dementia and Autism. This service would involve the family with the prior diagnosis listed to wear a bracelet that has a transmitter in it, and if they were to wander off from their residence, a deputy would respond to the area where they were last seen and use their receiver to find them and bring them safely home or get them the medical attention if needed. The office also gives presentations to social organizations if called upon.

Social Services 804.733.2650

The Department of Social Services provides services to citizens through the administration of benefit programs and responds to allegations of abuse or neglect of our most vulnerable citizens – children and adults aged 60 or older or adults with disabilities. The agency provides prevention services to families where children may be at risk of removal and placed into foster care.

A list of the programs and services are:

- Auxiliary Grant
- SNAP – Supplemental Nutrition Assistance Program
- TANF – Temporary Financial Assistance
- Medicaid
- Child Care – Assist applicants who are working or in school
- VIEW – Virginia Initiative for Education and Work
- SNAP E&T – Supplemental Nutrition Assistance Program Employment and Training Services
- EAP – Energy Assistance programs
- Prevention Services for children at risk of removal for placement into Foster Care
- Family Preservation and Family Support
- Adult Protective Services – APS
- Child Protective Services – CPS
- Foster Care and Adoption

Treasurer 804.722.8750

The primary responsibility of the Treasurer’s Office is to collect real estate taxes, personal property taxes, meals taxes, state income taxes, estimated taxes, business licenses, utility bills, public service bills, false alarm bills, parking tickets, and issuing animal licenses. We also maintain/balance online payments daily, receipt monies from other departments within our locality, file claims with state/receive reports for balancing/collection throughout the month, maintain DMV reporting on behalf of delinquent and/or paid accounts, file bankrupt collection claims with bankruptcy trustee/attorney, issue refund requests when adjustments are made by billing offices.

Utilities Department 804.722.8706

The Engineering and Utilities Department is responsible for assisting new customers with setting water and sewer service accounts or terminating the same services. They are responsible for site plan review for new residential, industrial and commercial development projects, and administers capital improvement projects for the expansion and improvement of the public utilities. The department handles inquiries for high water consumption or other concerns with customer water and sewer bills as well as inquiries regarding inadequate or a disruption in services.