

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA  
#1 COURT SQUARE, SUITE 203  
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, JULY 11, 2011

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
WAYNE DUNN, COMMISSIONER  
STEPHEN GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

**AGENDA AND DISCUSSION ITEMS**

At 10:45 A.M., the County Commission held a hearing on the Ronald M. Thompson estate. Attorney Berkeley Simmons, representing Marjorie Mayes, heir to the estate, requested that Ty Evans, Executor, be removed. This estate hearing was continued until July 21, 2011 at 11:15 A.M. due to the fact it was learned that Attorney Dave Palmer was representing the Executor, Ty Evans. (Probate Order)

At 11:00 A.M., the County Commission held a hearing on the Willard Lantz estate. Michael Lantz, heir, contested to the Co-Executors handling of the estate. After testimony from Michael Lantz and Richard Lantz, Co-Executor, an agreement was met. (Probate Order)

At 11:15 A.M., the County Commission met with Todd Grinstead, Manager of the Claywood Public Service District; Fred Rader from the MOV Regional Council; several members of the Claywood Public Service District; Domenick Cerrone, engineer; and Steve Hardman, legal counsel for Claywood Public Service District to discuss a question raised regarding the lack of fire hydrants in the Riser Ridge area. Attorney Steve Hardman was present representing the Public Service District. Domenick

Cerrone, Engineer for the project informed them of the need for various sizes of pipe in the extension.

At 11:50 A.M., the County Commission awarded the bid for the replacement of the courthouse steps to The David's Stone Company. (Order M/1534)

At 11:55 A.M. Christine Smith of the ARC brought several campers from their summer day program to thank the County Commission for their support in helping to repair their van.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

M/1528, M/1529, M/1530, M/1531, M/1532, M/1533, M/1534.

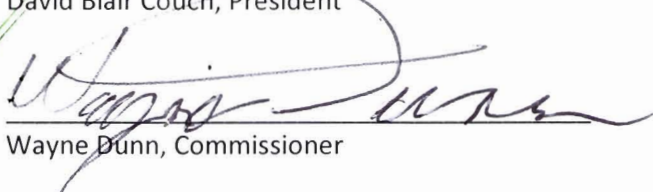
Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



\_\_\_\_\_  
David Blair Couch, President



\_\_\_\_\_  
Wayne Dunn, Commissioner



\_\_\_\_\_  
Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled July 11, 2011.

Wood County Commission Meeting  
Held July 11, 2011

Please Print

1.	Berkeley L. Simmons
2.	Dy [unclear]
3.	Marjorie J. Mayes
4.	Lloyd P. Fought
5.	Randy [unclear]
6.	Michael C. [unclear]
7.	Steve Hardner
8.	Todd Grinstead
9.	Randy Jaw
10.	Mike Matheny Miller
11.	Dominick Cerme
12.	Fred Rade
13.	Christina Smith - The Arc Summer Day Program
14.	
15.	
16.	
17.	
18.	
19.	
20.	



# Wood County Commission

7/11/2011  
 1 Court Square, Suite 203  
 Parkersburg, WV 26101

<b>9:30 AM</b>	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
<b>10:45 AM</b>	ESTATE OF RONALD M. THOMPSON – REMOVAL OF EXECUTOR	BERKELEY SIMMONS, ATTORNEY
<b>11:00 AM</b>	ESTATE OF WILLARD LANTZ – CONTESTING CO-EXECUTORS	MICHAEL LANTZ
<b>11:15 AM</b>	DISCUSS CLAYWOOD PSD FIRE HYDRANTS	TIM MEEKS AND TODD GRINSTEAD
<b>11:30 AM</b>	AWARD BID FOR REMOVAL AND REPLACEMENT OF COURTHOUSE STEPS	
<b>11:45 AM</b>	DISCUSS ARC SUMMER DAY PROGRAM	CHRISTINA SMITH

Special notes:	<ol style="list-style-type: none"> <li>1. Vacancies on Boards and Commissions</li> <li>2. Building Enforcement Properties</li> <li>3. Contribution Requests</li> <li>4. County Facilities</li> <li>5. Meldahl Subdivision Performance Bonds</li> <li>6. Discuss Humane Society Contract</li> <li>7. Phillips Court Alley – WTAP</li> <li>8. Discuss Change Orders for Justice Center</li> <li>9. Memorandum of Understanding for JAG Grant</li> </ol>
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In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisal of the Estate of HAROLD CHRISTENSEN, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

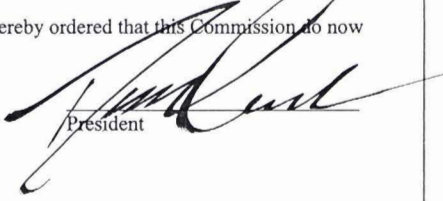
IN RE: ESTATE OF WILLARD C. LANTZ, DECEASED. (ORDER COUNTY COMMISSION-AGREEMENT MET)

This day came MICHAEL LANTZ, heir to the Estate of WILLARD C. LANTZ, deceased, before a hearing, Monday, July 11, 2011, before the County Commission, contesting to the Co-Executors handling of said Estate. The County Commission after hearing the testimonies of Michael Lantz, heir to said Estate, and Richard L. Lantz, Co-Executor of said Estate, discussed what could be done to reach an agreement. Both parties agreed to what needed to be done.

IN RE: ESTATE OF RONALD M. THOMPSON, DECEASED (HEARING CONTINUED)

This day came Berkley Simmons, Attorney for Marjorie F. Mayes, heir to the Estate of RONALD M. THOMPSON, deceased, before a hearing that was held Monday, July 11, 2011, requesting that Ty A. Evans, Executor of said Estate, be removed. The County Commission after hearing the information concerning said estate, ruled that the hearing be continued until Thursday, July 21, 2011, at 11:15 A. M.

There appearing no further business to claim the attention of this Commission, it is hereby ordered that this Commission do now adjourn to meet in Regular Session, Thursday, July 14, 2011, at 9:30 o'clock A. M.



President

7/11/11  
68/491

JULY 11, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-2011. SAID REQUEST IS IN THE AMOUNT OF \$437.27.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-2011. The Request for Reimbursement is in the amount of four hundred thirty-seven dollars and twenty-seven cents (\$437.27) for the month of June, 2011. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, and the Monthly Progress Report have been submitted.

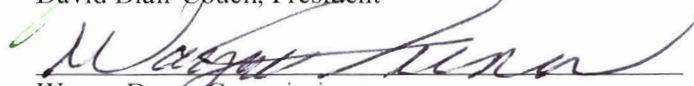
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

7/11/11  
69/491

**GOVERNOR'S HIGHWAY SAFETY PROGRAM**

2 Hale Street, Suite 100  
Charleston, WV 25301

TELEPHONE: (304) 558-6080

FAX: (304) 558-6083

**REQUEST FOR REIMBURSEMENT**

<b>RECEIVED</b> (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Grant Number: F11HS-03-2011
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 6/1/11 TO: 6/30/11

PROJECT CASH EXPENDITURES	Account #	Amount
	F11HS-03-2011	\$437.27
	<b>TOTAL</b>	<b>\$437.27</b>

**CERTIFICATION:**

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President  
Wood County Commission  
TYPED NAME & TITLE



7/11/11  
DATE

(Authorized Official or Grant Financial Officer ONLY)

**GOVERNOR'S HIGHWAY SAFETY USE ONLY**

**ADMINISTRATIVE APPROVAL:**

This request is approved in the amount of \$ \_\_\_\_\_  
Initials \_\_\_\_\_ Date \_\_\_\_\_

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Officer



JULY 11, 2011

7/11/11  
69/492

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE MONITORING REPLY REPORT IN REGARD TO THE WV DIVISION OF CRIMINAL JUSTICE SERVICES GRANT NO. 09-VAWR-11. .

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission to sign the Monitoring Reply Report in regard to the West Virginia Division of Criminal Justice Services Grant No. 09-VAWR-11. Said reply is in response to a recent monitoring visit of the program.

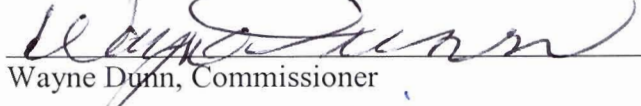
A copy of the Monitoring Reply Report is attached to this ORDER and should be made a part thereof.

Documentation pertaining to the Division of Criminal Justice Services Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

M/1529



Office of the County Commission of Wood County, West Virginia

Commissioners  
Rick Modesitt  
David Blair Couch  
Wayne Dunn



No. 1 Court Square  
Suite 203  
Parkersburg, WV 26101  
Phone 304-424-1984

7/11/11  
69/492

July 19, 2010

Mr. Nicholas Leftwich  
WV Division of Criminal Justice Services  
1204 Kanawha Boulevard East  
Charleston, WV 25301

Dear Mr. Leftwich:

RE: Grant No.: 09-VAWR-11

Please find enclosed information necessary as a result of a recent monitoring visit on the above referenced grant:

- Revised Goals and Objectives
- Parkersburg Police Department Client Survey
- Parkersburg Police Department Policy and Procedure regarding when an officer is a perpetrator in a domestic violence case

With regards to the Confidentiality Policy, the Parkersburg Police Department has indicated their Department is not able to develop a written client confidentiality policy. If you need additional information on this issue, please feel free to contact Capt. Delmas Barker at 304/424-8444.

If you have any questions on this or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304/428-7760. Thank you for your assistance with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "David Blair Couch", is written over a horizontal line.

David Blair Couch  
President

- Goal -** Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed. **You may only have one goal for each core team member agency (VS, CS, Pros, LE) with several objectives and activities to meet each goal.**
- Objective -** A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T.** (Specific, Measurable, Attainable, Results oriented and Time bound).
- Outcome Measure -** The data or tool used to measure achievement of the objective. How will data be collected, analyzed, and results shared.
- Activities -** What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**
- Timeline -** When will the activity begin and end. **You must have a timeline for each activity.**

Goal Number:	<u>One</u>	<b>The Parkersburg Police Department will experience a more coordinated approach to domestic violence and sexual assault cases.</b>
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Objective Number:	<u>1</u>	By the end of the grant year, the Detective Bureau of the Parkersburg Police Department will be involved in all the sexual assault and/or domestic violence cases which require further investigation and follow-up.
Outcome Measure:		This data will be collected each month on the law enforcement monthly report. This number will be compared with the number of cases which require further investigation and follow-up.

Activities to meet objective:	Timeline for each activity:
1. Parkersburg Police Department Officers will continue to respond to domestic violence and sexual assault calls as they have previously done.	1. On-Going
2. Domestic violence and/or sexual assault cases which require further investigation will be referred to the Parkersburg Police Department Detective Bureau.	2. On-Going
3. The Detective Bureau will provide the amount of time necessary to fully and completely investigate the case.	3. On-Going
4.	4.

Objective Number: 2 By the end of the grant year domestic violence and/or sexual assault victims will become better informed of domestic violence/sexual assault procedures and services which are available.

Outcome Measure: Notes will be provided in case files with regards to information provided to them.

Activities to meet objective:

Timeline for each activity:

- |  |             |
|--|-------------|
| 1. The Parkersburg Police Department Detective Bureau will gather brochures, flyers, etc. on domestic violence/sexual assault services in the community.     | 1. On-Going |
| 2. As detectives are meeting with domestic violence/sexual assault victims, they will provide the victims with information on local services and procedures. | 2. On-Going |
| 3. A client survey will be provided to each victim served.   | 3. On-Going |
| 4.   | 4.          |



## SURVEY

In order to serve you better as a victim and/or witness and to insure that your needs are addressed, please take some time to fill out this survey. The answers to this survey will provide us with the necessary information to address your concerns. Please indicate your response by circling a number from 1 to 5, with 1 being poor and 5 being excellent. There is space provided after each answer for any additional comments you may have.

1. Were your questions and concerns addressed?

1      2      3      4      5

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2. Were you made to feel as if your needs and concerns are important?

1      2      3      4      5

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3. Did the officer/detective advise what to expect during the investigative process?

1      2      3      4      5

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4. Did the officer/detective advise you of the programs available to you?

1      2      3      4      5

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5. Did the officer/detective make you feel safe during the process?

1      2      3      4      5

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an evidence locker with a completed evidence tag, or personally deliver it to the Evidence Technician, if it is during business hours, along with a list of recordings to be saved.

- a. Supervisory members shall ensure that any recordings containing documentation relating to Parkersburg Police Department traffic crashes, pursuits and/or uses of force shall be retained for a period of at least two (2) years.
  - b. Any recording relating to a DUI or any recording having evidentiary value shall be handled in the above fashion and placed into evidence.
2. The Shift Commander shall then supply the Officer with a replacement hard-drive if necessary.
  3. The Evidence Technician, or their designee, shall save the indicated recordings to DVD or CD, and return the hard drive to the appropriate Shift Commander.
  4. The Evidence Technician or their designee shall return the DVD or CD to the evidence custodian to be placed in the evidence room until the arresting officer advises that the case has been fully adjudicated.
  5. If needed, the Officer shall request a copy of the recording from the Evidence Technician or their designee.
  6. All data will remain on the unit's hard drive until the memory reaches full capacity at which time the unit will begin to rewrite the hard drive.

### **18.3.9 Family Violence/Protective Orders:**

#### **I. Purpose:**

The purpose of this policy is to establish a uniform procedure for accounting for, responding to and handling family violence situations.

#### **II. Policy:**

This Department recognizes its position as being the local agency most frequently called upon to respond to calls involving family violence. Therefore, it is the policy of this Department to respond to calls for police services involving family violence in accordance with statutory requirements. Calls for service involving family violence are priority calls and are processed as is any call involving crimes of violence. Arrest, consistent with state law, is an appropriate response in situations involving injury to the victim, use or

threatened use of a weapon, violation of a protective order, or other imminent danger to the victim.

### III. Definitions:

- A. **Domestic Violence:** The occurrence of one or more of the following acts between family or household members who reside together:
1. Attempting to cause or causing bodily injury with or without dangerous weapons;
  2. Placing another in fear or serious bodily injury by physical menace;
  3. Creating the fear of bodily injury by harassment, psychological abuse or threatening acts.
  4. Sexual abuse or sexual assault, as defined in WV Code §61, Article 8B.
- B. **Domestic Violence Order:** An instrument issued by a court to bring about cessation of abuse toward a complainant. These orders may:
1. Direct the person named in the order to refrain from abusing the complainant or minor children;
  2. Grant possession of the residence or household to the complainant or designating suitable alternative housing;
  3. Award temporary custody of minor and/or establish visitation rights;
  4. Provide temporary financial support to the abused party;
  5. Prohibit the defendant's entering of the complainant's/victim's school, place of business, or place of employment; direct counseling of involved person(s); or
  6. Prohibit harassment of the complainant by the defendant.
- C. **Family or Household Member** - Spouses, parents, children, grandparents, uncle, aunt, niece, nephew, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt-in-law, uncle-in-law, half brother, half sister, step children, step father, step mother, step grandparents, step uncle, step aunt, 1<sup>st</sup> or 2<sup>nd</sup> cousin, persons living as spouses, who formerly resided as spouses, are or were sexual or intimate partners, are or were dating, have a child in common regardless of whether they have or were

married or lived together or other persons related by consanguinity or affinity.

- D. **Protective order** - An order issued following a full hearing in accordance with the WV Code §48-2A-6, and remaining in effect for a period of up to 60 days.
- E. **Temporary orders** - An "Ex Parte" order as defined in WV Code §48-2A-5 issued upon clear and convincing evidence of children, and remaining in effect until a full hearing is conducted and either the complainant's allegations proven or the petition dismissed.

#### IV. Responsibilities:

(Domestic violence orders are for the use of law enforcement personnel only and contents should not be disclosed to the general public (except the complainant or defendant name in such order).

- A. The Investigative Division Commander shall be responsible for the following:
  - 1. To establish a file of Ex Parte (Temporary Protective Order) and Protective Orders similar to an arrest warrant file;
  - 2. To provide a file copy for retention at the Communications Center;
  - 3. To periodically purge the file of outdated information;
- B. The TAC Dispatcher shall be responsible for the following:
  - 1. To train the duty dispatcher on procedures for incidents involving family violence;
  - 2. To assist the Investigative Division Commander in periodical purges of outdated information.
- C. The on-duty Dispatcher shall be responsible for disseminating information or data contained in the Protective Order file upon request from law enforcement personnel.
- D. Uniform Division Officers shall be responsible for responding to family violence situations in a manner that is consistent with the provisions contained herein.
- E. Investigators shall be responsible for assisting, as in any crime of violence, in the follow-up investigation, filing of appropriate charges, presenting evidence and testifying in Court.



## V. General Provisions:

- A. An Officer's objectives at an incident involving domestic violence are established in the following priorities:
1. To minimize the opportunities for injury to an Officer;
  2. To stop existing violence or criminal conduct;
  3. To remove the imminent threat of violence or criminal conduct;  
(An Officer shall make warrantless arrest whenever a misdemeanor is committed in their presence, there is probable cause to believe that a felony has been committed and evidence exists to satisfy all elements of the crime, and/or the Officer witnesses a violation of a valid protective order.) Also, if the Officer determines that credible corroborative evidence that a criminal violation has occurred, pursuant to WV Code §61-2-28, and if the Officer observes a violation of a condition of bail.
  4. To secure proper medical attention to victims;
  5. To inform victims of their rights. (When no arrest is made, the Officer shall advise the victim of the procedures for filing a private criminal complaint or obtaining a domestic violence protective order.);
  6. To take reasonable steps to ensure the safety of the victims;
    - a. Should access to the complaint location be denied by person(s) other than the alleged victim, the Officer shall have the on-duty Dispatcher attempt to make telephone contact with the victim;
    - b. If access is denied, telephone contact cannot be made and information available to the Officer indicates that a valid entry affidavit is on file, the Officer may enter the residence to ensure the safety of the victim;
    - c. If access is denied, telephone contact cannot be made and the Officer has no indication that an entry affidavit is on file, forced entry may be appropriate when the residence area shows signs of an altercation; or when a person from inside the residence calls for assistance or is yelling; or when a person from inside is visible and the Officer observes that the person is injured or is otherwise in need of assistance.



- d. If no entry affidavit is on file and circumstances do not exist to warrant forced entry, the officer shall so notify the Shift Supervisor and may then either observe the scene from public property or leave and make frequent returns to the scene, time and resources permitting.
- B. An Officer investigating an incident where they reasonably believe that domestic violence occurred shall:
1. Complete a written report in those instances where domestic violence is apparent or reported. If an arrest is not made, the Officer shall document the reasons in the report;
    - a. Officers investigating a domestic violence complaint shall complete a Domestic Violence Report.
    - b. Officers investigating a domestic violence complaint involving an apparent criminal offense shall comply with normal reporting procedures, in addition to the report required in section (a) above.
  2. Document the Officer's observations of the victim, abuser, visible injuries, weapons present, and any other circumstances or facts significant to the abuse situation. When possible, the Officer shall photograph any personal injuries or property damage sustained by the victim;
  3. Provide the victim and the abuser with an explanation of victim's rights and inform both parties that any person who uses force to physically injure a household member has violated the law;
  4. Inform victims that they have the right to be protected from further assault and abuse, to swear to a criminal complaint against the abuser and obtain an order of protection from the court;
  5. Advise any possible adult victim of family violence of all reasonable means to prevent further violence.

## VI. Procedures:

- A. An Officer investigating an incident involving family violence shall, where circumstances reasonably permit, conduct the following activities:
1. Interview the parties separately so that the victim can speak freely without being inhibited by the presence of the offender.

2. In those instances where an arrest is not made, the Officer should recommend that one party or the other leave the residence. The Officer shall remain in the residence for a reasonable period of time to allow the person leaving to gather personal and necessary belongings.
  3. Inform the victim of the Domestic Violence Shelter.
  4. Arrange for transportation of the victim to the shelter, medical treatment facility, or other appropriate victim assistance agency: An Officer called upon to arrange for transportation shall consider:
    - a. Calling for E.M.S., if applicable;
    - b. Transporting the victim to the Domestic Violence Shelter; or
    - c. Having a reliable family member or other reliable person, transport the victim.
  5. Remove dangerous weapons for a reasonable period of safekeeping. If a weapon is used in the commission of a crime, seize the weapon as evidence.
- B.** An Officer investigating an incident involving family violence who becomes aware that a person has committed a felony assault, shall arrest the person without a warrant if such person is still in the immediate area and the Officer reasonably believes that more violence will occur.
1. If the suspect has left the immediate area, the Officer shall attempt to have the victim transported to an appropriate shelter and a warrant issued for the suspect.
  2. Arrests under this section shall be consistent with the degree of injury.
- C.** An Officer shall arrest and take into custody without a warrant any person found in violation of certain provisions of a Domestic Violence Order upon:
1. The complainant displaying a copy of such order that is valid by date, and it is apparent that the offender is in violation of the order and the violation is in the presence of the Officer;
  2. The complainant does not have the order but claims one has been issued and this is verified by a manual check of the file by the Dispatcher as being valid, and it is apparent that the offender is in violation of the order and the violation is in the presence of the Officer;

3. In those instances where the offender is no longer present when the Officer arrives, an incident report shall be filed by the Officer, and instructions or assistance shall be given to the complainant in regards to contacting a Magistrate for assistance in filing charges. (In the event that a minor child has been taken or any person is forced under duress to go with, or is forcibly detained by the offender, the matter shall be regarded as a potential kidnapping/hostage situation and shall be handled accordingly.); or
  4. Arrest under this section shall be for Violation of a Domestic Violence Order WV Code §48-2A-10.
- D. In those instances when a person calls for an Officer to accompany them to a private residence to remove personal property because of a pending divorce proceeding and/or potential violence, the Shift Supervisor shall make a determination on the need of such escort based on the circumstances of the case. If an Officer is assigned, they shall maintain a neutral position and shall act only to prevent criminal conduct by the individual parties.
- E. In those instances where either the complainant/victim or alleged offender is a sworn police officer the Shift Supervisor shall be notified in all domestic situations including Domestic Violence Orders.
1. If the complainant/Victim or alleged offender is a Parkersburg Police Officer the Division Commander and Chief of Police shall be notified.
  2. Uniformed and Investigative Officers shall follow all policies outlined in 18.3.9 of the Parkersburg Police Departments Rules and Regulations when a Sworn Officer is involved in a domestic violence situation.

#### **18.3.10 Child Abuse/Neglect Cases:**

##### **I. Purpose:**

The purpose of this directive is to establish Department Policy and Procedure with regards to the handling of neglected and/or abused children.

##### **II. Policy:**

It is within the scope of the responsibilities of the Officers of this Department to recognize instances in which child abuse/neglect has taken place and to take appropriate action to protect the involved child/children. It is the policy of this Department to take immediate action to prevent abuse/further abuse of children within the tenants of the Code of West Virginia by investigation of



2. In those instances where an arrest is not made, the Officer should recommend that one party or the other leave the residence. The Officer shall remain in the residence for a reasonable period of time to allow the person leaving to gather personal and necessary belongings.
  3. Inform the victim of the Domestic Violence Shelter.
  4. Arrange for transportation of the victim to the shelter, medical treatment facility, or other appropriate victim assistance agency: An Officer called upon to arrange for transportation shall consider:
    - a. Calling for E.M.S., if applicable;
    - b. Transporting the victim to the Domestic Violence Shelter; or
    - c. Having a reliable family member or other reliable person, transport the victim.
  5. Remove dangerous weapons for a reasonable period of safekeeping. If a weapon is used in the commission of a crime, seize the weapon as evidence.
- B. An Officer investigating an incident involving family violence who becomes aware that a person has committed a felony assault, shall arrest the person without a warrant if such person is still in the immediate area and the Officer reasonably believes that more violence will occur.
1. If the suspect has left the immediate area, the Officer shall attempt to have the victim transported to an appropriate shelter and a warrant issued for the suspect.
  2. Arrests under this section shall be consistent with the degree of injury.
- C. An Officer shall arrest and take into custody without a warrant any person found in violation of certain provisions of a Domestic Violence Order upon:
1. The complainant displaying a copy of such order that is valid by date, and it is apparent that the offender is in violation of the order and the violation is in the presence of the Officer;
  2. The complainant does not have the order but claims one has been issued and this is verified by a manual check of the file by the Dispatcher as being valid, and it is apparent that the offender is in violation of the order and the violation is in the presence of the Officer;



- Goal -** Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed. **You may only have one goal for each core team member agency (VS, CS, Pros, LE) with several objectives and activities to meet each goal.**
- Objective -** A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T.** (Specific, Measurable, Attainable, Results oriented and Time bound).
- Outcome Measure -** The data or tool used to measure achievement of the objective. How will data be collected, analyzed, and results shared.
- Activities -** What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**
- Timeline -** When will the activity begin and end. **You must have a timeline for each activity.**

<b>Goal Number:</b>	<b><u>One</u></b>	<b>The Wood County Prosecuting Attorney's Office will see an increase in the number of guilty of highest convictions.</b>
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**Objective Number:** 1 By the end of the grant year, there will be a 2 percent increase in the number of guilty of highest conviction as compared to the number during the prior grant period. The percent will increase from 32% to at least 34%.

**Outcome Measure:** This data will be collected each month on the Prosecutor's monthly data report from the domestic violence cases/files. All the months will be totaled at the end of the grant period and compared to those of the prior grant period.

**Activities to meet objective:**

**Timeline for each activity:**

1. The Assistant Prosecutor for Domestic Violence will review each domestic violence related case that is referred to the Prosecuting Attorney's Office and will determine the best strategy for the case..

1. On-Going

2. The Assistant Prosecutor will work with the Victims Advocate to explain the process to the victim and to assist with referrals to other services as needed..

2. On-Going

3. The Assistant Prosecutor will work with the STOP Team to provide trainings and information on domestic violence and sexual assault to agencies that work with domestic violence/sexual assault victims.

3. October 2010, January 2011, March 2011, and May 2011

4. The Assistant Prosecutor will work with the STOP Team to provide trainings and

4. October 2010, March 2011, and May 2011

information on domestic violence and sexual assault to the general public as well as specific groups.

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Objective  
Number: \_\_\_\_\_

Outcome  
Measure:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.



Goal Number: Two      **The Wood County Sheriff Department will provide a more coordinated approach to domestic violence and sexual assault cases.**

Objective Number: 1      A full-time Domestic Violence Officer will be hired by the Wood County Sheriff Department who will oversee all the County's domestic violence and sexual assault cases..

Outcome Measure:      Records will be maintained by the Wood County Sheriff Department on the cases responded to by the Department, the Domestic Violence Officer's involvement, and the results of each case..

Activities to meet objective:

1. A Domestic Violence Officer will be appointed, and the position will be backfilled following Wood County Sheriff Department procedures.
2. The Domestic Violence Officer will oversee the investigation of all domestic violence and sexual assault cases.
3. The Domestic Violence Officer will oversee the prosecution of all domestic violence and sexual assault cases.
4. The Domestic Violence Officer will attend all STOP Team Meetings and all related trainings and meetings,

Timeline for each activity:

1. Appointment - by July 15, 2010; Backfill - within 90 days
2. September 2009, December 2009, March 2010, and June 2010
3. On-Going
4. On-Going

*Did not receive funding for position*

Objective Number: \_\_\_\_\_

Outcome Measure:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Goal Number: Three      **The underserved population of sexual assault victims will become better informed regarding available community services and how to avoid these incidents.**



Objective Number: 1 Throughout the grant year, there will be at least one training/presentation per quarter geared towards these underserved populations.

Outcome Measure: Records will be maintained by each Team member who provides a presentation including information such as how many people were reached, where was the presentation, reactions and/or results to the presentation, etc.

Activities to meet objective:

Timeline for each activity:

- |  |                   |
|--|-------------------|
| 1. At the first STOP Team meeting after the grant has been approved the Team will determine the presentation schedule for the upcoming year.             | 1. July 2010      |
| 2. Appropriate STOP Team members will follow-up with their assignments and schedule a presentation. They will report back at the next STOP Team meeting. | 2. August 2010    |
| 3. 1 <sup>st</sup> Quarter Presentation  | 3. September 2010 |
| 4. 2 <sup>nd</sup> Quarter Presentation  | 4. December 2010  |
| 5. 3 <sup>rd</sup> Quarter Presentation  | 5. March 2011     |
| 6. 4 <sup>th</sup> Quarter Presentation  | 6. June 2011      |

CELL PHONE POLICY - Wood County STOP Team (Adopted 10/22/10 )

Cell phones are furnished to certain individuals who are funded thru the VOCA, VAWA, and VAWA-RA Grants received by the Wood County Commission.

All VOCA, VAWA, and VAWA-RA Grant individuals who have cell phones are to adhere to the following rules regarding use:

The Wood County STOP Team requires the safe use of cell phones by VOCA, VAWA, and VAWA-RA Grant individuals while conducting business.

These individuals shall not use cell phones while driving because of safety concerns, but should pull to the side of the road to make or receive telephone calls.

If unable to pull over or stop prior to receiving a cell phone call, these individuals shall keep the business conversation brief and immediately locate a safe area to park.

These individuals shall also not text while driving. Texting includes making and sending a message as well as receiving one. If it is necessary to make and/or receive a text, the individual should safely pull to the side of the road and locate a safe place to park. There are no exceptions to this requirement. There shall be no texting while driving.

The Wood County STOP Team does not permit these VOCA, VAWA, and VAWA-RA Grant individuals to drive while using a hand-held cell phone for any type of use.

JULY 11, 2011

7/11/11  
69/492

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A REIMBURSEMENT REQUEST FOR THE WEST VIRGINIA DIVISION OF CRIMINAL JUSTICE SERVICES ASSISTANCE GRANT NUMBER 09-RAJ-89. SAID REIMBURSEMENT IS IN THE AMOUNT OF \$9,022.18.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer, and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE a Reimbursement Request for the West Virginia Division of Criminal Justice Services Assistance Grant Number 09-RAJ-89. Said Request for Reimbursement is in the amount of nine thousand twenty-two dollars and eighteen cents (\$9,022.18) for the month of June, 2011. Along with a Grant Progress Report; a Request for Reimbursement; a Financial Recap Page; and the Project Financial Report are being submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Pertinent documentation pertaining to the aforementioned Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner



7/11/11  
69/492

<b>WEST VIRGINIA</b> Division of Justice and Community Services	<b>Request for Reimbursement</b>
--	----------------------------------

<b>RECEIVED</b> (For DJCS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 09-RAJ-89
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 6/1/11 TO: 6/30/11

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
Personnel/Contractual	\$-0-
Travel/Training	\$6,989.02
Space	-0-
Other	\$240.00
Equipment	\$1,793.16
<b>TOTAL</b>	<b>\$9,022.18</b>

**CERTIFICATION:**

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission  
 TYPED NAME & TITLE  
 (Authorized Official or Grant Financial Officer ONLY)



SIGNATURE 7/11/11  
DATE

DJCS USE ONLY	
<b>ADMINISTRATIVE APPROVAL:</b>	
This request is approved in the amount of \$ _____	
Initials	Date
Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.	
_____ Date	_____ Program Accountant

7/11/11  
69/492

JULY 11, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A REQUEST FOR REIMBURSEMENT FOR WEST VIRGINIA DCJS ENFORCING THE UNDERAGE DRINKING LAWS GRANT PROGRAM #10-EUD-011 IN THE AMOUNT OF \$2,777.58

**ORDER**

On this date, the County Commission of Wood County upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE, the Request for Reimbursement and applicable forms for the 2010/2011 West Virginia Division of Criminal Justice Services Enforcing The Underage Drinking Laws Grant Program Number 10-EUD-011. Said Request for Reimbursement is in the amount of two thousand seven hundred seventy-seven dollars and fifty-eight cents (\$2,777.58) for the month of June, 2011. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; the Time Sheets for Kelly Shook, SOBER Program Coordinator; the Monthly Project Director's Report; the Demographic Report are being submitted.

A copy of the Progress Report is attached to this Order and should be made a part thereof.


The aforementioned Grant Application and pertinent documentation pertaining to the aforementioned Grant Application is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_

David Blair Couch, President

  
\_\_\_\_\_

Wayne Dunn, Commissioner

  
\_\_\_\_\_

Stephen Gainer, Commissioner



7/11/11  
69/492

<b>WEST VIRGINIA</b> Division of Justice and Community Services	<b>Request for Reimbursement</b>
--	----------------------------------

<b>RECEIVED</b> (For DCJS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 10-EUD-011
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures FROM: 6/1/11 TO: 6/30/11

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
Personnel/Contractual	\$74.50
Travel/Training	\$-0-
Space	\$-0-
Other	\$2,703.08
<b>TOTAL</b>	<b>\$2,777.58</b>

**CERTIFICATION:**

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission 7/11/11  
 TYPED NAME & TITLE SIGNATURE DATE  
 (Authorized Official or Grant Financial Officer ONLY)

DJCS USE ONLY	
<b>ADMINISTRATIVE APPROVAL:</b>	
This request is approved in the amount of \$ _____	
Initials	Date
Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.	
_____ Date	_____ Program Accountant



JULY 11, 2011

7/11/11  
69/492

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A REQUEST FOR REIMBURSEMENT FOR WEST VIRGINIA DCJS ENFORCING THE UNDERAGE DRINKING LAWS GRANT PROGRAM #09-EUD-127 IN THE AMOUNT OF \$1,645.92.

**ORDER**


On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf the County Commission, to EXECUTE the Request for Reimbursement and applicable forms for the West Virginia Division of Criminal Justice Services Enforcing The Underage Drinking Laws Grant Program Number 09-EUD-127. Said Request for Reimbursement is in the amount of one thousand six hundred forty-five dollars and ninety-two cents (\$1,645.92) for the month of June, 2011. Along with the Request for Reimbursement Form; a Financial Recap Page; and Project Financial Report; and the Monthly Project Director's report are being submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.


Documentation pertaining to the Enforcing the Underage Drinking Laws Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

M/1532

7/11/11  
69/492

<b>WEST VIRGINIA</b> Division of Justice and Community Services	<b>Request for Reimbursement</b>
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<b>RECEIVED</b> (For DJCS Use Only)	Subgrantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	Project #: 09-EUD-127
	FEIN#: 556 000 417
	Funds are hereby requested to cover expenditures
	FROM: 6/1/11 TO: 6/30/11

**PROJECT CASH EXPENDITURES**

CATEGORY	AMOUNT
Personnel/Contractual	\$.50
Travel/Training	\$-0-
Space	\$-0-
Other	\$1,645.42
<b>TOTAL</b>	<b>\$1,645.92</b>

**CERTIFICATION:**

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission  
 TYPED NAME & TITLE  
 (Authorized Official or Grant Financial Officer ONLY)

  
 SIGNATURE 7/11/11  
 DATE

DJCS USE ONLY	
<p><b>ADMINISTRATIVE APPROVAL:</b></p> <p>This request is approved in the amount of \$ _____  <span style="margin-left: 150px;">Initials</span> <span style="margin-left: 100px;">Date</span></p> <p>Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.</p> <p>_____  <span style="margin-left: 50px;">Date</span> <span style="margin-left: 200px;">Program Accountant</span></p>	

7/11/11  
69/493

JULY 11, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F11-HS-03-402. SAID REQUEST IS IN THE AMOUNT OF \$9,428.73.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F11-HS-03-402. The Request for Reimbursement is in the amount of nine thousand four hundred twenty-eight dollars and seventy-three cents (\$9,428.73) the month of June, 2011. The Request for Reimbursement form, the Program Activity Report, the Project Financial Report, the time sheets for Tiano-Knopp Associates, the Roane County Sheriff's Department, the Wood County Sheriff's Department and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner





7/11/11  
69/493

JULY 11, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AWARDED THE BID FOR THE  
COURTHOUSE STEPS REPLACEMENT PROJECT TO DAVID'S  
STONE COMPANY.

**ORDER**

On this date, the County Commission of Wood County, at 11:30 A.M. upon a motion made by Wayne Dunn, seconded by Stephen Gainer, and made unanimous by David Blair Couch, did hereby AWARD the bid for the Wood County Courthouse steps replacement project. The bid was awarded to David's Stone Company, Marietta, Ohio. Said award is for sixty-eight thousand five hundred dollars and zero cents (\$68,500.00). Bids were received for review on June 27, 2011.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_

David Blair Couch, President

  
\_\_\_\_\_

Wayne Dunn, Commissioner

  
\_\_\_\_\_

Stephen Gainer, Commissioner

M/1534

7/27/11 @  
11:15 am

10:45 – Estate - Probate ORDER for hearing to be continued since it was revealed that Attorney Dave Palmer was representing the current executor, Ty Evans.

11:00 – Estate – Probate ORDER

11:15 – Todd Grinstead, Manager of the Claywood Public Service District, along with Fred Rader from the Mid-Ohio Valley Regional Council and several PSD board members met with the commission to discuss a question raised regarding a recent water line extension in the Riser Ridge area the PSD ran in which fire hydrants were omitted. Attorney Steve Hardman was present representing the PSD. Domenick Cerrone, engineer for the project addressed the commission to inform them of the need for various sizes of pipe in the extension. /

11:50 – Bid awarded for the replacement of the courthouse steps to The David’s Stone Company.  
ORDER

11:55 – Christina Smith from the ARC brought several campers from their summer day program to thank the commission for their support of the program by providing money to repair their van which was broken down recently.