

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

NO. 1 COURT SQUARE, SUITE 203
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
MONDAY, MAY 6, 2024

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER
JAMES E. COLOMBO, COMMISSIONER

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

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay 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 an Application for a Court Security Fund Grant with the West Virginia Division of Administrative Services/Justice & Community Services. Said grant application is in the amount of Two Hundred Six Thousand Two Hundred Twenty-Nine Dollars and 00/100ths. (Order A/2938)

At 9:31 A.M., the County Commission presented the Spirit of Wood County award to Steve Altmiller, CEO of Camden Clark Hospital who is retiring soon.

The County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby Authorize bids to be let out and advertised for the purchase and installation of metal bollards for County owned buildings. (Order A/2941)

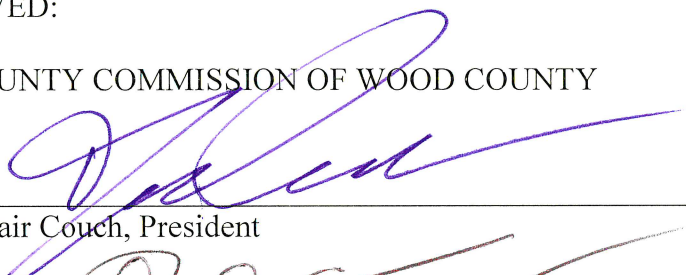
Having no further scheduled appointments or business to attend to, the County Commission adjourned at 9:58 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

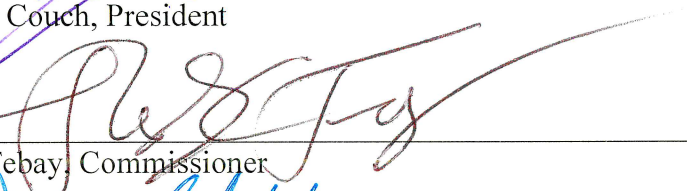
A/2938 and A/2941

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting
Held May 6, 2024

Please Print

1. Director Gerald L. BRANDSASSE
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.



Wood County Commission
Agenda

May 6, 2024 | 9:30 A.M.
1 Court Square Suite 203
Parkersburg, WV 26101

9:30 A.M.	Consider signing Court Security Grant	Gerald Brandsasse, Director-Court/Support Services
	Present Spirit of Wood County to Steve Altmiller	
	Administrator's Report	Marty Seuffer, County Administrator
	County Commission Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, improprieties and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

MAY 6, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A COURT SECURITY FUND GRANT.

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay 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 an Application for a Court Security Fund Grant with the West Virginia Division of Administrative Services/Justice & Community Services. Said grant application is in the amount of Two Hundred Six Thousand Two Hundred Twenty-Nine Dollars and 00/100ths.

A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2938

**WEST VIRGINIA
DIVISION OF ADMINISTRATIVE
SERVICES / JUSTICE & COMMUNITY
SERVICES**

**COURT SECURITY FUND
GRANT PROGRAM**

GRANT APPLICATION

PAGE – 1

1. **Applicant:** Wood County Sheriff
Address: 401 2nd St., STE 11
Parkersburg, WV 26101
Phone/Fax: 304-424-1924
FEIN# 556000417

5

Grant Funds Requested: \$: 206,229

2. **Project Director:** Director G.L. Brandsasse
Address: 401 2nd St., STE 11
Parkersburg, WV 26101
Phone/Fax: 304-424-1911
Email: gbrandsasse@woodcountywv.com

6

Authorized Official: David Blair Couch

Address: 1 Court Sq., Parkersburg, WV 26101

Phone/Fax: 304-424-1984

Email: dbc@woodcountywv.com

3. **Fiscal Officer:** Marty Seufer
Address: 1 Court Sq.
Parkersburg, WV 26101
Phone/Fax: 304-424-1976
Email: seufer@woodcountywv.com

7

Project Period:

Beginning Date: July 1, 2024

Ending Date: June 30, 2025

4. **Geographic Area Served:** 377 square miles
Population: 84,296 (2020)

8

Type of Application:

☒ **Initial** ☐ **Continuation** ☐ **Revision**

9. **Project Title and Description:**

Replacement and upgrade of video surveillance cameras and systems for the three Wood County Court facilities.

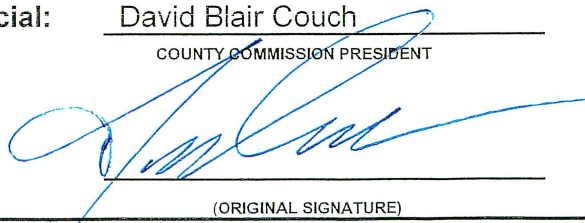
10. **Certification:**

To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body, and the applicant will comply with the attached Special Conditions and Assurances if grant assistance is provided.

Authorized Official: David Blair Couch
COUNTY COMMISSION PRESIDENT

Title: Wood County
Commission President

Signature:


(ORIGINAL SIGNATURE)

Date:

5/6/2024

COURT SECURITY FUND	ITEMIZATION OF FUNDS BY CATEGORY PAGE 2		
Applicant: Wood County Sheriff	Local Matching Funds (If Applicable)	Grant Funds Requested	Approved (JCS Use Only)
<u>Personnel/Contractual</u> UNALLOWABLE <u>Travel/Training</u> UNALLOWABLE	NO MATCH REQUIRED	\$0 \$0	
<u>Equipment</u> (ITEMS COSTING MORE THAN \$5,000) 122 various pieces of equipment with an estimated cost of \$121,466; Miscellaneous installation supplies with an estimated cost of \$880; <u>Other</u> Labor with an estimated cost of \$65,135; 10% increase in that quote in anticipation of price increases and potential change orders prior to and during the contracted period with the vendor estimated to be \$18,748.	\$206,229		
Total Local Funds			
Total Grant Funds	\$206,229		
Total Approved Project	\$206,229		

COURT SECURITY FUND		BUDGET SUMMARY	
		PAGE 3	
Applicant: Wood County Sheriff		Federal Employer Identification Number: 556000417	
Category	Court Security Funds (A)*	Matching Funds (if applicable) (B)	Total Funds (A + B)
Personnel/ Contractual	-0-		
Travel/Training	-0-		
Equipment	\$206,229		\$206,229
Other			
Total Budget	\$206,229		\$206,229

* Total of column A shall be placed in the space on page one for Grant Funds Requested.

All funds must be rounded to the nearest whole dollar.

COURT SECURITY FUND**BUDGET NARRATIVE****PAGE 4**

Provide here a justification and detailed explanation of the budget items shown on pages 3 and 4. (Add pages if necessary) This should contain criteria and data used to arrive at estimates and costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved. **A prioritized listing of equipment needed to improve the security of the court facilities in the county, including cost estimates for such equipment. Please provide an explanation of additional staffing needed, if any, for requested equipment. (Court Security Funds will not pay for the additional personnel needed, if any, for the equipment).**

The video surveillance system for each of the three Wood County Court Complexes is outdated, inadequate, does not provide sufficient coverage, often fails, and provide distorted and unidentifiable imagery. The funds requested in this application are for the equipment, installation, and training of all new Surveillance Camera systems within the Wood County Circuit Court, Magistrate Court, and Family Court. The obtained quote from a commercial vendor, obtained March 2024, was for \$187,481. The requested amount of \$206,229 includes a 10% increase in that quote in anticipation of price increases and potential change orders prior to and during the contracted period with the vendor. As Video Surveillance is considered a force multiplier, completion of this project will require no additional manpower to monitor and maintain the systems as existing County Court Officers, IT Technicians, and Sheriff Department Executive Staff would assume those responsibilities. This project would require 122 various pieces of equipment with an estimated cost of \$121,466; miscellaneous installation supplies with an estimated cost of \$880; and labor with an estimated cost of \$65,135.

PROJECT DESCRIPTION INSTRUCTIONS

On a separate page(s), present and explain the project **using the following outline/format.**

COURT SECURITY PLAN

1. *An assessment of the existing security measures in place and any problems or shortcomings with existing procedures.*

The current Court Officer/Bailiff allocation to the Wood County Sheriff is the minimum necessary to staff all required positions. The personnel and equipment in place are loosely adequate to protect the Judges, Staff, and citizens who utilize our three court complexes. On many occasions we have had to utilize Home Confinement Officers, Sheriff Deputies, and Holding Center Corrections Officers to augment the Court Officers for prisoner transport and Court Room Security. The full replacement of the Video Surveillance systems will be a force multiplier allowing increased observations and quicker responses. The Director of Court Services for the Wood County Sheriff is currently reviewing all security measures and procedures and implemental modern training, processes, and procedures as vulnerabilities are identified. Additionally, all Policies regarding Court Security processes are being updated. Part-time Court Officers are being added to the staff as the Court Officers have undertaken additional statutory responsibilities.

2. *A description of how the county responds to court security emergencies and whether the response is adequate.*

A formalized Security Emergency Response is being developed by the Director of Court Services. Currently, Wood County Deputies and Parkersburg Police Department Officers respond to situations as assistance is requested from any one of our Court complexes. Court Officers have recently been issued portable radios which allows them to make an immediate request for assistance through our consolidated Emergency Communication Center.

3. *A description and illustrated layout of the physical locations of court facilities around the county and a discussion of whether changes or consolidation of space could improve court security in the county.*

Included with this application are blueprints of each of our three Court Facilities.

The Circuit Court is located within a three-story building (with a basement) and additionally houses the County's Probation offices.

The Family Court is located within a single-story building that also houses additional County Services. The Family Court area is fully secured from the other entities which occupy the building.

The Magistrate Court is located within a single-story building that also houses additional County Public Safety Services.

Each of these three facilities is at capacity, not allowing any consideration for consolidation of space. Consolidation could only be

considered if there was a Capital Improvement project exclusively for a new Court Complex Building.

4. *An assessment of the training needs for bailiffs currently employed in the county or for additional bailiffs and the options for securing the necessary training.*

The Director of Court Services has evaluated the individual and collective training of our current employed Court Officers. He has implemented a vigorous training initiative to ensure Court Officers are proficient in Technical and Tactical processes relative to their duties and responsibilities. Court Officers are additionally scheduled to undergo Legal, Mental Health, De-escalation, Drug Recognition, Explosive Recognition, and Weapon Recognition training. Court Officers are also being cross trained in all checkpoints, positions, and courts. The Director and the Sheriff are also exploring the fiscal feasibility of contracting a sixteen-hour Court Security Training Program with Essential Components and Best Practices for Effective Court Security which incorporate the presenters' experiences, input from court security professionals around the country, material from books and publications and the best practices of other organizations such as the U.S. Marshal's Service, Secret Service and National Center for State Courts, to be conducted locally.

5. *A response to the court security audit performed by the West Virginia Supreme Court of Appeals or the United States Marshall Service.*

The Court Security Audit of our three court facilities was conducted on July 10, 2023, by A.G. Angus. The following information is the recommendations of the Audit and our established course of action (COA):

Wood County Judicial Building – Deficiencies: “total of (19) cams, (14) internal and (5) external, no x-ray, three additional cameras were added one in each courtroom.” Recommendation: “Cams for holding cell area and more external cams.” COA: The awarding of this grant would fulfill that recommendation.

Family Court - Deficiencies: “total of (16) cams, (11) internal and (5) external, no x-ray, two cameras are out.” Recommendations: “Metal detector is used every day and it is time for a new one. Better lighting on back of bldg. Ballistic material for window of clerk's office, a higher bench equipped with ballistics for guard at entrance.” COA: We are exploring a service/calibration contract for all Metal detectors. County Maintenance is installing a “security” door and additional lighting during FY25 to the back of the building. Given the clerk area is only accessed after persons have gone through a security checkpoint, we are exploring the idea of replacing the glass with wire mesh glass which will prevent full breakage of the glass. We have ballistic panels, from the new 911 center, that we will be installing in the Guard desk area. The awarding of this grant would add additional cameras to the rear of the building and the waiting area adjacent to the clerk's office.

Magistrate Court – Deficiencies: “total of (41) cams, (26) internal and (15) external. SEE FAM. CT.” Recommendations: None. COA: We are exploring a service/calibration contract for all Metal detectors. We have ballistic panels, from the new 911 center, that we may be installing in the Guard desk area. There are multiple Guards at this post. The awarding of this grant would increase and enhance video surveillance coverage of all areas of the complex.

6. *Background of applicant including past experiences, capabilities, and why the grant is proposed.*

It has been several years since Wood County has been awarded a Grant from the Court Security Fund, administered by the Division of Administrative Services, Justice and Community Services Selection. Over time we have worked to maintain appropriate security within our courts. As issues were presented, we addressed them the best that we could with the available fiscal resources that we had. Several Judicial entities have made us aware of numerous security vulnerabilities due to the age, inoperability, and inadequacies of our current video surveillance systems. The county is not able to allocate the level of funding which is required for the equipment, installation, and training of a new video surveillance system within the Wood County Circuit Court, Family Court, and Magistrate Court.

7. *Justification for why your project should be funded.*

- a. Enhanced Safety – the replacement and modernization of the Video Surveillance Systems of the Wood County Court facilities will bolster Judicial and Public safety thereby creating a safer environment for the execution of the total judicial process.
- b. Crime Deterrence – a modern surveillance system acts as a deterrent to criminal behavior. The presence of visible cameras and advanced monitoring capabilities can discourage potential offenders from committing crime, contributing to a reduction of criminal activities within our Court Complexes.
- c. Improved Incident Response/Force Multiplier – With upgraded technology, Court Officers, Sheriff Deputies, and other emergency responders can more effectively identify and respond to incidents in real-time, facilitating faster resolution and mitigating potential risks to judicial and public safety.
- d. Evidentiary Support – A new surveillance system will provide high-resolution video footage that can serve as valuable evidence in criminal investigations and legal proceedings, increasing the likelihood of apprehending perpetrators and securing convictions.
- e. Strategic Location – The Wood County Court facilities serves as a strategic hub within the county surrounded by population center, economic activities and critical infrastructure requiring robust security measures. Investing in a new video surveillance system will safeguard vital assets and judicial infrastructure, ensuring the continuity of essential services and processes for Judicial stability.

- f. Community Well-being – By investing in enhanced security measures, the grant funding will contribute to the overall well-being and quality of life for residents, fostering a sense of security and peace of mind with the county.
- g. Cost Effectiveness – While there may be upfront costs associated with a video surveillance system replacement, the long-term benefits, including reduced crime related expenses, improved emergency response, and enhanced judicial and public safety, outweigh the initial investment, making it a cost-effective solution in the long run.
- h. Technological Advancements – The replacement of outdated surveillance technology with modern, state-of-the-art equipment will ensure that Wood County stays ahead of evolving security threats and technological advancements, positioning the community as a leader in judicial and public safety initiative.
- i. Collaborative Effort – Grant funding for the video surveillance system replacement reflects a collaborative effort between state government, county government, law enforcement agencies, and community stakeholders, demonstrating a commitment to proactive security postures and community-oriented safety strategies.
- j. Positive Impact – Ultimately investing in a new video surveillance system will have a positive impact on the overall safety, security, and prosperity of Wood County Judicial Officials and Citizens contributing to its reputation as a desirable place to live, work, and visit.

GOAL(S)

A prioritized list of all substantial and concrete goals this project will attempt to achieve and the reasons why each of these goals can be met by the grantee. These goals may be both short and long range.

Enhanced Security – Ensure the safety of Court Staff and the General Public by detecting and deterring unauthorized presence, unlawful activity, and perceived security threats.

Emergency Response – Facilitate rapid response to emergencies and incidents by providing real-time monitoring and alerting capabilities.

Safety Monitoring – Monitor all court areas to ensure compliance with safety regulations and protocols, identifying hazards, monitoring facilities and accesses and supervising high profile activities.

Crime Prevention – Actively deter criminal activity through visible surveillance cameras and monitoring, reducing the likelihood of incidents occurring.

Incident Investigation – Provide valuable evidence for investigating and resolving incidents and disputes which will aid law enforcement and legal proceedings.

Risk Management – Assess and mitigate potential risks by identifying vulnerabilities, evaluating security measures' effectiveness, and implementing proactive measures to minimize threats.

Operational Efficiency - Improve operational efficiency by monitoring workflow processes and optimizing resource allocation based on surveillance insights.

Data Analysis and Insights – Utilize advanced analytics and machine learning algorithms to extract actionable insights from surveillance data, such as identifying patterns, trends, and anomalies to enhance security strategies and decision-making.

Privacy Compliance – Ensure compliance with privacy regulations and ethical standards by implementing appropriate safeguards for handling and storing surveillance data such as encryption, access controls, and anonymization techniques.

Integration with Other Systems – Seamlessly integrate with other security systems, including access control, intrusion detection and alarm systems, to create a comprehensive security ecosystem with centralized monitoring and management capabilities.

OBJECTIVE(S)

Specific statements of desired achievement which reflect project emphasis. Objectives should be clearly qualified, time-framed, and measurable in terms of planned levels of project performance to be achieved. The results of objectives must be specific not general and must be recognizable and understandable. Above all, objectives must be achievable and feasible within specific time frames.

The primary objectives of the video surveillance system is to be a force multiplier to observe, detect, and deter relative to the security posture of the Wood County Court Facilities. This ensures the safety of the Judges, Court Officers, Court Staff, Prosecutors, Attorneys, Defendants, and general public within our court facilities. Once the implementation phase has been completed and verified, the video surveillance system will provide immediate Security Enhancement, Incident Detection, Evidentiary Data, and Operational Efficiency. Additionally, the system will allow the Executive Staff of the Sheriff Department the ability to continually assess and mitigate security risks through the identification of vulnerabilities, the evaluation of security measures and the implementation of proactive and corrective measures. The Executive Staff will further optimize operational efficiency through the identification of inefficiencies which will result in improving resource allocation and further analyze surveillance data to identify patterns, trends, and anomalies for improving security strategies and decision making. During the first year of implementation, and as technology evolves and changes, County Information Technology staff will integrate this system with other security systems for a centralized monitoring and management.

IMPLEMENTATION (Key Activity/Milestones)

Describe the major activities necessary to implement the project including an operational schedule for the project. This should incorporate specific activities, services, and procedures to be followed, and how achievement will be documented. A milestone (grant) chart is recommended which provides a clear timeline estimating the time necessary for each phase of this project.

Upon awarding of the Grant, it will take two weeks to prepare the Scope of Work in the form of formal bid request. The bid request will be published for two weeks. It will take

two weeks to review bids and award contract by means of publication of Purchase Order. The specifics regarding the installation, training, and implementation of the new systems would be at the discretion of the Vendor. Our estimate is as follows: Preparation and presentation of project plan which will include scheduling, testing plans, installation plans, training plans, and transition plan as well as acquisition and engineering approximately two weeks; full installation approximately 30 days; training one day; completion review one day; and project closure/archive one day. In total, it is anticipated that this project would be fully implemented within 90 days of receiving the Grant Funding Award verification.

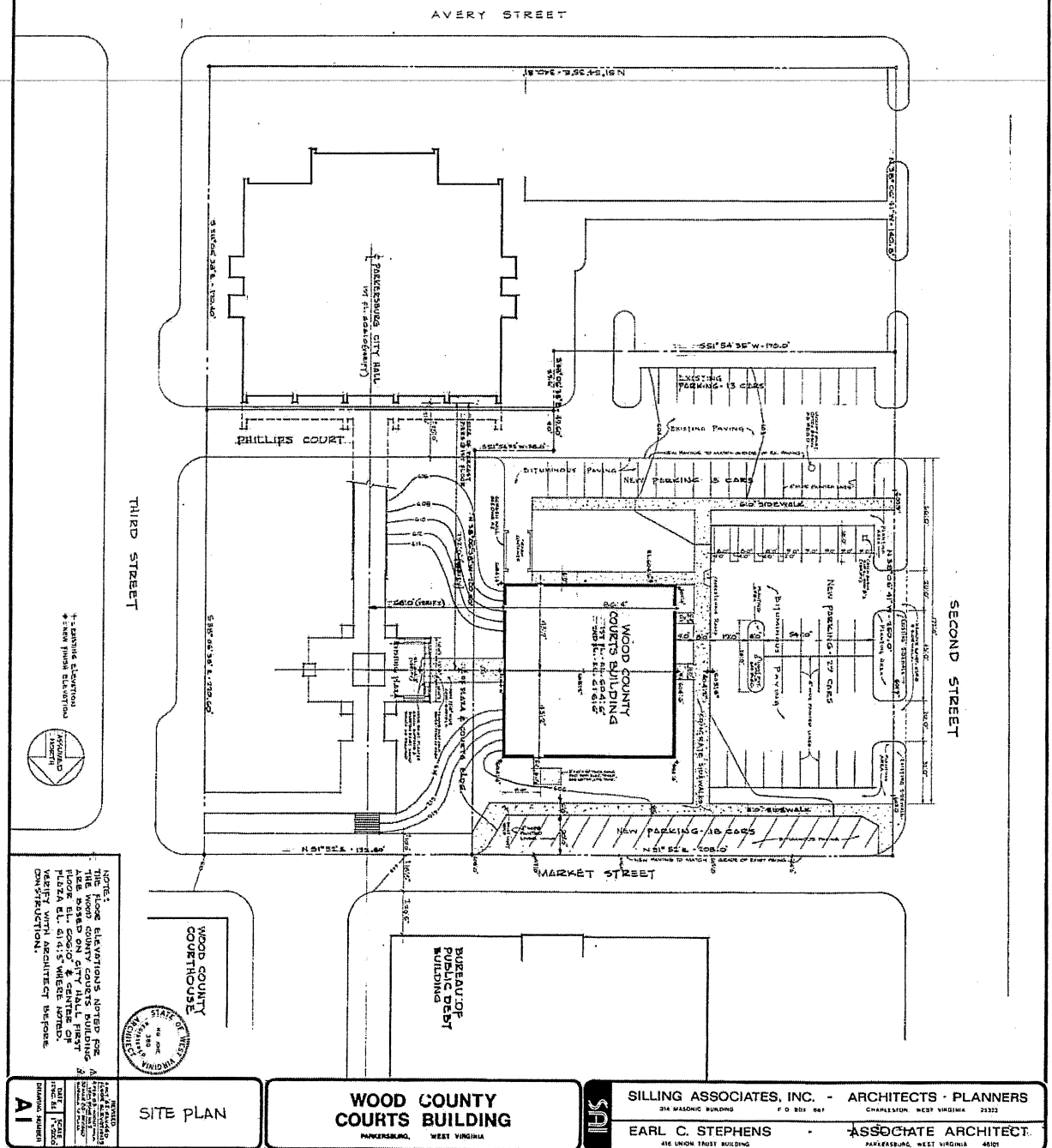
PROJECT ASSESSMENT (Evaluation)

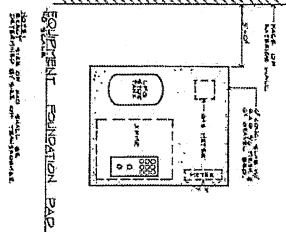
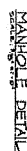
Specify the indicators and measures to be used to assess the results of this project as well as the means of collecting data. The methodology for the collection and type of measurements are important and should be clearly defined at the beginning of the project. Be sure to state who will perform the assessment.

The Director of Support/Court Services for the Wood County Sheriff will be the Project Manager. He will work in conjunction with various County Departments from the awarding of the Grant thru the completion of the project. He will be responsible for verifying timelines are met and scope of work is completed. As the project is being completed, he will review images of installed hardware and recommend appropriate adjustment regarding field of view and coverage areas. Recordings of images will be made throughout the installation process to ensure all aspects of the project are being met. Hardware will be troubleshooted to simulate future situations, both day and night testing, which may affect the quality of the imagery. Redundancy and backup will be checked for power failure and system disruption. Test evaluations will be documented and saved, clearly marked "Testing Processes." A punch list will be established and cleared by the Director, County Information Technology staff, and the vendor.

[illegible]

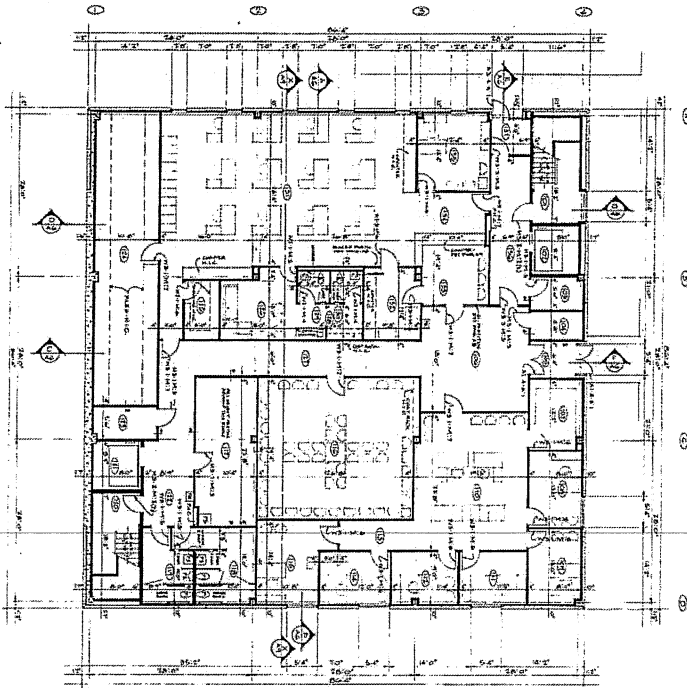
LIST OF DRAWINGS	
AT INQ AND	ARCHITECTURAL
81, 851 & 82	STRUCTURAL
111	UTILITY SITE PLAN
89 THROUGH	PLUMBING
111 THROUGH	HEATING, VENT. & AIR-CONDIT
81 THROUGH	ELECTRICAL





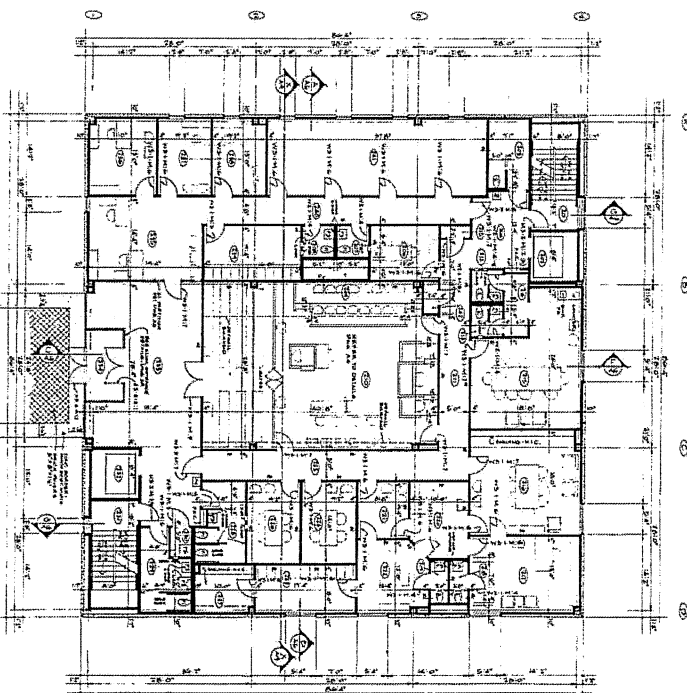
ROOM SCHEDULE	
NO.	ROOM NAME
1	REAR PORCH
2	REAR PORCH
3	REAR PORCH
4	REAR PORCH
5	REAR PORCH
6	REAR PORCH
7	REAR PORCH
8	REAR PORCH
9	REAR PORCH
10	REAR PORCH
11	REAR PORCH
12	REAR PORCH
13	REAR PORCH
14	REAR PORCH
15	REAR PORCH
16	REAR PORCH
17	REAR PORCH
18	REAR PORCH
19	REAR PORCH
20	REAR PORCH
21	REAR PORCH
22	REAR PORCH
23	REAR PORCH
24	REAR PORCH
25	REAR PORCH
26	REAR PORCH
27	REAR PORCH
28	REAR PORCH
29	REAR PORCH
30	REAR PORCH
31	REAR PORCH
32	REAR PORCH
33	REAR PORCH
34	REAR PORCH
35	REAR PORCH
36	REAR PORCH
37	REAR PORCH
38	REAR PORCH
39	REAR PORCH
40	REAR PORCH
41	REAR PORCH
42	REAR PORCH
43	REAR PORCH
44	REAR PORCH
45	REAR PORCH
46	REAR PORCH
47	REAR PORCH
48	REAR PORCH
49	REAR PORCH
50	REAR PORCH
51	REAR PORCH
52	REAR PORCH
53	REAR PORCH
54	REAR PORCH
55	REAR PORCH
56	REAR PORCH
57	REAR PORCH
58	REAR PORCH
59	REAR PORCH
60	REAR PORCH
61	REAR PORCH
62	REAR PORCH
63	REAR PORCH
64	REAR PORCH
65	REAR PORCH
66	REAR PORCH
67	REAR PORCH
68	REAR PORCH
69	REAR PORCH
70	REAR PORCH
71	REAR PORCH
72	REAR PORCH
73	REAR PORCH
74	REAR PORCH
75	REAR PORCH
76	REAR PORCH
77	REAR PORCH
78	REAR PORCH
79	REAR PORCH
80	REAR PORCH
81	REAR PORCH
82	REAR PORCH
83	REAR PORCH
84	REAR PORCH
85	REAR PORCH
86	REAR PORCH
87	REAR PORCH
88	REAR PORCH
89	REAR PORCH
90	REAR PORCH
91	REAR PORCH
92	REAR PORCH
93	REAR PORCH
94	REAR PORCH
95	REAR PORCH
96	REAR PORCH
97	REAR PORCH
98	REAR PORCH
99	REAR PORCH
100	REAR PORCH

FIRST FLOOR PLAN



FINISH SCHEDULE	
NO.	FINISH NAME
1	CEILING
2	CEILING
3	CEILING
4	CEILING
5	CEILING
6	CEILING
7	CEILING
8	CEILING
9	CEILING
10	CEILING
11	CEILING
12	CEILING
13	CEILING
14	CEILING
15	CEILING
16	CEILING
17	CEILING
18	CEILING
19	CEILING
20	CEILING
21	CEILING
22	CEILING
23	CEILING
24	CEILING
25	CEILING
26	CEILING
27	CEILING
28	CEILING
29	CEILING
30	CEILING
31	CEILING
32	CEILING
33	CEILING
34	CEILING
35	CEILING
36	CEILING
37	CEILING
38	CEILING
39	CEILING
40	CEILING
41	CEILING
42	CEILING
43	CEILING
44	CEILING
45	CEILING
46	CEILING
47	CEILING
48	CEILING
49	CEILING
50	CEILING
51	CEILING
52	CEILING
53	CEILING
54	CEILING
55	CEILING
56	CEILING
57	CEILING
58	CEILING
59	CEILING
60	CEILING
61	CEILING
62	CEILING
63	CEILING
64	CEILING
65	CEILING
66	CEILING
67	CEILING
68	CEILING
69	CEILING
70	CEILING
71	CEILING
72	CEILING
73	CEILING
74	CEILING
75	CEILING
76	CEILING
77	CEILING
78	CEILING
79	CEILING
80	CEILING
81	CEILING
82	CEILING
83	CEILING
84	CEILING
85	CEILING
86	CEILING
87	CEILING
88	CEILING
89	CEILING
90	CEILING
91	CEILING
92	CEILING
93	CEILING
94	CEILING
95	CEILING
96	CEILING
97	CEILING
98	CEILING
99	CEILING
100	CEILING

SECOND FLOOR PLAN



ROOM SCHEDULE	
NO.	ROOM NAME
1	REAR PORCH
2	REAR PORCH
3	REAR PORCH
4	REAR PORCH
5	REAR PORCH
6	REAR PORCH
7	REAR PORCH
8	REAR PORCH
9	REAR PORCH
10	REAR PORCH
11	REAR PORCH
12	REAR PORCH
13	REAR PORCH
14	REAR PORCH
15	REAR PORCH
16	REAR PORCH
17	REAR PORCH
18	REAR PORCH
19	REAR PORCH
20	REAR PORCH
21	REAR PORCH
22	REAR PORCH
23	REAR PORCH
24	REAR PORCH
25	REAR PORCH
26	REAR PORCH
27	REAR PORCH
28	REAR PORCH
29	REAR PORCH
30	REAR PORCH
31	REAR PORCH
32	REAR PORCH
33	REAR PORCH
34	REAR PORCH
35	REAR PORCH
36	REAR PORCH
37	REAR PORCH
38	REAR PORCH
39	REAR PORCH
40	REAR PORCH
41	REAR PORCH
42	REAR PORCH
43	REAR PORCH
44	REAR PORCH
45	REAR PORCH
46	REAR PORCH
47	REAR PORCH
48	REAR PORCH
49	REAR PORCH
50	REAR PORCH
51	REAR PORCH
52	REAR PORCH
53	REAR PORCH
54	REAR PORCH
55	REAR PORCH
56	REAR PORCH
57	REAR PORCH
58	REAR PORCH
59	REAR PORCH
60	REAR PORCH
61	REAR PORCH
62	REAR PORCH
63	REAR PORCH
64	REAR PORCH
65	REAR PORCH
66	REAR PORCH
67	REAR PORCH
68	REAR PORCH
69	REAR PORCH
70	REAR PORCH
71	REAR PORCH
72	REAR PORCH
73	REAR PORCH
74	REAR PORCH
75	REAR PORCH
76	REAR PORCH
77	REAR PORCH
78	REAR PORCH
79	REAR PORCH
80	REAR PORCH
81	REAR PORCH
82	REAR PORCH
83	REAR PORCH
84	REAR PORCH
85	REAR PORCH
86	REAR PORCH
87	REAR PORCH
88	REAR PORCH
89	REAR PORCH
90	REAR PORCH
91	REAR PORCH
92	REAR PORCH
93	REAR PORCH
94	REAR PORCH
95	REAR PORCH
96	REAR PORCH
97	REAR PORCH
98	REAR PORCH
99	REAR PORCH
100	REAR PORCH

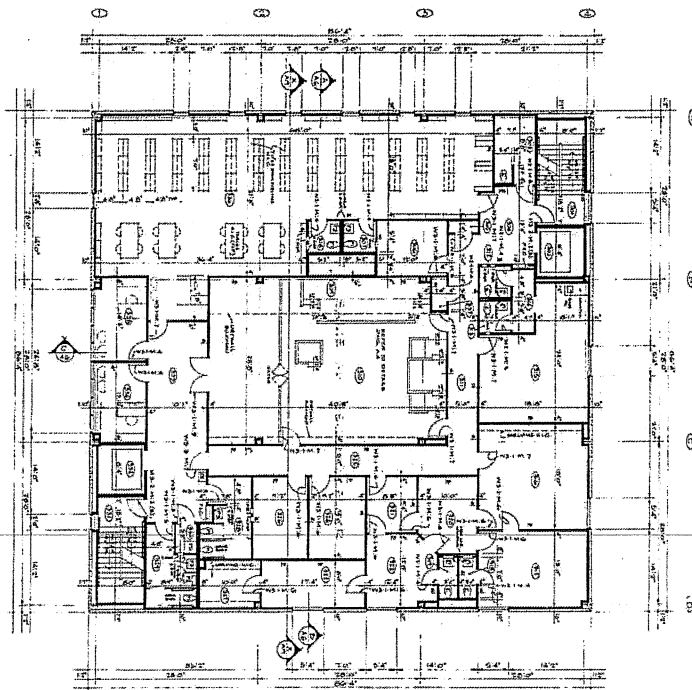
A2

1ST & 2ND FLOOR PLANS

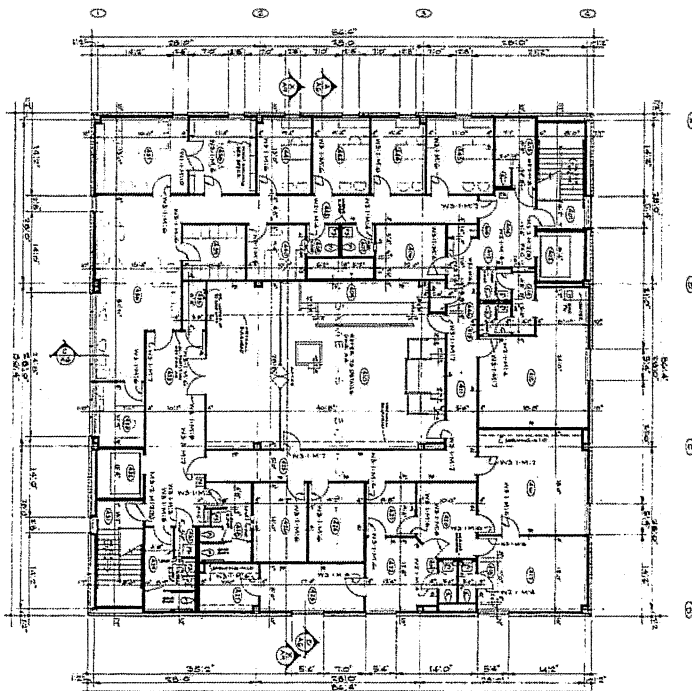
WOOD COUNTY COURTS BUILDING
PARKERSBURG, WEST VIRGINIA

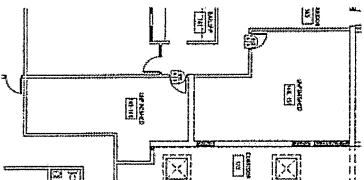
SILLING ASSOCIATES, INC. - ARCHITECTS - PLANNERS
314 MASONIC BUILDING P.O. BOX 967 CHARLESTON, WEST VIRGINIA 25323
EARL C. STEPHENS - ASSOCIATE ARCHITECT
410 UNION TRUST BUILDING PARKERSBURG, WEST VIRGINIA 26101

THIRD FLOOR PLAN
1/8" = 1'-0"



FOURTH FLOOR PLAN
S.S. No.



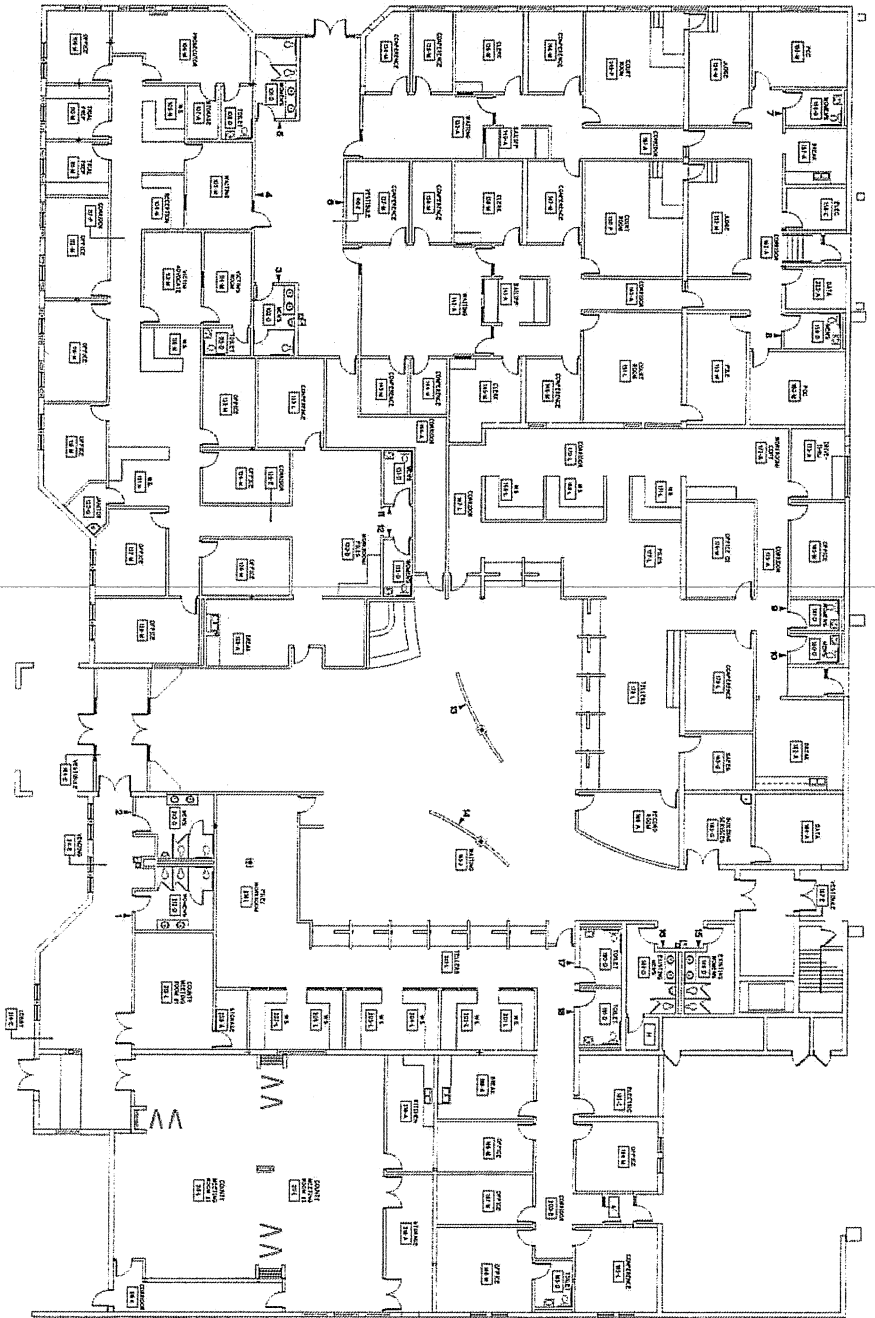


ALTERNATE NO. 5 FLOOR PLAN

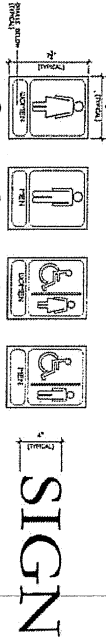
1. 2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028, 2028-2029, 2029-2030, 2030-2031, 2031-2032, 2032-2033, 2033-2034, 2034-2035, 2035-2036, 2036-2037, 2037-2038, 2038-2039, 2039-2040, 2040-2041, 2041-2042, 2042-2043, 2043-2044, 2044-2045, 2045-2046, 2046-2047, 2047-2048, 2048-2049, 2049-2050, 2050-2051, 2051-2052, 2052-2053, 2053-2054, 2054-2055, 2055-2056, 2056-2057, 2057-2058, 2058-2059, 2059-2060, 2060-2061, 2061-2062, 2062-2063, 2063-2064, 2064-2065, 2065-2066, 2066-2067, 2067-2068, 2068-2069, 2069-2070, 2070-2071, 2071-2072, 2072-2073, 2073-2074, 2074-2075, 2075-2076, 2076-2077, 2077-2078, 2078-2079, 2079-2080, 2080-2081, 2081-2082, 2082-2083, 2083-2084, 2084-2085, 2085-2086, 2086-2087, 2087-2088, 2088-2089, 2089-2090, 2090-2091, 2091-2092, 2092-2093, 2093-2094, 2094-2095, 2095-2096, 2096-2097, 2097-2098, 2098-2099, 2099-2100, 2100-2101, 2101-2102, 2102-2103, 2103-2104, 2104-2105, 2105-2106, 2106-2107, 2107-2108, 2108-2109, 2109-2110, 2110-2111, 2111-2112, 2112-2113, 2113-2114, 2114-2115, 2115-2116, 2116-2117, 2117-2118, 2118-2119, 2119-2120, 2120-2121, 2121-2122, 2122-2123, 2123-2124, 2124-2125, 2125-2126, 2126-2127, 2127-2128, 2128-2129, 2129-2130, 2130-2131, 2131-2132, 2132-2133, 2133-2134, 2134-2135, 2135-2136, 2136-2137, 2137-2138, 2138-2139, 2139-2140, 2140-2141, 2141-2142, 2142-2143, 2143-2144, 2144-2145, 2145-2146, 2146-2147, 2147-2148, 2148-2149, 2149-2150, 2150-2151, 2151-2152, 2152-2153, 2153-2154, 2154-2155, 2155-2156, 2156-2157, 2157-2158, 2158-2159, 2159-2160, 2160-2161, 2161-2162, 2162-2163, 2163-2164, 2164-2165, 2165-2166, 2166-2167, 2167-2168, 2168-2169, 2169-2170, 2170-2171, 2171-2172, 2172-2173, 2173-2174, 2174-2175, 2175-2176, 2176-2177, 2177-2178, 2178-2179, 2179-2180, 2180-2181, 2181-2182, 2182-2183, 2183-2184, 2184-2185, 2185-2186, 2186-2187, 2187-2188, 2188-2189, 2189-2190, 2190-2191, 2191-2192, 2192-2193, 2193-2194, 2194-2195, 2195-2196, 2196-2197, 2197-2198, 2198-2199, 2199-2200, 2200-2201, 2201-2202, 2202-2203, 2203-2204, 2204-2205, 2205-2206, 2206-2207, 2207-2208, 2208-2209, 2209-2210, 2210-2211, 2211-2212, 2212-2213, 2213-2214, 2214-2215, 2215-2216, 2216-2217, 2217-2218, 2218-2219, 2219-2220, 2220-2221, 2221-2222, 2222-2223, 2223-2224, 2224-2225, 2225-2226, 2226-2227, 2227-2228, 2228-2229, 2229-2230, 2230-2231, 2231-2232, 2232-2233, 2233-2234, 2234-2235, 2235-2236, 2236-2237, 2237-2238, 2238-2239, 2239-2240, 2240-2241, 2241-2242, 2242-2243, 2243-2244, 2244-2245, 2245-2246, 2246-2247, 2247-2248, 2248-2249, 2249-2250, 2250-2251, 2251-2252, 2252-2253, 2253-2254, 2254-2255, 2255-2256, 2256-2257, 2257-2258, 2258-2259, 2259-2260, 2260-2261, 2261-2262, 2262-2263, 2263-2264, 2264-2265, 2265-2266, 2266-2267, 2267-2268, 2268-2269, 2269-2270, 2270-2271, 2271-2272, 2272-2273, 2273-2274, 2274-2275, 2275-2276, 2276-2277, 2277-2278, 2278-2279, 2279-2280, 2280-2281, 2281-2282, 2282-2283, 2283-2284, 2284-2285, 2285-2286, 2286-2287, 2287-2288, 2288-2289, 2289-2290, 2290-2291, 2291-2292, 2292-2293, 2293-2294, 2294-2295, 2295-2296, 2296-2297, 2297-2298, 2298-2299, 2299-2300, 2300-2301, 2301-2302, 2302-2303, 2303-2304, 2304-2305, 2305-2306, 2306-2307, 2307-2308, 2308-2309, 2309-2310, 2310-2311, 2311-2312, 2312-2313, 2313-2314, 2314-2315, 2315-2316, 2316-2317, 2317-2318, 2318-2319, 2319-2320, 2320-2321, 2321-2322, 2322-2323, 2323-2324, 2324-2325, 2325-2326, 2326-2327, 2327-2328, 2328-2329, 2329-2330, 2330-2331, 2331-2332, 2332-2333, 2333-2334, 2334-2335, 2335-2336, 2336-2337, 2337-2338, 2338-2339, 2339-2340, 2340-2341, 2341-2342, 2342-2343, 2343-2344, 2344-2345, 2345-2346, 2346-2347, 2347-2348, 2348-2349, 2349-2350, 2350-2351, 2351-2352, 2352-2353, 2353-2354, 2354-2355, 2355-2356, 2356-2357, 2357-2358, 2358-2359, 2359-2360, 2360-2361, 2361-2362, 2362-2363, 2363-2364, 2364-2365, 2365-2366, 2366-2367, 2367-2368, 2368-2369, 2369-2370, 2370-2371, 2371-2372, 2372-2373, 2373-2374, 2374-2375, 2375-2376, 2376-2377, 2377-2378, 2378-2379, 2379-2380, 2380-2381, 2381-2382, 2382-2383,

RENOVATIONS TO
JUDGE DONALD F. BLACK COURTHOUSE ANNEX
WOOD COUNTY COMMISSION
PARKERSBURG, WEST VIRGINIA

06-100-10 FLOOR PLAN	DRAWN: DATE TMS	
	CHECKED DATE	70-JULY-04 COORD. NO. 200004
	06-100-10	



SIGNAGE FLOOR PLAN
SCALE: 1/8" = 1'-0"



SIGN TYPES
SCALE: 1/8" = 1'-0"

SIGNAGE NOTES:

1. ALL SIGNS TO BE COMPLY WITH ADA STANDARDS
2. SIGNAGE SHALL BE 1/8" THICK ALUMINUM PLATE
3. ALL SIGNS SHALL BE 1/8" THICK ALUMINUM PLATE
4. ALL SIGNS SHALL BE 1/8" THICK ALUMINUM PLATE
5. ALL SIGNS SHALL BE 1/8" THICK ALUMINUM PLATE

SIGN

SIGNAGE SCHEDULE

SIGN NO.	SIGN TYPE	SIGN TEXT	SIGN HEIGHT A.F.T.	SIGN NO.	SIGN TYPE	SIGN TEXT	SIGN HEIGHT A.F.T.
1	(C)	WOMEN		11	(D)	WOMEN	
2	(D)	MEN		12	(E)	WOMEN	
3	(D)	MEN		13	(E)	TAX DEPARTMENT	1'-4" O.C.
4	(B)	PROSECUTING ATTORNEY	5'-0" O.C.	14	(B)	ASSESSOR	1'-4" O.C.
5	(C)	WOMEN		15	(A)	WOMEN	
6	(B)	FAMILY COURT	5'-0" O.C.	16	(B)	MEN	
7	(C)	WOMEN		17	(D)	WOMEN	
8	(D)	MEN		18	(C)	WOMEN	
9	(D)	WOMEN					
10	(D)	MEN					

RENOVATIONS TO
JUDGE DONALD F. BLACK COURTHOUSE ANNEX
WOOD COUNTY COMMISSION
PARKERSBURG, WEST VIRGINIA

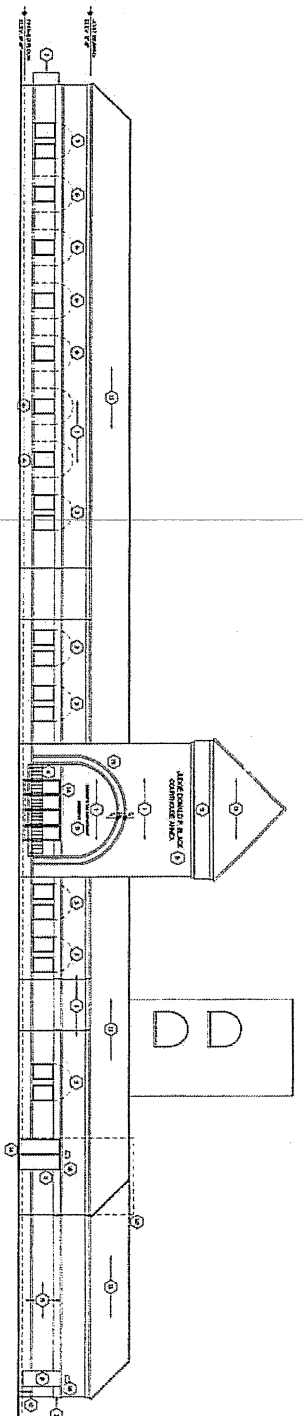
ZMM
ZIMMERMAN
ARCHITECTS / ENGINEERS
302 LEE STREET N
PARKERSBURG, WV 26101
PHONE: 336-2424
FAX: 336-2424

REVISION NO.	DATE	DESCRIPTION

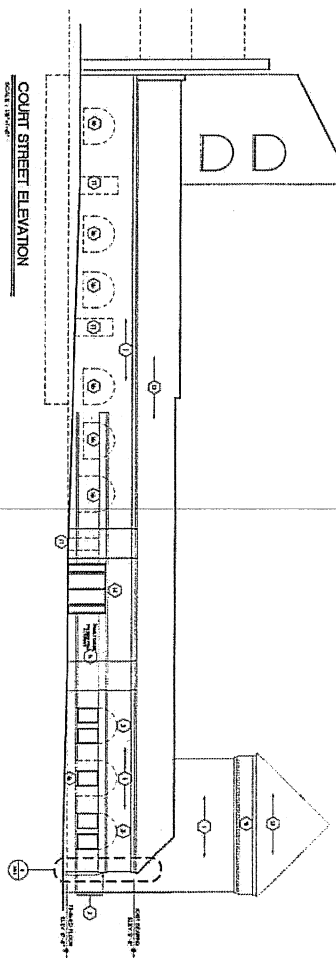
REVISION NO.	DATE	DESCRIPTION

SIGNAGE FLOOR PLAN

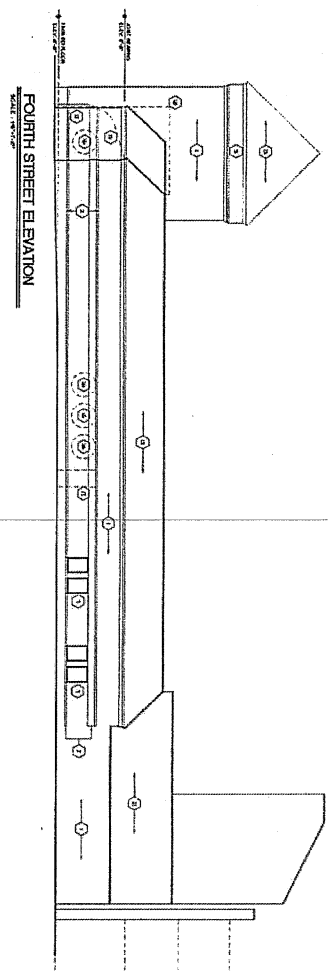
A2-4
DATE: 10/1/04
DRAWN BY: [Signature]
CHECKED BY: [Signature]
DATE: 10/1/04



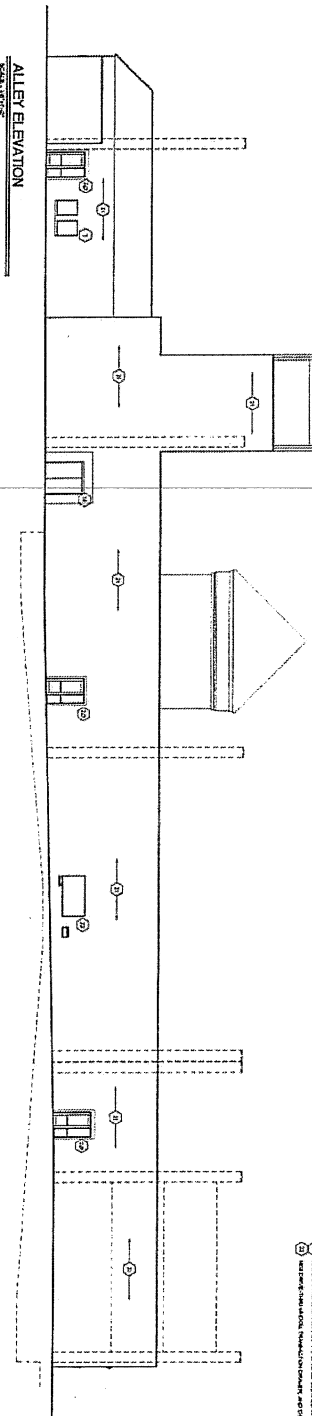
MARKET STREET ELEVATION
SCALE: 1/8" = 1'-0"



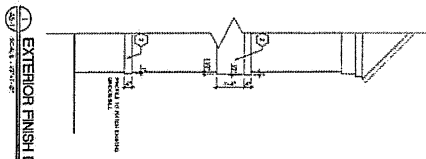
COURT STREET ELEVATION
SCALE: 1/8" = 1'-0"



FOURTH STREET ELEVATION
SCALE: 1/8" = 1'-0"



ALLEY ELEVATION
SCALE: 1/8" = 1'-0"



EXTERIOR FINISH DETAIL
SCALE: 1/8" = 1'-0"

GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
3. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE CITY ENGINEER.
4. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
5. ALL UTILITIES SHALL BE PROTECTED AND DEEPLY REPAIRED OR REPLACED.
6. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AND EROSION CONTROL.
7. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
8. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES AT ALL TIMES.
9. ALL MATERIALS SHALL BE STORED PROPERLY ON-SITE.
10. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK.
11. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
12. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES AT ALL TIMES.
13. ALL MATERIALS SHALL BE STORED PROPERLY ON-SITE.
14. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK.

KEYED NOTES

1. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK.
2. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES AT ALL TIMES.
3. ALL MATERIALS SHALL BE STORED PROPERLY ON-SITE.
4. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK.
5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES AT ALL TIMES.
6. ALL MATERIALS SHALL BE STORED PROPERLY ON-SITE.
7. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK.
8. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES AT ALL TIMES.
9. ALL MATERIALS SHALL BE STORED PROPERLY ON-SITE.
10. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK.
11. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES AT ALL TIMES.
12. ALL MATERIALS SHALL BE STORED PROPERLY ON-SITE.
13. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK.
14. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY MEASURES AT ALL TIMES.

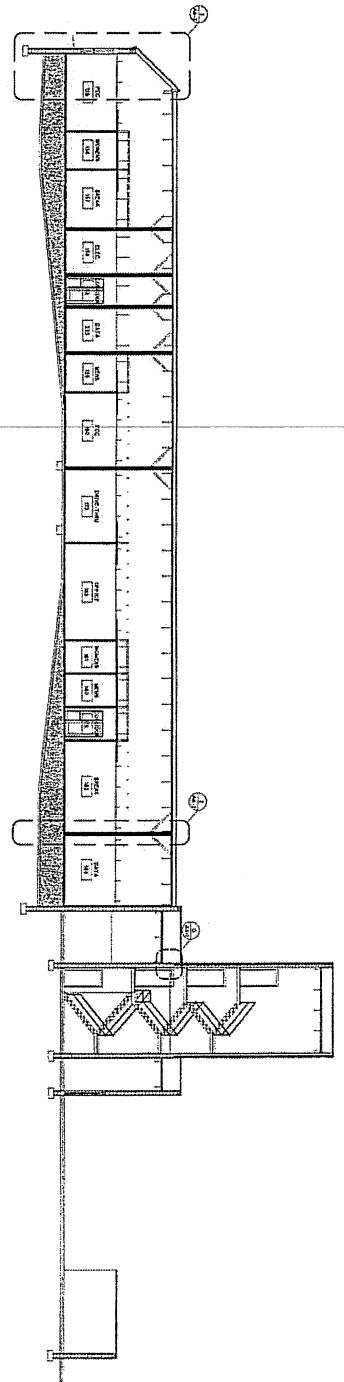
REVISION	DATE	DESCRIPTION

ZMM
ARCHITECTS
222 E. 10TH ST.
P.O. BOX 1000
PARKERSBURG, WV 26101
TEL: 336-5844

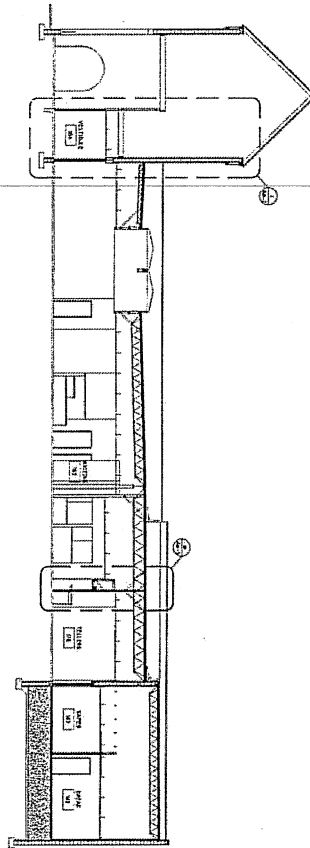
RENOVATIONS TO
JUDGE DONALD F. BLACK COURTHOUSE ANNEX
WOOD COUNTY COMMISSION
PARKERSBURG, WEST VIRGINIA

DATE	BY	DESCRIPTION

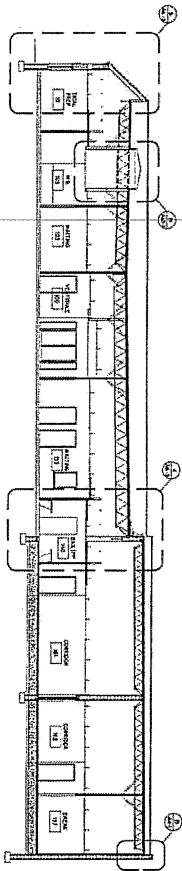
A5-1



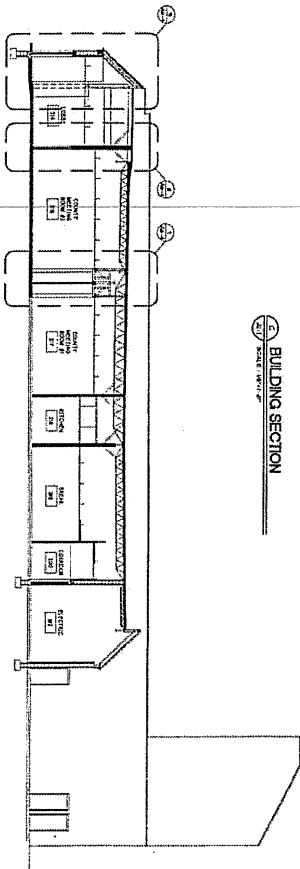
A-A BUILDING SECTION
SCALE: 1/8" = 1'-0"



B-B BUILDING SECTION
SCALE: 1/8" = 1'-0"



C-C BUILDING SECTION
SCALE: 1/8" = 1'-0"



D-D BUILDING SECTION
SCALE: 1/8" = 1'-0"

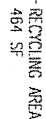
REVISIONS		REVISIONS	
NO.	DATE	NO.	DATE

ZMM
ZACHRY MCMILLAN & MURPHY
ARCHITECTS
2011 LEHMAN ST. SUITE 100
PARKERSBURG, WV 26101
TEL: 336-584-1111
FAX: 336-584-1112

RENOVATIONS TO
JUDGE DONALD F. BLACK COURTHOUSE ANNEX
WOOD COUNTY COMMISSION
PARKERSBURG, WEST VIRGINIA

BUILDING SECTIONS

DATE	BY	CHKD
2011.04.24	MM	MM
2011.04.24	MM	MM
2011.04.24	MM	MM



CONSTRUCTION DOCUMENTS

CRASH	DELETED
JAN	BAE

DATE	ORDERED BY
------	---------------

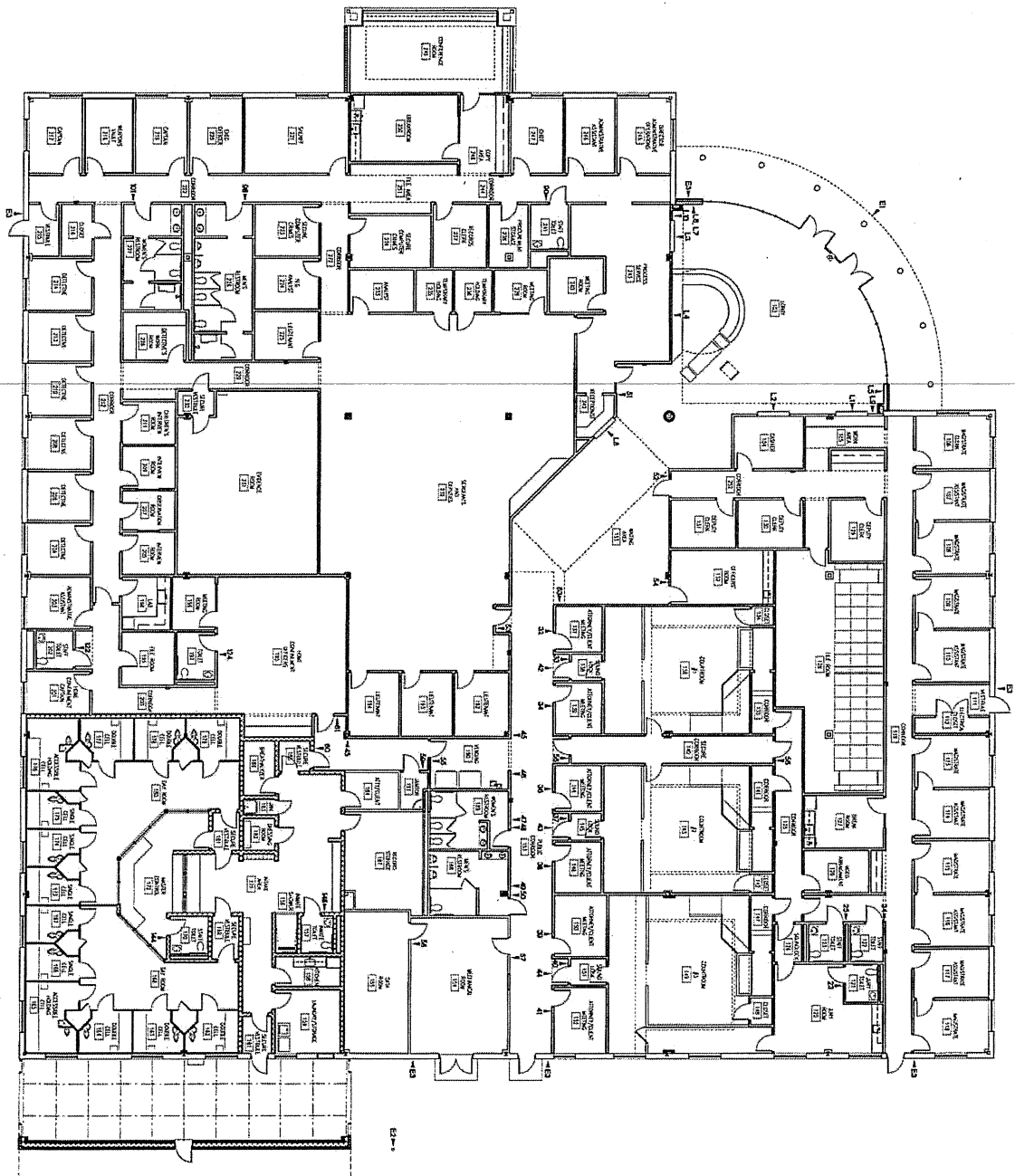
COMM. NO.	0-032
-----------	-------

A12-1

[illegible]

ZMM
ARCHITECTS & ENGINEERS

222 Lee Street, West
Charlottesville, West Virginia 25302
Phone: 304.342.0159
Fax: 304.343.8744
www.zmm.com



1 SIGNAGE PLAN
SCALE: 1/8" = 1'-0"

SYMBOL LEGEND

— 1/2" — 20' WALL & PARTITION SECTION
— 1/4" — 10' WALL & PARTITION SECTION
— 1/8" — 5' WALL & PARTITION SECTION

GENERAL NOTES

1. SEE SET 11 FOR 20' WALL & PARTITION SECTION
2. SEE SET 12 FOR 10' WALL & PARTITION SECTION
3. SEE SET 13 FOR 5' WALL & PARTITION SECTION
4. SEE SET 14 FOR 2' WALL & PARTITION SECTION
5. SEE SET 15 FOR 1' WALL & PARTITION SECTION
6. SEE SET 16 FOR 1/2' WALL & PARTITION SECTION
7. SEE SET 17 FOR 1/4' WALL & PARTITION SECTION
8. SEE SET 18 FOR 1/8' WALL & PARTITION SECTION
9. SEE SET 19 FOR 1/16' WALL & PARTITION SECTION
10. SEE SET 20 FOR 1/32' WALL & PARTITION SECTION

The New
Wood County Justice Center
Wood County Commission
Parkersburg, West Virginia

CONSTRUCTION DOCUMENTS



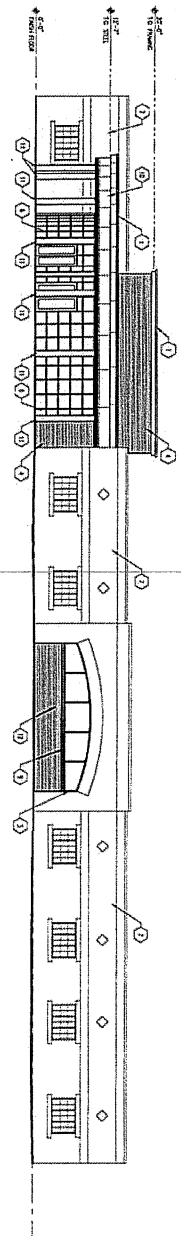
2011 100 South Third
Charleston, West Virginia 25303
Phone: 304.325.8100
Fax: 304.325.8101
www.zmm.com

REVISIONS	NO.	DATE	DESCRIPTION

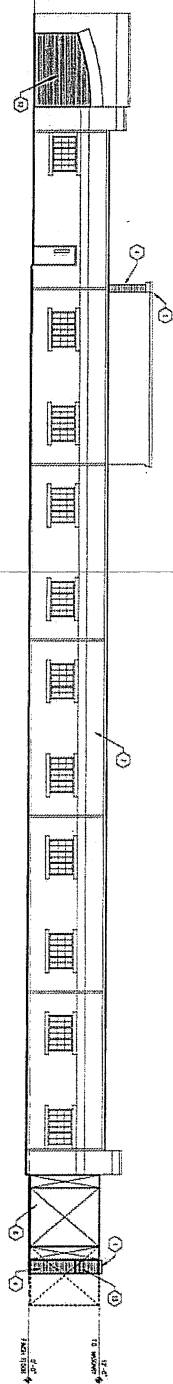
SIGNAGE
PLAN

DESIGNED	DATE
AW	11.11.11
CHECKED	DATE
AW	09.12

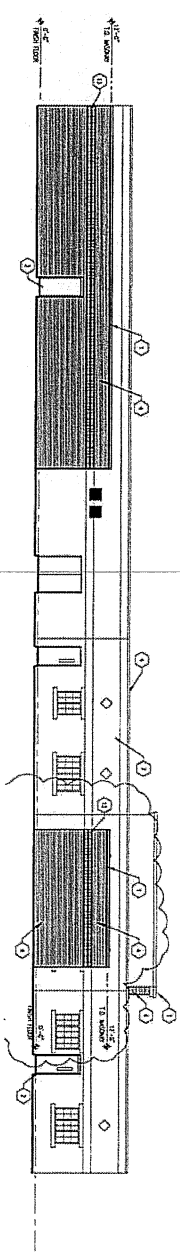
A12-2



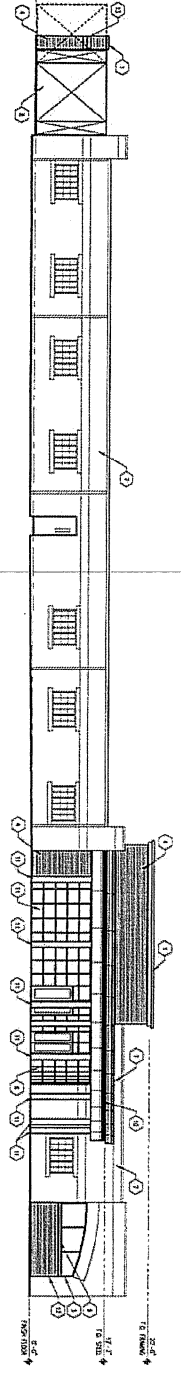
A ELEVATION
NORTH VIEW



B ELEVATION
EAST VIEW



C ELEVATION
SOUTH VIEW



D ELEVATION
WEST VIEW

- REVISIONS**
- | NO. | DATE | DESCRIPTION |
|-----|----------|-------------------------|
| 1 | 10/10/18 | 1. PER OWNER'S REQUEST |
| 2 | 10/10/18 | 2. PER OWNER'S REQUEST |
| 3 | 10/10/18 | 3. PER OWNER'S REQUEST |
| 4 | 10/10/18 | 4. PER OWNER'S REQUEST |
| 5 | 10/10/18 | 5. PER OWNER'S REQUEST |
| 6 | 10/10/18 | 6. PER OWNER'S REQUEST |
| 7 | 10/10/18 | 7. PER OWNER'S REQUEST |
| 8 | 10/10/18 | 8. PER OWNER'S REQUEST |
| 9 | 10/10/18 | 9. PER OWNER'S REQUEST |
| 10 | 10/10/18 | 10. PER OWNER'S REQUEST |

The New
Wood County Justice Center
Wood County Commission
Parkersburg, West Virginia

CONSTRUCTION DOCUMENTS

ZMM
ARCHITECTS & ENGINEERS
2020 E. 10th Street, Suite 100
Parkersburg, WV 26101
Phone: 304.422.2155
Fax: 304.422.2156
www.zmm.com

REVISIONS	NO.	DATE	DESCRIPTION

**EXTERIOR
BUILDING
ELEVATIONS**

DATE	BY	CHECKED	DATE
10/10/18			
10/10/18			
10/10/18			

AS-1

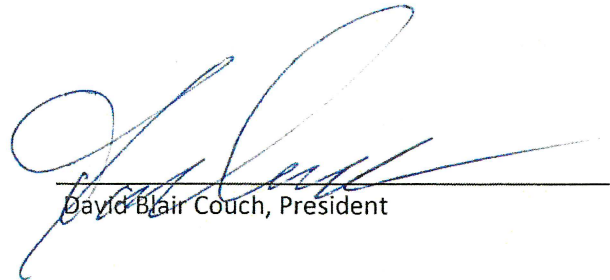
APRIL 22, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION

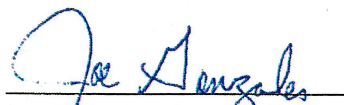
A RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY COMMISSION FOR A GRANT WITH THE WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES, JUSTICE AND COMMUNITY SERVICES - FOR THE PURPOSE OF APPLYING FOR A COURT SECURITY GRANT.

Be it resolved by the Wood County Commission, Parkersburg, West Virginia, that the President of the Commission, be and is hereby authorized to, apply for a grant through the Court Security Grant Program to provide security items to enhance security measures in the County Court Buildings.



David Blair Couch, President

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on April 22, 2024.



Joe Gonzales, County Clerk
Wood County Commission

Gerald Brandsasse

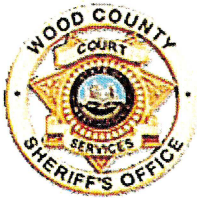
From: Gerald Brandsasse
Sent: Thursday, April 18, 2024 12:06 PM
To: Rick Woodyard; Celeste Ridgway; Pat Lefebure; 'ellen.smith@courtsww.gov'; 'darren.tallman@courtsww.gov'; 'robert.waters@courtsww.gov'; 'john.beane@courtsww.gov'; 'jason.wharton@courtsww.gov'; 'jody.purkey@courtsww.gov'; 'joe.kuhl@courtsww.gov'; 'robin.waters@courtsww.gov'; 'brenda.marshall@courtsww.gov'
Subject: Court Security Grant Meeting
Attachments: Court Security Audit-July 2023.pdf

I am currently in the process of submitting an application for the FY 2025 Court Security Grant. As a requirement for the County to submit the application, if your schedule will allow, I am requesting you attend a Court Security Meeting on Friday, April 26, 2024, at 3PM. The meeting will be held in the conference room at the Wood County Sheriff Office. The purpose of this meeting is to, as a collective group, prioritize your needs regarding the enhancement of Court Security.

If you are unable to attend, could you please have a representative attend for you. If that is not an option, please provide me an email which outlines what you believe to be the needs of your office regarding enhanced security for the courts. I would need this document prior to the meeting on April 26 so it can be included in the group discussion.

For your review, I have included the most current Court Security Audit which was conducted July 10, 2023.

Gerald L. Brandsasse
Director
Court & Support Services
Wood County Sheriff's Office
Wood County, WV
Office: 304.424.1911
Mobile: 304.991.8770
Email: gbrandsasse@woodcountywv.com



Gerald Brandsasse

From: Wharton, Jason <Jason.Wharton@courtswv.gov>
Sent: Friday, April 19, 2024 9:31 AM
To: Gerald Brandsasse
Subject: [EXTERNAL SENDER] RE: Court Security Grant Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I have talked with Sheriff Woodyard a couple of times recently about upgrading the camera system. There are several cameras that have a picture blurred to the extent that they are unusable and there are often sections of the video that skip or jump resulting in potentially missing important parts of the video. I am aware of two specific instances where this has occurred.

Jason

From: Gerald Brandsasse <gbrandsasse@woodcountywv.com>
Sent: Friday, April 19, 2024 9:23 AM
To: Wharton, Jason <Jason.Wharton@courtswv.gov>
Subject: RE: Court Security Grant Meeting

You don't often get email from gbrandsasse@woodcountywv.com. [Learn why this is important](#)

Thank you Sir

Gerald L. Brandsasse
Director
Court & Support Services
Wood County Sheriff's Office
Wood County, WV
Office: 304.424.1911
Mobile: 304.991.8770
Email: gbrandsasse@woodcountywv.com



From: Wharton, Jason <Jason.Wharton@courtswv.gov>
Sent: Thursday, April 18, 2024 3:29 PM
To: Gerald Brandsasse <gbrandsasse@woodcountywv.com>
Subject: [EXTERNAL SENDER] RE: Court Security Grant Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Gerald Brandsasse

From: Celeste Ridgway
Sent: Friday, April 19, 2024 12:42 PM
To: Gerald Brandsasse
Subject: RE: Court Security Grant Meeting

Morning Gerald,

Thank you for holding this meeting and asking for any input any of us may have for the Circuit Court building. I am off on the 26th and won't be able to attend the meeting. I will send one of my Deputy Clerk's to represent our office.

Thank you,

*Celeste Ridgway
Wood County Circuit Clerk
#2 Government Square
Rm 133
Parkersburg, WV 26101
Phone: (304) 424-1700
Fax: (304) 424-1804*

CONFIDENTIALITY NOTICE The documents accompanying the transmission contain confidential information belonging to the sender which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby noticed that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information is strictly prohibited.

From: Gerald Brandsasse <gbrandsasse@woodcountywv.com>
Sent: Thursday, April 18, 2024 12:06 PM
To: Rick Woodyard <rwoodyard@woodcountywv.com>; Celeste Ridgway <cridgway@woodcountywv.com>; Pat Lefebure <plefebure@woodcountywv.com>; ellen.smith@courtsww.gov; darren.tallman@courtsww.gov; robert.waters@courtsww.gov; john.beane@courtsww.gov; jason.wharton@courtsww.gov; jody.purkey@courtsww.gov; joe.kuhl@courtsww.gov; robin.waters@courtsww.gov; brenda.marshall@courtsww.gov
Subject: Court Security Grant Meeting

I am currently in the process of submitting an application for the FY 2025 Court Security Grant. As a requirement for the County to submit the application, if your schedule will allow, I am requesting you attend a Court Security Meeting on Friday, April 26, 2024, at 3PM. The meeting will be held in the conference room at the Wood County Sheriff Office. The purpose of this meeting is to, as a collective group, prioritize your needs regarding the enhancement of Court Security.

If you are unable to attend, could you please have a representative attend for you. If that is not an option, please provide me an email which outlines what you believe to be the needs of your office regarding enhanced security for the courts. I would need this document prior to the meeting on April 26 so it can be included in the group discussion.

COURT SECURITY MEETING

3PM, April 26, 2024

[illegible]

COURT SECURITY MEETING

3PM, April 26, 2024

Minutes

Persons Present: Ofc Pat Beaty (for Judge Smith-Fam Court), Judge Tallman-Fam Court, Chief Deputy Mike Deem (for Sheriff Woodyard), Kevin Day (for County Prosecutor Pat Lefebure), Director of Support/Court Services Gerald Brandsasse

Meeting started at 305PM EST

Day indicated that the primary concern from the Prosecutor's office were the inadequate and poor quality of the existing video systems.

Beaty provided Judge Smith's concerns to be lack of cameras for the waiting area and entry points. She also would like bullet proof glass within her area.

Deem provided Sheriff Woodyard's concerns to be the outdated video systems and cameras in each of the court buildings; the vulnerability of Family Court; and structural improvements to Circuit Court entry.

Judge Tallman indicated that his concerns were the same as Judge Smith's.

There was a group discussion on each of the items brought up. As a collective body, the group concurred that the primary point of interest should be a full replacement of the Video Surveillance System with each of the Court buildings. Other items discussed was the installation of Bollards in the front of each building entry; redesign of the entry to Circuit Court building which would extend the entry allowing placement of security checkpoint out of the 2nd floor lobby area; placement of ballistic glass and panels in Family Court Common areas; and active shooter training for Judges and staff.

Meeting adjourned at approximately 4PM EST

COURT SECURITY AUDIT

County Wood PS 304-424-1746

Name of facility Wood County Judicial Building

Address 2 Government Square

City Parkersburg Zip 26101

Which court system audited? Check one. ☐ Magistrate ☐ Family Court ☒ Circuit Court

Date site security audit conducted 07-10-23 A. G. ANGUS

1. Do you have a Metal Detector(s): Yes ☒ No ☐
 - a. If yes, how many? (1)
 - b. Where located? entrance
 - c. Is it or are they in good working order? yes
 - d. Is it used every day? If not, when used? yes
 - e. Do you have an X-ray machine? Yes ☐ No ☒
 1. Where located? _____
 2. Is it being used? Yes ☐ No ☐
2. Are there cameras in the waiting area? Yes ☒ No ☐
 - a. Are they working properly? Yes ☒ No ☐
 - b. Who monitors the cameras? Monitored internally by guard at the entrance/lobby cameras not working
3. Is access to the employee and court area electronically controlled? Yes ☒ No ☐
 - a. If yes, who controls access? Card Reader/back doors
4. Are the halls and corridors inside the controlled access area monitored by cameras?
Yes ☒ No ☒
5. Who has duress alarms? Judge's offices, Judge's benches, secretaries and assistants
 - a. Are they working properly? Yes ☒ No ☐
 - b. If No, has the proper authorities been contacted to fix the problem?
Yes ☐ No ☐
 - c. Is the 911 center or some twenty four hour supported law enforcement office monitoring them? Yes ☒ No ☐ Who? monitored internally by guard and Sheriff Dept

6. Do you have security surveillance cameras beyond the waiting area? Yes ☐ No ☒
- a. Who is monitoring them? _____
- b. Are they being monitored in an area where the public could possibly get a clear view of same? Yes ☐ No ☐
7. Does the Magistrate's or Judge's bench and witness box have ballistic material in it? Yes ☒ No ☐
8. Number of doors in courtroom (4) Three courtrooms _____
- a. Public (1) _____
- b. Controlled access yes _____
- c. Secure door for judge to enter and exit yes card reader _____
- d. Courtroom locked when not in use locked at night _____
- e. Small glass window in each door no _____
9. Is the public screened prior to entering the courtroom? Yes ☒ No ☐ How _____ metal detector _____
10. Seating capacity of courtroom 60 _____
11. Are there windows in the courtroom? Yes ☐ No ☒
- a. Are they covered Yes ☐ No ☐
- b. Are these windows on the ground floor? Yes ☐ No ☐
- c. Are they screened? Yes ☐ No ☐
- d. Are they barred? Yes ☐ No ☐
12. Are there separate waiting rooms? Yes ☐ No ☒
13. Are there attorney/client conference rooms? Yes ☒ No ☐
- a. Are there locks and windows on the doors Yes ☒ No ☐
14. Is there emergency lighting in areas with no windows? Yes ☒ No ☐
- a. Are they periodically inspected to insure that they are in proper working order? Yes ☒ No ☐
15. Is there lighting of the exterior of the building? Yes ☒ No ☐
16. Are there security cameras on the exterior of the building? Yes ☒ No ☐
17. Landscaping kept short and away from the building Yes ☒ No ☐
18. Do you have a bailiff? Yes ☒ No ☐ Can you get one? Yes ☐ No ☐

Deficiencies:

Comments: total of (19) cams, (14) internal and (5) external, no x-ray, three additional cameras were added one in each courtroom.

Recommendations:

Cams for holding cell area and more external cams

COURT SECURITY AUDIT

County Wood PS 304-420-4876

Name of facility Family Court

Address 315 Market Street

City Parkersburg Zip 26101

Which court system audited? Check one: ☐ Magistrate ☒ Family Court ☐ Circuit Court

Date site security audit conducted 07-10-23 A. G. ANGUS

1. Do you have a Metal Detector(s): Yes ☒ No ☐
 - a. If yes, how many? (1)
 - b. Where located? entrance
 - c. Is it or are they in good working order? yes
 - d. Is it used every day? If not, when used? yes
 - e. Do you have an X-ray machine? Yes ☐ No ☒
 1. Where located? _____
 2. Is it being used? Yes ☐ No ☐
2. Are there cameras in the waiting area? Yes ☒ No ☐
 - a. Are they working properly? Yes ☒ No ☐
 - b. Who monitors the cameras? Monitored internally by Sheriff Dept.
3. Is access to the employee and court area electronically controlled? Yes ☒
No ☐
 - a. If yes, who controls access? Card Reader
4. Are the halls and corridors inside the controlled access area monitored by cameras?
Yes ☒ No ☐
5. Who has duress alarms? Judge's offices, both benches, case coord., secretaries, clerks,
pros office, tax dept., assessor's office
 - a. Are they working properly? Yes ☒ No ☐
 - b. If No, has the proper authorities been contacted to fix the problem?
Yes ☐ No ☐
 - c. Is the 911 center or some twenty four hour supported law enforcement office
monitoring them? Yes ☒ No ☐ Who? 9-1-1 and PRIVATE CO.

6. Do you have security surveillance cameras beyond the waiting area? Yes ☒ No ☐
- a. Who is monitoring them? monitored internally by Sheriff dept
- b. Are they being monitored in an area where the public could possibly get a clear view of same? Yes ☐ No ☒
7. Does the Magistrate's or Judge's bench and witness box have ballistic material in it? Yes ☒ No ☐
8. Number of doors in courtroom (2)
- a. Public (1)
- b. Controlled access yes
- c. Secure door for judge to enter and exit yes card reader
- d. Courtroom locked when not in use locked at night
- e. Small glass window in each door yes
9. Is the public screened prior to entering the courtroom? Yes ☒ No ☐ How metal detector
10. Seating capacity of courtroom 12
11. Are there windows in the courtroom? Yes ☐ No ☒
- a. Are they covered Yes ☐ No ☐
- b. Are these windows on the ground floor? Yes ☐ No ☐
- c. Are they screened? Yes ☐ No ☐
- d. Are they barred? Yes ☐ No ☐
12. Are there separate waiting rooms? Yes ☒ No ☐
13. Are there attorney/client conference rooms? Yes ☒ No ☐
- a. Are there locks and windows on the doors Yes ☐ No ☒
14. Is there emergency lighting in areas with no windows? Yes ☒ No ☐
- a. Are they periodically inspected to insure that they are in proper working order? Yes ☒ No ☐
15. Is there lighting of the exterior of the building? Yes ☒ No ☐
16. Are there security cameras on the exterior of the building? Yes ☒ No ☐
17. Landscaping kept short and away from the building Yes ☒ No ☐
18. Do you have a bailiff? Yes ☒ No ☐ Can you get one? Yes ☐ No ☐

Deficiencies:

total of (16) cams, (11) internal and (5) external, no x-ray,
two cameras are out.

Recommendations:

Metal detector is used everyday and it is time for a new one. better lighting on back of bldg.
Ballistic material for window of clerks office, a higher bench equipped with ballistics for guard at entrance.

CONTACT CHARLIE JOHNSON(SHERIFF'S ADMINISTRATOR . CELL-304-588-6880.
CHECK ABOUT MONITORS FOR BAILIFF AT FAM. CT. AND FOR MONT. FOR THE CIR.CT.
JUDGES, THEIR ASSITS, AND THEIR BAILIFFS. ALSO CHECK ABOUT X-RAY MACH. FOR
CIR. FAM. AND MAG. CTS.

I TALKED WITH CHARLIE AND HE IS GOING TO CHECK ON ALL OF THESE MATTERS.

2021 TALKED WITH CHARLIE AGAIN ABOUT GETTING LAP TOP MONITOR FOR
SECURITY IN THE HALLWAY.

2023 Got monitor for security in the reception area.

COURT SECURITY AUDIT

County Wood PS 304-422-4250

Name of facility Magistrate Court

Address 208 Avery Street

City Parkersburg Zip 26101

Which court system audited? Check one. ☒ Magistrate ☐ Family Court ☐ Circuit Court

Date site security audit conducted 07-10-23 A. G. ANGUS

1. Do you have a Metal Detector(s): Yes ☒ No ☐
 - a. If yes, how many? (1)
 - b. Where located? entrance
 - c. Is it or are they in good working order? yes
 - d. Is it used every day? If not, when used? yes
 - e. Do you have an X-ray machine? Yes ☒ No ☐
 1. Where located? ENTRANCE
 2. Is it being used? Yes ☒ No ☐
2. Are there cameras in the waiting area? Yes ☒ No ☐
 - a. Are they working properly? Yes ☒ No ☐
 - b. Who monitors the cameras? Monitored internally by Sheriff Dept. monitor in waiting area.
3. Is access to the employee and court area electronically controlled? Yes ☒
No ☐
 - a. If yes, who controls access? Card Reader
4. Are the halls and corridors inside the controlled access area monitored by cameras?
Yes ☒ No ☐
5. Who has duress alarms? Receptionist, clerks office, magistrates and assistants, both benches
 - a. Are they working properly? Yes ☒ No ☐
 - b. If No, has the proper authorities been contacted to fix the problem?
Yes ☐ No ☐
 - c. Is the 911 center or some twenty four hour supported law enforcement office monitoring them? Yes ☒ No ☐ Who? 9-1-1 & BAILIFF'S DESK

6. Do you have security surveillance cameras beyond the waiting area? Yes ☒ No ☐
- a. Who is monitoring them? monitored internally by Sheriff dept
- b. Are they being monitored in an area where the public could possibly get a clear view of same? Yes ☒ No ☐
7. Does the Magistrate's or Judge's bench and witness box have ballistic material in it? Yes ☒ No ☐
8. Number of doors in courtroom (3) all three courtrooms
- a. Public (1)
- b. Controlled access yes
- c. Secure door for judge to enter and exit yes card reader
- d. Courtroom locked when not in use locked at night
- e. Small glass window in each door no
9. Is the public screened prior to entering the courtroom? Yes ☒ No ☐ How metal detector
10. Seating capacity of courtroom 24 plus jury
11. Are there windows in the courtroom? Yes ☒ No ☐
- a. Are they covered Yes ☒ No ☐
- b. Are these windows on the ground floor? Yes ☒ No ☐
- c. Are they screened? Yes ☐ No ☒
- d. Are they barred? Yes ☐ No ☒
12. Are there separate waiting rooms? Yes ☐ No ☒
13. Are there attorney/client conference rooms? Yes ☒ No ☐
- a. Are there locks and windows on the doors Yes ☒ No ☒
14. Is there emergency lighting in areas with no windows? Yes ☒ No ☐
- a. Are they periodically inspected to insure that they are in proper working order? Yes ☒ No ☐
15. Is there lighting of the exterior of the building? Yes ☒ No ☐
16. Are there security cameras on the exterior of the building? Yes ☒ No ☐
17. Landscaping kept short and away from the building Yes ☒ No ☐
18. Do you have a bailiff? Yes ☒ No ☐ Can you get one? Yes ☐ No ☐

Deficiencies:

total of (41) cams, (26) internal and (15) external.

13 a locks on doors on the inside and no windows.

SEE FAM. CT

LOCKS CHANGED IN CONFERENCE ROOM DOORS

Recommendations:



STATE OF WEST VIRGINIA
FOURTH JUDICIAL CIRCUIT
WOOD COUNTY JUDICIAL BUILDING
#2 GOVERNMENT SQUARE, SUITE 221
PARKERSBURG, WV 26101

JASON A. WHARTON, JUDGE
Phone (304) 424-1721
Fax (304) 424-1726

WOOD & WIRT
COUNTIES

April 29, 2024

West Virginia Division of Administrative Services
Justice and Community Services
Court Security Grant Program

To Whom it may concern:

I support the recommendations following the meeting conducted on April 26, 2024 which recommended a full replacement of the video surveillance systems in each court facility. I was unable to personally attend the meeting due to a hearing, but did submit my recommendations in writing prior to the meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Wharton".

Jason Wharton
Chief Judge

LETTER OF COMMENT

TO: Division of Administrative Services/Justice and Community Services and Court Security Staff

FROM: Family Court Judges

Date: April 29, 2024

We support the findings of the Meeting, conducted on April 26, 2024, which concluded that the primary point of interest regarding the Court security issues should be a full replacement of the Video Surveillance System with each of the Court buildings.



Darren Tallman

Judge

Wood County Family Court



Ellen Smith

Judge

Wood County Family Court

LETTER OF COMMENT

TO: Division of Administrative Services/Justice and Community Services and Court Security Staff

FROM: Circuit Clerk

Date: April 29, 2024

I support the findings of the Meeting, conducted on April 26, 2024, which concluded that the primary point of interest regarding the Court security issues should be a full replacement of the Video Surveillance System with each of the Court buildings.

Celeste Ridgeway by: J. Williams, Deputy
Celeste Ridgeway
Circuit Clerk
Wood County

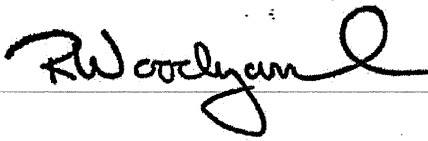
LETTER OF COMMENT

TO: Division of Administrative Services/Justice and Community Services and Court Security Staff

FROM: Wood County Sheriff

Date: April 29, 2024

I support the findings of the Meeting, conducted on April 26, 2024, which concluded that the primary point of interest regarding the Court security issues should be a full replacement of the Video Surveillance System with each of the Court buildings.

A handwritten signature in black ink, appearing to read "R Woodyard", with a large, stylized loop at the end.

Rick Woodyard
Sheriff
Wood County

LETTER OF COMMENT

TO: Division of Administrative Services/Justice and Community Services and Court Security Staff

FROM: Prosecuting Attorney

Date: April 29, 2024

I support the findings of the Meeting, conducted on April 26, 2024, which concluded that the primary point of interest regarding the Court security issues should be a full replacement of the Video Surveillance System with each of the Court buildings.



Pat Lefebure
Prosecuting Attorney
Wood County

LETTER OF COMMENT

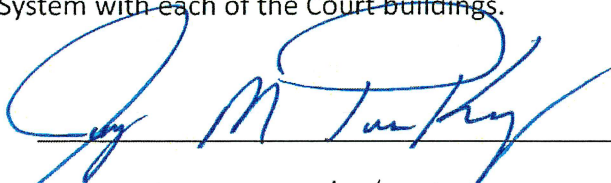
TO: Division of Administrative Services/Justice and Community Services and Court Security Staff

FROM: Wood County Magistrates

Date: April 29, 2024

We support the findings of the Meeting, conducted on April 26, 2024, which concluded that the primary point of interest regarding the Court security issues should be a full replacement of the Video Surveillance System with each of the Court buildings.

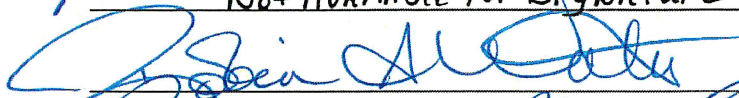
Jody Perkey



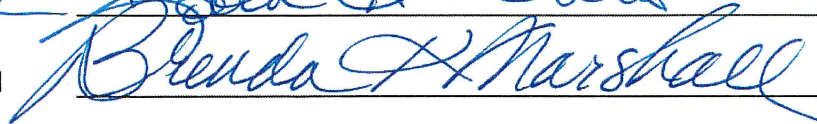
Joe Kuhl

Not Available For Signature

Robin Waters



Brenda Marshall



MAY 6, 2024

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

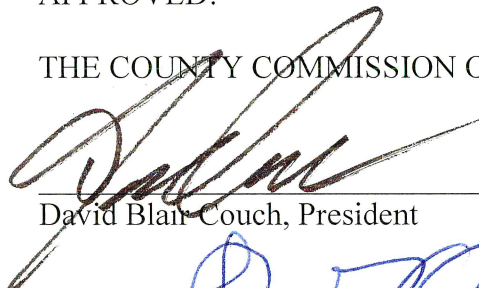
IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
BIDS TO BE ADVERTISED FOR THE PURCHASE AND
INSTALLATION OF METAL BOLLARDS FOR COUNTY
OWNED BUILDINGS.

ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby Authorize bids to be let out and advertised for the purchase and installation of metal bollards for County owned buildings.

APPROVED:

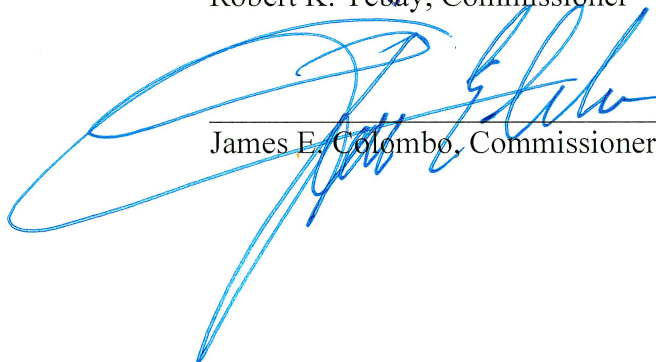
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2941

Wood County
Joe Gonzales, Clerk
Instrument 8834272
05/06/2024 @ 03:04:21 PM
COUNTY COMMISSION ORDER
Book 78 @ Page 671
Pages Recorded 1

Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
5376	CHILD	CHILD SUPPORT ENF DIV	REGULAR	04/30/2024	737.08	
5377	EMPOWER	EMPOWER RETIREMENT	REGULAR	04/30/2024	65.00	
5378	IRS-PAY	DEPARTMENT OF TREASURY	REGULAR	04/30/2024	96,891.12	
5379	NRS	NATIONWIDE RETIREMENT SOLUTIONS	REGULAR	04/30/2024	1,694.00	
5380	OH ST TX	TREASURER OF STATE OF OHIO	REGULAR	04/30/2024	1,467.52	
5381	WV ST TX	WV STATE TAX COMM-INCOME	REGULAR	04/30/2024	26,480.24	
5382	MONPOWER	MON POWER	REGULAR	04/30/2024	19,189.62	
5383	EMSRS	EMERGENCY MEDICAL SERVICES	REGULAR	04/30/2024	3,606.00	
5384	WV DEPUTY	WV DEPUTY SHERIFF'S RETIREMENT	REGULAR	04/30/2024	42,989.92	
5385	WV RETIRE	WV PUBLIC EMP RETIREMENT	REGULAR	04/30/2024	89,053.68	
177490	AMERICAN	AFLAC	REGULAR	04/30/2024	68.44	
177491	OHIOCHILD	OHIO CHILD SUPPORT PAYMENT CENTRAL	REGULAR	04/30/2024	71.40	
177492	WASHINGTONH	WASHINGTON NATIONAL INSURANCE CO.	REGULAR	04/30/2024	792.00	
177493	WESTERN SO	WESTERN & SOUTHERN LIFE	REGULAR	04/30/2024	54.10	

PAYROLL FUND Bank Id 101 Totals

283,160.12

Report Totals

283,160.12

