

CONFERENCE MEMORANDUM
MEDINA COURTHOUSE
PROJECT NO. 19068

Present: **Owner:**
 Lt. Linscott, Sheriff's Office

Design Team
Nancy Nozik, BCI



August 25, 2020

REVIEW OF PLANS DATED 8/25/2020

Responsibilities:

1. Need to review with the City to determine security responsibilities between Sheriff and City.
2. Lt. Linscott anticipates the Sheriff's office being responsible for the County Court areas, and the City Bailiffs being responsible for the Municipal Court areas.

Sallyport:

1. Drive thru Sallyport is difficult. Officers bring in-custody to court and must remain with them the whole time. Cannot drop them off and then go park. Vehicles need to be close.
 - a. Typical to have 4 vans and 2 cruisers at one time – for County. Additional for City and other jurisdictions.
 - b. Prefer to have some parking within the building as was shown previously.
 - c. Municipal will have their own transport. As well as the other communities that come to the County Court: Wadsworth, Lodi, etc.
 - d. Transport deputies are responsible for escorting their inmates.
 - e. Will need to consider staffing to supervise the Sallyport and hold areas.
 - f. Lorain County Courthouse is the best example he's seen for the Sallyport and hold areas.
2. Judge parking: want to make sure there is a safe/secure area for Judges to park. He believes the Ohio Supreme Court states that Judges are the only persons required to have secured parking.

Entry Area:

1. Currently have 3 deputies, 1 sergeant, and 1 part-time check-point officer on staff at the Courthouse.
2. Anticipate two deputies at the entry secure checkpoint, but may need to increase that due to increased traffic into the building.
3. Do not want a railing of any kind at the mezzanine over the entry checkpoint. (The ceiling intentionally extends over the checkpoint.) Would prefer not to have any glass either.
4. Office adjacent to the secure entry is good – can put a Lieutenant and Sergeant there.
5. Other Sheriff staff patrol throughout the building. They are not stationed at any specific locations.
6. Need to verify that Sheriff staff will not patrol the Municipal Court area. They will act as first responders to assist if there is a problem there.
7. Ask Municipal Court if they would like a door in the public corridor separating their area.

Cameras:

1. Need area to store equipment that they can access to download footage.
2. They currently don't monitor the cameras continually.
3. Not allowed to have cameras in the courtrooms.

4. Should Municipal Court have their own camera system? Or one system with access to certain cameras?

Civil Office:

1. 2 clerks; 2 deputies, storage.
2. Like the proposed location. Need to add storage and space for two people in each office.
3. This function is for the County only. They do not serve the City.

Hold Areas:

1. Do not like the door into the Testing Lab. That is a weak link.
2. He doesn't want any doors out of the hold areas except into the Courtrooms.

A security plan will be prepared once the building is finalized.

If you should disagree with any information contained herein, please kindly notify our office in writing within 10 days of receipt of this memorandum.

Nancy Nozik, AIA