

**DISTRICT FACILITIES – ACCESS AND RECORDING POLICY**

**I. Background**

- a. The Northeast Ohio Regional Sewer District (“NEORS” or the “District”) is an independent political subdivision of the State of Ohio, organized and operating pursuant to Chapter 6119 of the Ohio Revised Code. The District was formed in 1972. The mission of the District is to provide progressive management of sewage and stormwater through fiscal responsibility, innovation, and community partnerships.
- b. The District owns and operates the following facilities:
  - i. George J. McMonagle Administration Building (“GJM”)
  - ii. Environmental & Maintenance Services Center (“EMSC”)
  - iii. Easterly Wastewater Treatment Plant (“Easterly”)
  - iv. Southerly Wastewater Treatment Plant (“Westerly”)
  - v. Westerly Wastewater Treatment Plant (“Southerly”)
  - vi. Various other pump stations and other properties

**II. District Facilities – General Principle**

- a. All District facilities, including parking areas, are workplaces devoted to the treatment and management of sewage and stormwater. Except as provided below, **all District facilities, in their entirety, are nonpublic forums and are not open to the general public for the purpose of public expression.** The United States Supreme Court has recognized that the First Amendment does not guarantee access to property by the general public merely because it is owned or controlled by the governmental entities. (*See United States Postal Service v. Greenburgh Civic Association*, 453 U.S. 114, 129 (1981).)
- b. Anyone accessing or attempting to access an unauthorized area or acting in any manner outside of these policies, may be subject to detainment or referral to the police or any other legal remedies available to the District.

**III. GJM and EMSC Visitor Areas**

- a. Members of the general public are required to check-in with Security upon building entry, sign the visitor sign-in sheet and present identification.
- b. Access is limited to those areas designated as a **Visitor Area** on the attached maps.
- c. The portions of the EMSC Lobby and GJM Lobby, designated on the attached, are the Visitor Areas for those respective locations, and, as such, members of the general public who are requesting access for District business are permitted in those areas.
- d. Members of the general public who have an appointment with a District employee and/or are invited to an area outside of the Visitor Area must remain in the Visitor

Area or such other area as authorized by Security until accompanied by a District employee.

- e. A member of the general public who does not have an appointment with District staff is prohibited from accessing or attempting to access an area outside of the Visitor Area, without the authorization of District Security and may be accompanied by District Security.
- f. Except as described in the "Recordings – Video or Audio" section below, any member of the general public who does not have a business reason, as determined by the District, for being on the premises will be asked to leave the premises and, under no circumstance, shall such person access property outside of the Visitor Area. Anyone refusing to leave the property after being asked to leave should be considered a trespasser and treated as such in accordance with standard District procedure.
- g. At all times, the safety of the District's employees and visitors is of paramount concern.

**IV. GJM Exception to General Principle - GJM Board Meeting Rule**

- a. The Public Meeting Room located at GJM is a designated public forum open for the *limited* public expression set forth in the Bylaws of the Board of Trustees of the NEORS. The Public Meeting Room is a Visitor Area only during times when there are open meetings in that space. Open meetings refer to those meetings for which the District is required to provide public notice, pursuant to Ohio Revised Code Section 121.22.

**V. Easterly, Southerly, and Westerly Visitor Areas and Pump Stations**

- a. The Easterly, Southerly, and Westerly Visitor Areas, as designated on the attached maps, are open to members of the general public who are requesting access for District business. Members of the general public are required to check-in with Security.
- b. Any member of the general public who does not have a business reason, as determined by the District, for being on the premises will be asked to leave the premises and, under no circumstance, shall such person access property outside of the Visitor Area.
- c. Members of the general public are not permitted access to District pump stations.

**VI. Visitor Areas**

- a. The areas designated on the attached maps are Visitor Areas. However, the District reserves the right, at any time and without prior notice, to alter the boundaries of such areas for any perceived health, safety or security reason(s) or any operational need, as determined by the CEO or the CEO's designee.

**VII. Recordings – Video or Audio**

- a. Video or audio recordings or photographs of the Visitor Areas are authorized for reasonable time periods and in accordance with the policies herein.
- b. Video or audio recordings or photographs from areas other than Visitor Areas may only occur with the authorization of District personnel.
- c. Anyone engaged in suspicious behavior and/or acting in a manner which might compromise the security or operations of the District, regardless of whether anyone is making a video or audio recording, may be referred to the police.
- d. Video recording and photography that is illegal is expressly prohibited in all locations at all times.
- e. Members of the general public who are in a Visitor Area for the sole purpose of making video or audio recordings or taking photographs of the Visitor Area are permitted to do so for reasonable periods of time and in accordance with the policies contained herein.
- f. Security may respond to anyone causing a disturbance, creating a safety hazard, or interfering with the operation and/or business of the District as they would for anyone regardless of whether they are making video or audio recordings or claim to be a member of the press.
- g. Anyone attempting to record audio or video or take photographs in an unauthorized area or manner, or in any manner outside of these policies, may be subject to detainment or referral to the police or any other legal remedies available to the District.
- h. At all times, the safety of the District's employees and visitors is of paramount concern.

**VIII. Attachments:**

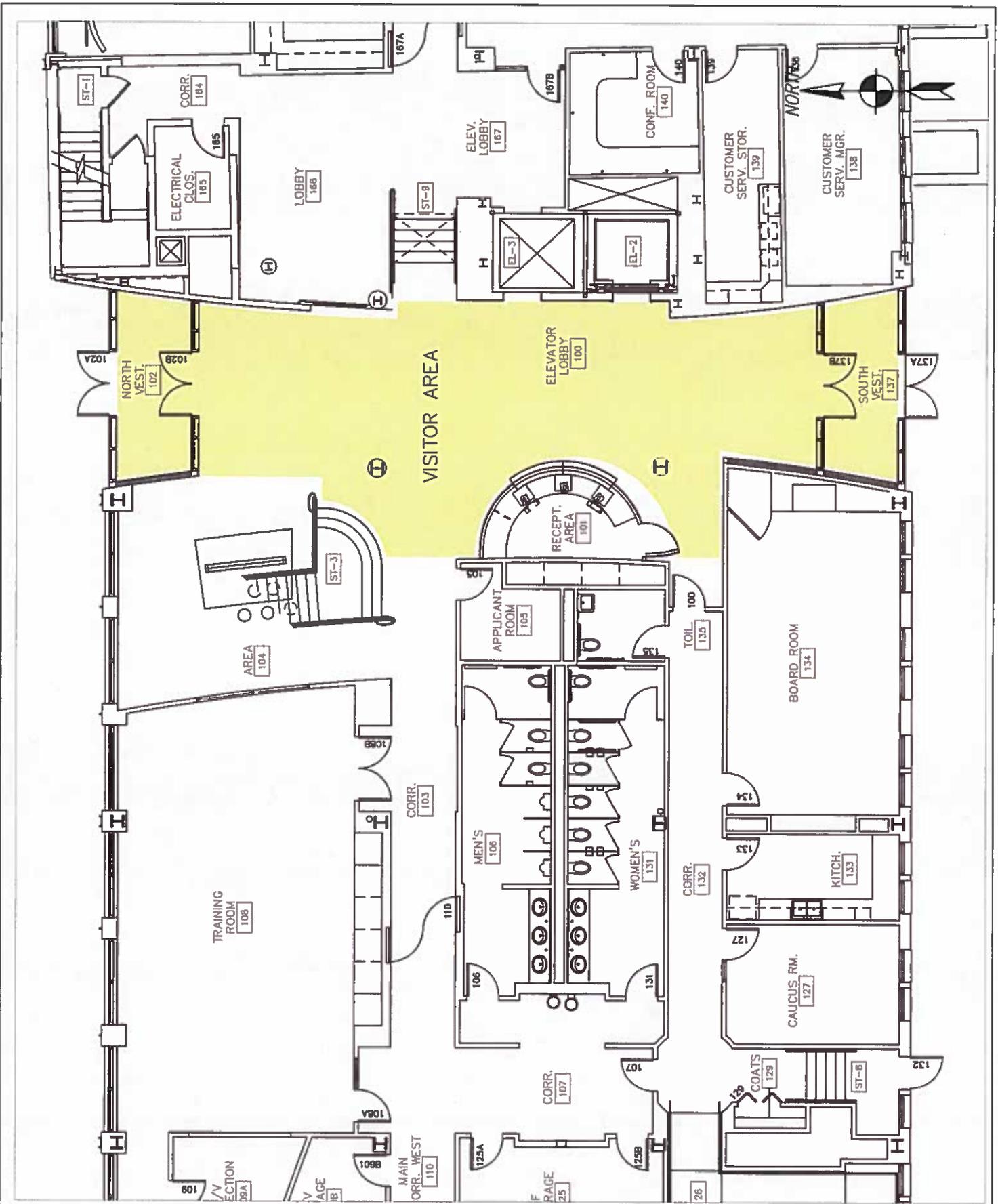
- a. Map of Visitor Area at GJM (Dated September 2018)
- b. Map of Visitor Area at EMSC (Dated September 2018)
- c. Map of Visitor Area at Easterly (Dated September 2018)
- d. Map of Visitor Area at Southerly (Dated September 2018)
- e. Map of Visitor Area at Westerly (Dated September 2018)

Approved:

  
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Kyle Dreyfuss-Wells, Chief Executive Officer

Effective Date: September 18, 2018

# Attachment a



DESIGNED BY: Z.S.  
 DRAWN BY: Z.S.  
 SHEET CHK'D BY: B.P.  
 CROSS CHK'D BY:  
 APPROVED BY: J.B.  
 DATE: SEPTEMBER 2018

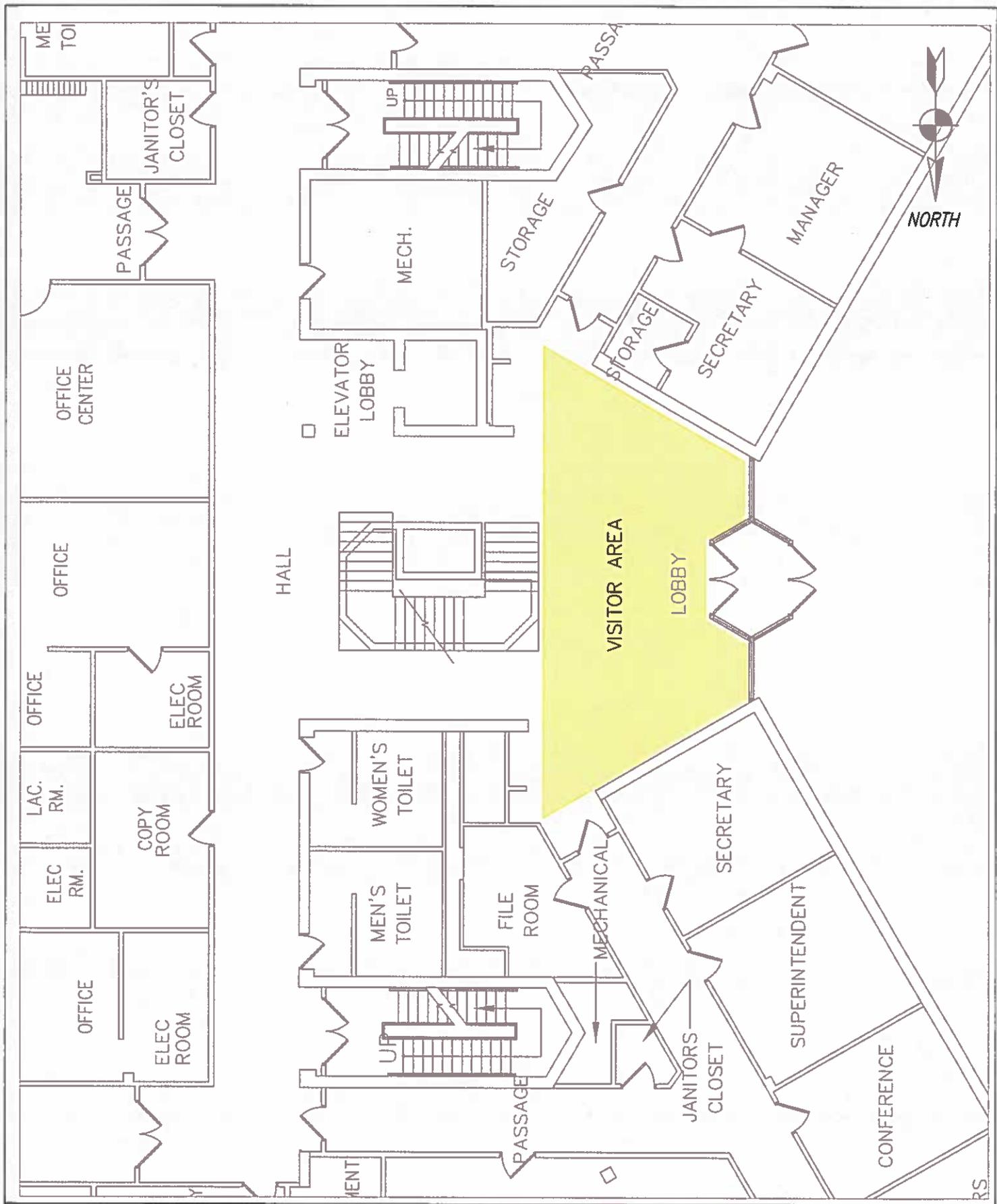


**Northeast Ohio**  
**Regional Sewer District**

GJM  
**VISITOR AREA**

PROJECT NO.:  
 G SHEET: 1 OF 5  
 SCALE: NTS  
 SHEET NO.: **FIG.1**

# Attachment b



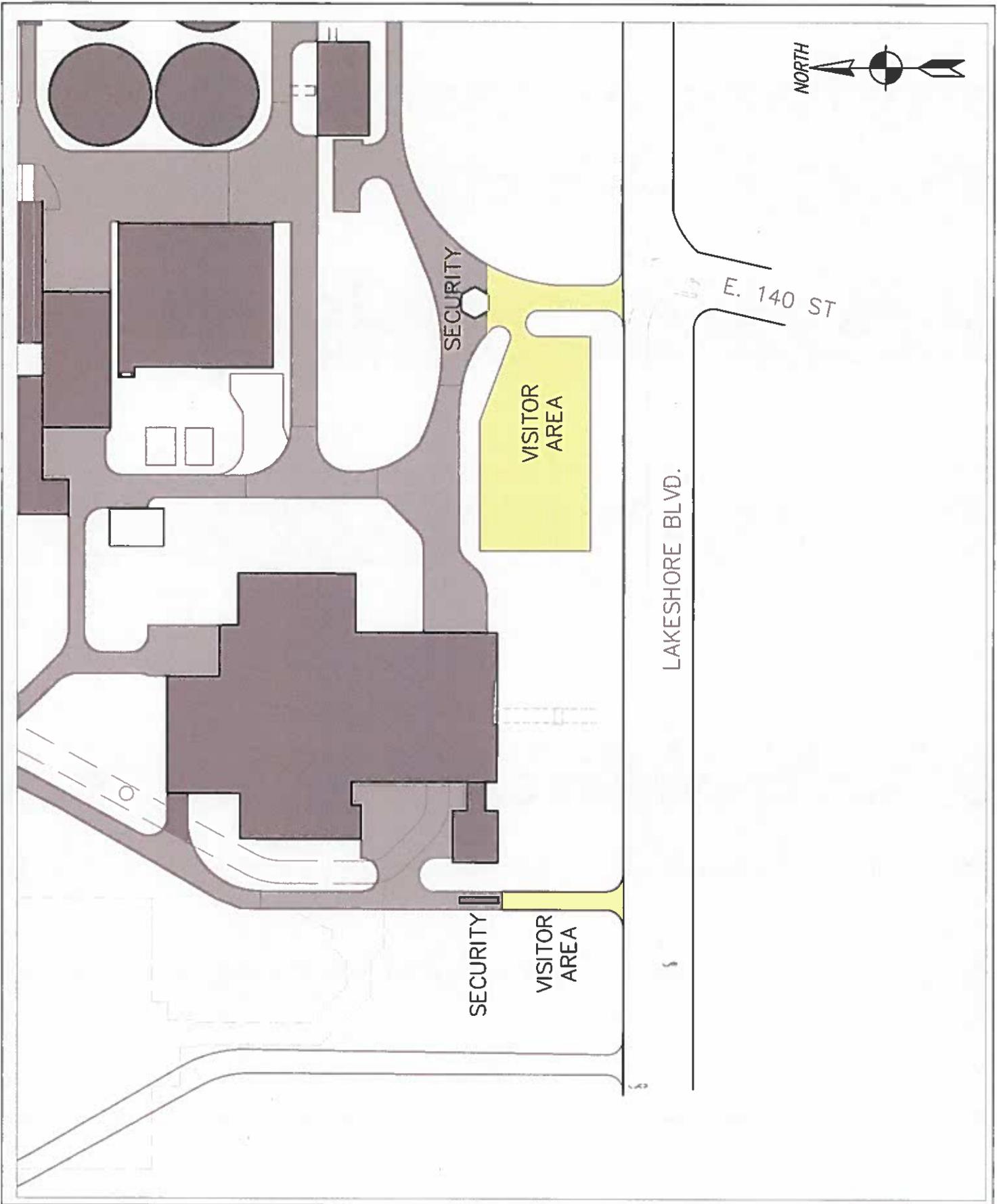
DESIGNED BY: Z.S.  
 DRAWN BY: Z.S.  
 SHEET CHK'D BY: B.P.  
 CROSS CHK'D BY:  
 APPROVED BY: J.B.  
 DATE: SEPTEMBER 2018



EMSC  
**VISITOR AREA**

PROJECT NO.:  
 G SHEET: 2 OF 3  
 SCALE: NTS  
 SHEET NO.: **FIG.2**

# Attachment c



DESIGNED BY: Z.S.  
 DRAWN BY: Z.S.  
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 CROSS CHK'D BY:  
 APPROVED BY: J.B.  
 DATE: SEPTEMBER 2018



**Northeast Ohio**  
**Regional Sewer District**

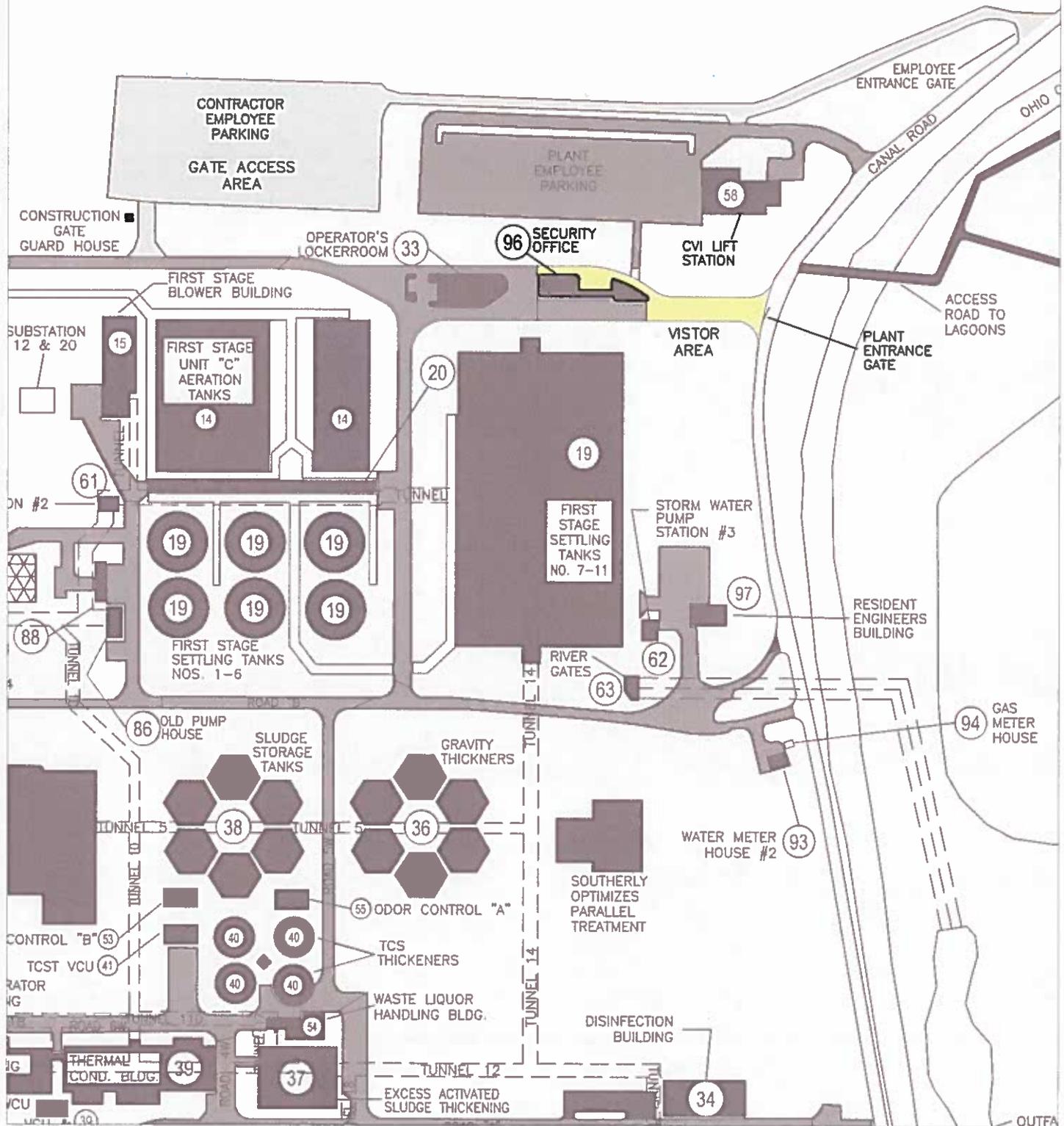
EASTERLY WASTE WATER  
 TREATMENT PLANT  
 VISITOR AREA

PROJECT NO.:  
 G SHEET: 3 OF 5

SCALE: NTS

SHEET NO.: **FIG.3**

# Attachment d



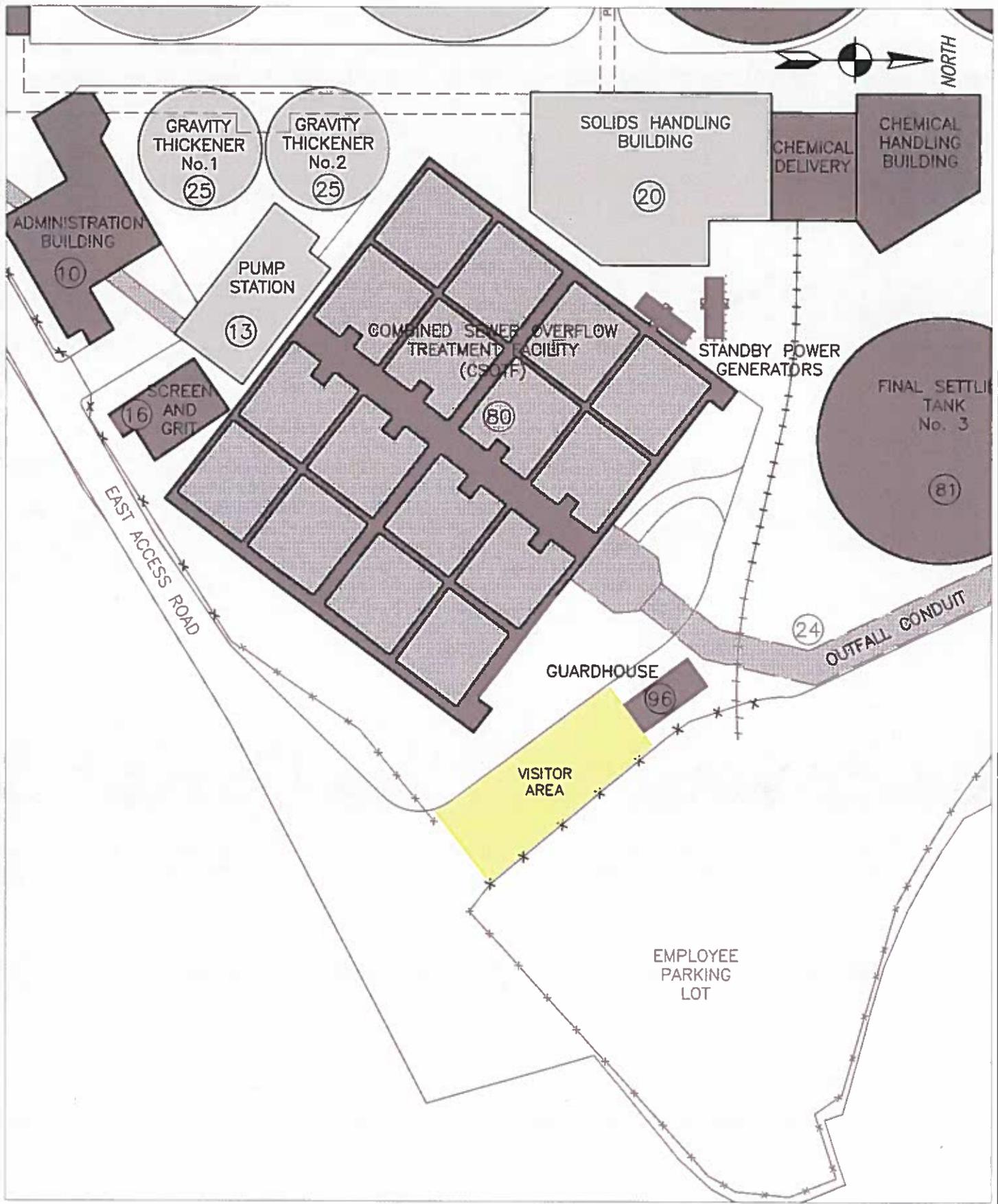
DESIGNED BY: Z.S.  
 DRAWN BY: Z.S.  
 SHEET CHK'D BY: R.P.  
 CROSS CHK'D BY:  
 APPROVED BY: J.B.  
 DATE: SEPTEMBER 2018



**SOUTHERLY WASTE WATER  
 TREATMENT CENTER  
 VISITOR AREA**

PROJECT NO.:  
**G** SHEET: 4 OF 5  
 SCALE: NTS  
 SHEET NO.: **FIG.4**

# Attachment e



DESIGNED BY: Z.S.  
 DRAWN BY: Z.S.  
 SHEET CHK'D BY: B.P.  
 CROSS CHK'D BY: J.B.  
 APPROVED BY: J.B.  
 DATE: SEPTEMBER 2018



**WESTERLY WASTE WATER  
 TREATMENT CENTER  
 VISITOR AREA**

PROJECT NO.:  
**G SHEET: 5 OF 5**  
 SCALE: NTS  
 SHEET NO.: **FIG.5**