

LOCAL RULE FOR CLINTON COUNTY JUVENILE COURT:

Rule 1.1 Reporting to Law Enforcement and Compliance Plan

1.1 Reporting to Law Enforcement and Compliance Plan:

FILED
COURT OF COMMON PLEAS
JUVENILE DIVISION

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CLINTON COUNTY, OHIO
- a. The court has a duty to ensure complete, accurate, and timely submission of information into the state's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases.
 - b. The Court, in collaboration with the Clerk of Court, law enforcement agencies, the Prosecutor and any other applicable justice system partners, will develop a Reporting to Law Enforcement & Compliance Plan.
 - c. The Reporting to Law Enforcement & Compliance Plan will identify procedures and timelines for:
 - i. Obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court of Ohio rules, including R.C. 109.57(A)(2), 109.60(A), 2151.311, 2151.313, and 2152.71(A)(2);
 - ii. Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including R.C. 2151.34 and 3113.31 and Sup.R. 10(A);
 - iii. Reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles as prescribed by R.C. 4510.03, 4513.37, and 5502.10 and Supreme Court rules;
 - iv. Maintaining complete and accurate records in accordance with 18 U.S.C. 922(g), the Revised Code, including R.C. 2923.13, and Supreme Court rules in the event of an audit by the Federal Bureau of Investigation, the Bureau of Criminal Investigation, or state or local auditors; and
 - v. Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases pursuant to the Revised Code, including R.C. Ch. 2151 and R.C. 2930.171 and 3113.31.
 - d. The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date.

The Plan is attached hereto and incorporated herein.

FILED
COURT OF COMMON PLEAS
JUL 15 2025
CLINTON COUNTY CLERK
ID: 38

**CLINTON COUNTY PROBATE & JUVENILE COURT
REPORTING TO LAW ENFORCEMENT & REPORTING PLAN**

The Reporting to Law Enforcement & Reporting Plan has been created for the purpose of ensuring complete, accurate, and timely submission of information into Ohio's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), and other law enforcement databases and in compliance with Rule 5 of the Rules of Superintendence for Ohio Courts. The format of this plan conforms to the guidance provided by the publication from the Supreme Court of Ohio in August of 2025.

This Plan was developed in collaboration with:

Chad L. Carey, Judge and Ex-Officio Clerk
Douglas A. Eastes, Sheriff
Brian A. Shidaker, Prosecutor

PLAN

A. Obtaining & Reporting Fingerprinting

Below are the procedures and timelines for obtaining and reporting fingerprints as prescribed by the Revised Code and Supreme Court rules, including R.C. 109.57(A)(2), 109.60(A), 2151.311, 2151.313, 2152.71(A)(2), 2923.14, 2929.44(B), 2945.402(E)(1), and Sup.R. 95(C) and Crim.R. 9(A).

1. Law enforcement's process for obtaining fingerprints and generating the related incident tracking number (ITN), including upon arrest, taking into custody, and upon court-ordered fingerprinting.

At a hearing for a juvenile on charges for which fingerprinting is required, if the juvenile has not yet been fingerprinted and a related ITN been assigned, the Hearing Officer (Judge/Magistrate) will order the youth to report to Juvenile Court Services immediately following the hearing to be fingerprinted by a Probation Officer. The Clerk's Office shall attach the ITN and fingerprints to the Court's case management system (currently Henschen).

2. Law enforcement's process for reporting the ITN to the clerk of court

Upon the filing of the Complaint, law enforcement will notify the Court if the delinquent/defendant has been fingerprinted and assigned an Incident Tracking Number (ITN) upon arrest/booking pursuant to O.R.C. §§ 109.572 and 109.60.

3. Court's process for inquiring and ordering fingerprinting at initial appearance, sentencing, or adjudication (juvenile), including:
 - o Process of identifying individuals who need to be fingerprinted and notifying the judicial officer before the individual's next appearance in court
 - o Process for incarcerated defendants served with charges via a summons

At the initial appearance, the Court or Hearing Officer shall inquire whether the juvenile/defendant has been fingerprinted and assigned an Incident Tracking Number (ITN) when required by R.C. 109.60(A), R.C. 2151.313, R.C. 2301.10, and any other applicable law. The Prosecutor's Office may advise the Court when it is present and aware from the complaint, law-enforcement referral, arrest/booking information, or other available charging materials that the charged act is one for which fingerprinting appears to be required.

The Hearing Officer will inquire again at adjudication or disposition. If at any point in the inquiry the juvenile has yet to be fingerprinted, the Hearing Officer will order the youth's fingerprints to be taken and an ITN assigned by the Probation Department immediately following the hearing.

The Probation Department will fingerprint the youth via the InVize ID system prior to leaving the courthouse.

The Probation Department staff shall capture all required prints from the youth and ensure an (ITN) is assigned by the InVize ID system prior to transmitting the fingerprints and ITN to the Ohio Bureau of Criminal Investigation & Identification (BCI&I).

The ITN number will be entered into the Court's case management system by the Clerk.

The Clerk processing the dispositional entry will ensure the appropriate disposition code is assigned to the ITN number.

The Clerk shall ensure that case dispositions are transmitted in paper format, or once available through the Court's case management software, electronically to the Ohio Bureau of Criminal Investigation & Identification (BCI&I) on a recurring, weekly basis.

The Clerk shall ensure a docket entry is created, reflecting that the information has been transmitted to BCI.

The Clerk shall review all rejected transactions and will correct and resend as needed.

4. Process for reporting cases with a disposition of dismissed and those where no disposition is expected.

The Clerk processing the dismissal entry will ensure the appropriate disposition code is assigned to the ITN number.

The Clerk shall ensure that case disposition is transmitted either in paper format, or once available through the Court's case management software, electronically to the Ohio Bureau of Criminal Investigation & Identification (BCI&I) on a recurring, weekly basis.

The Clerk shall ensure a docket entry is created, reflecting that the

information has been transmitted to BCI.

If it is determined that no disposition is expected and a delinquent/defendant was fingerprinted and an ITN was assigned, the Clerk shall notify Ohio Bureau of Criminal Investigation & Identification (BCI&I). The Clerk shall indicate no disposition expected with the corresponding ITN number.

The Clerk shall review all rejected transactions and will correct and resend as needed.

5. Process for reporting fingerprints and dispositions when cases are transferred to another court (e.g., municipal court to general division, juvenile court to general division, or a transfer to a court in another county).

When cases are transferred to another jurisdiction for disposition, the Clerk shall transfer a certified copy of the Court's record and the fingerprint card to the appropriate Court for reporting.

6. Process for reporting the granting of an application for relief from weapons disability.

The Clerk processing the Entry granting the application for relief from weapons disability will ensure the appropriate disposition code is assigned to the ITN number.

The Clerk shall ensure that the updated case disposition is transmitted either in paper format, or once available through the Court's case management software, electronically to the Ohio Bureau of Criminal Investigation & Identification (BCI&I) on a recurring, weekly basis.

The Clerk shall review all rejected transactions and will correct and resend as needed.

7. Procedures for quality assurance and records validation.

On a quarterly basis, the Chief Deputy Clerk (or his/her designee) shall conduct an internal audit to ensure the records are being reported correctly. The clerks shall resolve any clerical errors, add any missing information and update said records with the appropriate agency.

B. Reporting Mental Health Adjudications in Probate Court

Upon a finding that a respondent is a PMISCO (person mentally ill subject to court order), the Probate Clerk shall transmit the respondent's identity to the Ohio Attorney General's Office within seven days per R.C. §5122.311(A). The Probate Clerk shall electronically enter the information via Ohio Courts Network (OCN) portal.

C. Reporting of Protection Orders

Below are the procedures and timelines for reporting a protection order as prescribed by the

Revised Code and Supreme Court rules, including R.C. 2151.34, 2903.213, 2903.214, 2919.26, and 3113.31, and Sup.R. 10.00 – 10.06.

1. Court's process for sending the *Protection Order Notice to NCIC Form* (NCIC Form) to law enforcement for entry into the Law Enforcement Automated Data System (LEADS) upon the issuance, modification, dismissal, or termination of an ex-parte order, consent agreement, or full order protection order.

The Clerk completes the NCIC Form the day the ex-parte order, consent agreement or full protection order is issued and faxes it to the Sheriff's Office. In the event the protection order is modified, dismissed or terminated, the Clerk shall fax the NCIC form with the appropriate designation marked (i.e. amended or removal) on the day the modification, dismissal or termination is issued.

2. Law enforcement's process for entering the NCIC Form information into LEADS for initial entry, as well as the process for updating LEADS when the defendant or the respondent is served with the ex-parte order.

Once received, the Clinton County Sheriff's Office transfers the reported NCIC information from the Clerk to Dispatch, who will then timely transmit the information to NCIC/LEADS/RCIC without undue delay.

3. Process for notifying the defendant or respondent of an unserved *ex parte* protection order pursuant to R.C. 2919.27(D), including the completion of the *Notification of Protection Order Form*, and for updating LEADS once notice has been given.

The Clerk will attempt notice via service by Sheriff. The Sheriff's Office will attempt service upon the respondent and his/her parent or guardian that same day. The Sheriff's Office shall update LEADS once service has been obtained on the respondent and his/her parent or guardian, or shall promptly notify the Court in writing of a failure of service.

4. Process for when a misdemeanor case containing a protection order is dismissed for felony indictment, including:
 - o The process to ensure that the protection order information from the misdemeanor case is added to the felony case under R.C. 2919.26(D)(4);
 - o The common pleas court clerk's process for informing the municipal court clerk and law enforcement agency that entered the protection order into LEADS when the felony case and the protection order are disposed of, to ensure the protection order is removed from LEADS.

Process not applicable to Juvenile Court.

5. Procedures for quality assurance and records validation

On a quarterly basis, the Chief Deputy Clerk (or his/her designee) shall conduct an internal audit to ensure the records are being reported correctly. The clerks shall resolve any clerical errors, add any missing information and update said records with the appropriate agency.

D. Reporting to the Ohio Department of Public Safety

Below are the procedures and timelines for reporting information to the Ohio Department of Public Safety's Bureau of Motor Vehicles (BMV) pursuant to R.C. 4510.03, 4513.37, and 5502.10 and Supreme Courtrules.

1. Process for sending the BMV the certified abstract of the court record upon the conviction or bail forfeiture for cases involving traffic violations and the operation of vehicles, streetcars, and trackless trolleys.

The Clerk shall utilize the government access login to submit all suspensions, forfeitures, convictions and points to be reported to the BMV electronically through the BMV portal. The Clerk shall enter the information in the format as prescribed by the BMV.

2. Court's process for sending the BMV the certified abstracts of the court record upon the conviction in cases involving aggravated vehicular homicide, vehicular homicide, or a felony offense where a vehicle was used.

Similar to the process set forth in paragraph 1 above, the Clerk shall submit, in electronic format, through the government access login to the BMV portal the Court record of any person convicted of aggravated vehicular homicide or vehicular homicide, or a felony offense where a vehicle was used. The report shall be in the format as prescribed by the BMV.

3. Process for reporting convictions of operating a vehicle impaired (OVI). This is inclusive of any convictions for operating a motor vehicle under the influence (OMVI) in R.C. § 5502.10.

The Court shall report (electronically as set forth above) to the BMV within (30) days of the conviction for OVI, the following information: the offender's name, date of birth, social security number, address of residence, including but not limited to: the street address, municipal, corporation or township, county and zip code, the number of times within the preceding (20) years that the offender has been convicted in this state for an OVI/OMVI violation and the date of each of those convictions.

4. Procedures for quality assurance and records validation

The Clerk shall verify that each electronic file was transmitted successfully. On a quarterly basis, the Chief Deputy Clerk (or his/her designee) shall conduct an internal audit to ensure the records are being reported correctly. The clerks shall resolve any clerical errors, add any missing information and update said records with the BMV.

E. Procedures for Maintaining Reporting Records

Below are the procedures to ensure completeness and accuracy of records as required by the statutes and rules listed in divisions Sup.R. 5(F)(1)(a) and (b), 18 U.S.C. 922(g), and R.C. 2923.13 in the event of an audit by the Federal Bureau of Investigation, BCI, or state or local

auditors.

1. Staff schedule to regularly validate records that have been reported

The Clerk will report on records, at a minimum weekly as they are received. On a quarterly basis, the Chief Deputy Clerk (or his/her designee) shall conduct an internal audit/quality assurance check to ensure the records are being reported accurately. The clerks shall resolve any clerical errors, add any missing information and update said records with the appropriate agency.

2. Process for correcting inaccurate, incomplete, or rejected reporting submissions to the appropriate entities

The Clerk will manually review each submission to identify inaccuracies, omissions, or errors. This review includes examining the case filings and disposition entries to verify the correct information. Once verified, the Clerk will promptly correct and resubmit the updated data to the appropriate reporting entity.

3. Process for gathering and identifying records to be provided to state and federal auditors

Relevant information will be generated in report form from the Court's case management software and compiled into an organized Excel spreadsheet. The spreadsheet will identify applicable records, retention status, resubmissions, and related filings. This centralized tracking document will ensure accurate recordkeeping and provide timely, comprehensive information to state and federal auditors as requested.

4. Process for annually checking for updates to state and federal reporting requirements

The Chief Deputy Clerk (or his/her designee) is responsible for conducting an annual review of applicable state and federal reporting requirements. Any updates or changes identified during this review will be incorporated into the Clerk's reporting procedures to ensure ongoing compliance.

5. Retention schedules for these records

All records in the Court's official docket and case management system are maintained in accordance with the applicable retention schedule.

F. Procedures for Sealing & Expunging Records

Below are the procedures and timelines for reporting sealed and expunged records into BCI's computerized criminal history repository, LEADS, and other law enforcement databases pursuant to the Revised Code, including Revised Code Chapters 2151 and 2953 and R.C. 2930.171 and 3113.31.

1. Process for notifying victims under Marsy's Law requirements

At the resolution of a case, the Prosecutor's Office shall inform the victim of the sealing and expunging process, including the various methods (i.e. applications, automatic sealing and automatic expungement).

Upon receipt of an application to seal and/or expunge, on the Court's own motion to seal and/or expunge, or upon a case being dismissed, the Clinton County Prosecutor's Office shall send notice to the victim. The notice informs the victim of the dismissal, or of the application and the potential sealing and/or expungement of a case, and allows the victim 30 days to respond. If the sealing and/or expungement is later granted, the Prosecutor shall provide notice to the victim of the sealing and/or expungement via a copy of the Judgment Entry.

2. Process for notifying the appropriate law enforcement agencies and BCI when records have been sealed or expunged

The referring law enforcement agency receives a copy of the Judgment Entry granting the sealing and/or expungement of a case. The Entry requires that all original records of the case maintained by the agency, except for fingerprint and DNA records, be delivered to the Court. The Court also completes the BCI/ Attorney General Form, attaches it to the Court Order, and emails it to the Ohio Attorney General once the 30-day appeal period has ended.

3. Process for securing sealed records

After the 30-day appeal period has passed, the sealed record is removed from the main file by updating the case status in the Court's case management system (currently Henschen) to "sealed". Sealed records do not appear in the main file system and do not appear in case search results. Only authorized Court staff have access to view sealed records. For records that are automatically sealed, the Clerk shall update the case status in the case management system to "sealed" and only authorized Court staff shall have access to view the sealed record.

4. Process for removing expunged records from the case management system and back-up document storage applications as appropriate


After the 30-day appeal period has passed, the previously sealed record is deleted from the Court's case management system (currently Henschen) so that it is permanently irretrievable, unless the Court is notified by a party to a related Civil action that a Civil action is pending based on the case at issue. Once the case record is deleted from the case management system, it is also permanently deleted from the record archiver/ back-up.

Upon automatic expungement pursuant to statute, the record shall be deleted from the Court's case management system so that it is permanently irretrievable, unless the Court is notified by a party (prior to the automatic expungement) to a related Civil action that a Civil action is pending based on the case at issue. Once the case record is deleted from the case management system, it is also permanently deleted from the record archiver/back-up.

5. Other

If a Civil action is pending based on the case at issue, the Court shall not expunge the record until the Civil action is resolved and no longer subject to appellate review.


This Plan was hereby adopted on June 4, 2026, and shall be reviewed and updated every three years.



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