



Reporting to Law Enforcement & Compliance Plan Guidance



The information contained in this resource is a compilation of statutes, court rules, and court decisions in the State of Ohio, and it is intended as a summary of the law to assist judges, lawyers, and the general public. The information does not represent binding statements of law by the Supreme Court of Ohio.



Reporting to Law Enforcement & Compliance Plan Guidance

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Reporting to Law Enforcement & Compliance Plan Guidance

The complete, accurate, and timely reporting of criminal information across local, state, and federal levels is a complex but essential component of ensuring public safety. The effectiveness of this process depends on the collaboration among courts, court clerks, and local law enforcement agencies. It functions most efficiently when all parties involved have a comprehensive understanding of the process and recognize the critical role each one plays.

Judicial leadership is vital to this effort. Administrative judges are uniquely positioned to champion compliance and accountability within their courts. Under Sup.R. 4.01(G), they are responsible for working with their clerk of court and other criminal justice partners to ensure compliance with all reporting requirements. Furthermore, Sup.R. 5(F)(1) requires courts to adopt a local rule and a written “Reporting to Law Enforcement & Compliance Plan” (Plan) to ensure the complete, accurate, and timely submission of information into various law enforcement databases.

Judicial leaders must ensure that these Plans are not only in place but actively implemented and regularly reviewed. By doing so, they help safeguard the integrity of law enforcement databases and support broader public safety initiatives.

This guidance is designed to assist courts in developing their Plan. It outlines procedures and timelines to include in the Plan, identifies scenarios where information is commonly reported incorrectly, and situations where improved communication between local entities would result in more accurate reporting. It should serve as a starting point and be tailored to meet the needs of each court.

The Plan should be written in collaboration with criminal justice system partners. This results in standardized procedures followed by law enforcement agencies and courts, especially when it comes to obtaining fingerprints. As an example, general division and municipal courts within the same county should develop their plans in conjunction with the county’s law enforcement agencies. This promotes uniformity in procedure, minimizes redundancies, and maximizes the time commitment for law enforcement agencies that serve multiple courts.

Stakeholders should include:

- Administrative judges from each court
- Representatives from all local law enforcement agencies, including the county sheriff
- County and other jail booking officer(s) for each facility within the county
- Clerk of court of each court and chief deputy clerk and/or clerk’s office administration
- Court administrators
- Court(s) or county information technology directors

This stakeholder group should meet periodically to discuss procedural issues, address any unanticipated problems, and make necessary revisions to the Plan. Because this group has a regular cadence, implementing new reporting requirements becomes much easier. For example, stakeholders could meet either in person or virtually on a semiannual basis to review current procedures and make necessary adjustments.

Obtaining & Reporting Fingerprinting

The Plan should outline 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). [Sup.R. 5(F)(1)(a)]

The Plan should outline procedures and timelines for:

- 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.
- Law enforcement's process for reporting the ITN to the clerk of court.
- The court's process for inquiring and ordering fingerprinting at initial appearance, sentencing, or adjudication (juvenile), including:
 - The process of identifying individuals who need to be fingerprinted and notifying the judicial officer before the individual's next appearance in court.
 - The process for incarcerated defendants served with charges via a summons.
- The process for reporting dismissed cases and those where no disposition is expected (e.g., no charges were filed, charge was amended to a non-reportable offense).
- The 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).
- The process for reporting the granting of an application for relief from weapons disability.

Items for Discussion:

The court and law enforcement agencies should develop fingerprinting processes that prevent the unnecessary creation or duplication of arrest records/ITNs in BCI's database. Not every fingerprinting instance requires the creation of an ITN and submission to BCI; only those offenses outlined in R.C. 109.60 trigger this duty. This can cause duplicate or incomplete records in the database that will never have a disposition.

Common scenarios where incomplete records occur are when a defendant is:

- Arrested, but no charges are filed;
- Arrested on a probation violation;
- Arrested on an offense that requires fingerprints, but is charged/indicted on an offense that does not require fingerprints to be obtained;
- Arrested on an offense that requires fingerprints by law enforcement policy, but is not an offense that clerks of courts are required to report;
- Extradited and taken into federal custody;
- Fingerprinted for investigation purposes only;
- Fingerprinted upon arrest and fingerprinted again upon indictment;
- Deceased.

Quality Assurance & Record Validation

The Plan should outline procedures for entities to regularly conduct internal audits to ensure their records are being reported correctly. It should contain processes for resolving clerical errors, adding missing information, and updating records. A practice of quarterly or semi-annual reviews is recommended.

Reporting Mental Health Adjudications in Probate Court

The Plan should also include procedures for reporting mental health adjudications under R.C. 5122.311. Probate courts should partner with their local facilities to determine whether the probate judge or the chief clinical officer will report to BCI. [Sup.R. 5(F)(1)(a)]

The Plan should also include the process for:¹

- Notification to the court of a patient's discharge;
- Notification to BCI if the adjudication is vacated, set aside, or terminated;
- Notification to BCI if the individual no longer meets the criteria to be subject to a court order or dies;
- Validating records entered in the Ohio Courts Network Mental Illness Adjudication Report (MIAR) portal.

Quality Assurance & Record Validation

The Plan should outline procedures for probate courts to regularly conduct internal audits to ensure their records are being reported correctly. It should contain processes for resolving clerical errors, adding missing information, and updating records. A practice of quarterly or semi-annual reviews is recommended.

Reporting of Protection Orders

The Plan should outline 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. [Sup.R. 5(F)(1)(b)] These procedures should include the issuance of, service of, modification to, or instruction for the removal of a protection order.

The Plan should outline procedures and timelines for:

- The court's process for sending the *Protection Order Notice to NCIC Form* (NCIC Form)² to law enforcement for entry into the Law Enforcement Automated Data System (LEADS) upon

¹ See Adm.Code 109:5-3-01 for BCI notification requirements of the court and the chief clinical officer.

² National Crime Information Center, Form 10-A:Protection Order Notice to NCIC,
<https://www.supremecourt.ohio.gov/forms/all-forms/ncic/88>.

the issuance, modification, dismissal, or termination of an ex parte order, consent agreement, or full order protection order.³

- 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.
- The 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 *Notice to Respondent of Defendant About Existence of Protection Order Form*, and for updating LEADS once notice has been given.
- The process for when a misdemeanor case containing a protection order is dismissed for felony indictment under R.C. 2919.26(D)(4), including:
 - The process to ensure that the protection order information from the misdemeanor case is added to the felony case;
 - 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.
 - The common pleas court's process for informing the municipal court that the temporary protection order has been terminated and the corresponding municipal court's process for notifying law enforcement of the termination so that the order can be removed from LEADS.

Items for Discussion:

The court and law enforcement agencies should develop processes for which agencies will enter civil protection orders into LEADS that avoid unnecessary delay in entry or removal.

Common scenarios where incomplete records occur are when:

- An ex parte protection order is issued but not served on the defendant or respondent and not entered into LEADS.
- A modification or termination of a protection order is not communicated to the entering law enforcement agency to update the LEADS entry.
- A misdemeanor case with a protection order is dismissed due to a felony indictment but (1) the municipal case file does not document that the protection order remains in effect until resolution of the felony case, and/or (2) the felony case file does not indicate the protection order transferred from the municipal case. Improper documentation could lead to a lack of enforcement of a valid protection order or a failure to remove from LEADS once the felony case has been resolved.

³ For criminal protection orders, the NCIC Form is usually sent to the law enforcement agency that charged the defendant. For civil protection orders, the NCIC Form is usually sent to the county sheriff.

Misdemeanor Crimes of Domestic Violence [18 U.S.C. 921(a)(33), 18 U.S.C. 922(g)]

A defendant convicted of a misdemeanor crime of domestic violence (MCDV) as defined in 18 U.S.C. 921(a)(33) is prohibited from purchasing or possessing a firearm under 18 U.S.C. 922(g). Ohio courts are required to notify defendants about the potential federal firearms prohibition before accepting a plea to a potential MCDV.⁴ Determining whether a person is disqualified under the federal MCDV prohibition is not as simple as examining the convictions under Ohio's domestic violence statute, R.C. 2919.25.

R.C. 2919.25 does not perfectly align with the federal MCDV definition. Ohio's domestic violence statute includes more types of relationships than the federal definition (e.g., grandparents, in-laws, etc.). Moreover, there are offenses beyond convictions under R.C. 2919.25 that may trigger the federal prohibition depending on the relationship of the parties.⁵ Ohio currently does not have a mechanism for reporting the relationships of misdemeanor crimes of domestic violence to LEADS.

When the record check of a person seeking to purchase a firearm indicates a possible disqualifier, the Federal Bureau of Investigation (FBI) has three days (excluding weekends and federal holidays) to research the case information and determine the appropriateness of the purchase. For Ohio, the FBI researches every MCDV under R.C. 2919.25, as well as several other possible crimes that could be MCDVs to determine whether this conviction prohibits a defendant from purchasing a firearm. This entails the FBI contacting the court and clerk staff for case details. Failing to respond timely could result in a person legally prohibited from possessing firearms being able to purchase one.

Clerks should develop a process for documenting whether the defendant in convictions of misdemeanor domestic violence and assault had a relationship to the victim that could trigger the federal misdemeanor crime of domestic violence prohibition under 18 U.S.C. 922(g). For example, the "relationship" field could be captured in the case management system, which would allow the clerk's office to quickly and easily respond to an FBI inquiry.

Quality Assurance & Record Validation

The Plan should outline procedures for entities to regularly conduct internal audits to ensure their records are being reported correctly. It should contain processes for resolving clerical errors, adding missing information, and updating records. A practice of quarterly or semi-annual reviews is recommended.

⁴ R.C. 2943.033

⁵ The FBI deems it possible that the following Ohio charges could meet the federal MCDV requirements: Assault R.C. 2903.13; Corrupting Another with Drugs R.C. 2925.02; Corruption of a Minor/Unlawful Sexual Conduct with a Minor R.C. 2907.04; Disorderly Conduct R.C. 2917.11(A)(1) and (4); Endangering Children R.C. 2919.22(B)(1); Riot R.C. 2917.03; Sexual Imposition R.C. 2907.06; Unlawful Restraint R.C. 2905.03.

Reporting to the Ohio Department of Public Safety

The Plan should outline 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 Court rules. [Sup.R. 5(F)(1)(c)]

The Plan should outline procedures and timelines for:

- The 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 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.
- The process for reporting convictions of operating a vehicle impaired (OVI).⁶

Note: R.C. 4510.035 provides that the purposeful failure of any person to comply with any provision of R.C. 4510.03 or 4510.037 constitutes misconduct in office and is a ground for removal of the person from the office.

Quality Assurance & Record Validation

The Plan should outline procedures for courts and clerks to regularly conduct internal audits to ensure their records are being reported correctly. It should contain processes for resolving clerical errors, adding missing information, and updating records to the BMV. A practice of quarterly or semi-annual reviews is recommended.

Procedures for Maintaining Reporting Records

The Plan should outline procedures to ensure timeliness, completeness, and accuracy of records as required by the statutes and rules listed in 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 FBI, BCI, or other state or local auditors. [Sup.R. 5(F)(1)(d)]

A court and clerk of court should implement internal audit mechanisms and maintain logs of their reporting submissions. The Plan should include standardized documentation protocols, such as a case management entry when a disposition is reported, and automated data validation systems for entities reporting electronically. Staff should undergo regular training to ensure ongoing compliance with reporting requirements and procedural standards.

Additionally, a staff person should be designated as a liaison with external auditors to gather necessary records and supporting documentation. If records needed for an audit require collaboration with another entity, the Plan should include the process of working with the agency(ies) to obtain these records in a timely manner.

⁶ Note, this would be inclusive of any convictions for operating a motor vehicle under the influence (OMVI) as is found in R.C. 5502.10.

The Plan should outline procedures and timelines for:

- A schedule for staff to regularly validate records that have been reported.
- The process for correcting inaccurate, incomplete, or rejected reporting submissions to the appropriate entities.
- The process for gathering and identifying records to be provided to state and federal auditors.
- The process for annually checking for updates to state and federal reporting requirements.
- The retention schedules for these records.⁷

Procedures for Sealing & Expunging Records

The Plan should establish 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. [Sup.R. 5(F)(1)(e)]

These procedures should ensure that all court orders for sealing or expungement are transmitted to the appropriate agencies within the statutory timeframe. Courts should implement internal tracking systems to log each sealing or expungement order, including the date of issuance, the date of transmission to BCI and LEADS, and confirmation of receipt when available.

These procedures should also include protocols for notifying victims, law enforcement, and prosecuting attorneys as required under R.C. 2930.171 and for handling records related to protection orders under R.C. 3113.31 and 2151.34. Regular audits and staff training should be conducted to ensure compliance with evolving statutory requirements and to maintain the integrity of the court's recordkeeping and reporting practices.

The Plan should outline procedures and timelines for:

- The process for notifying victims under Marsy's Law requirements.
- The process for notifying the appropriate law enforcement agencies and BCI when records have been sealed or expunged.
- The process for securing sealed records.
- The process for removing expunged records from the case management system and back-up document storage applications as appropriate.
- The process for notifying the court of origin of the sealing or expungement order in cases that have been bound over or transferred.

⁷ Courts should keep in mind procedures for sealing and expunging records.

Sample Local Rule: Common Pleas General Division & Municipal Courts

Local Rule XX: Reporting to Law Enforcement & Compliance Plan

- 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, 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:
 - 1. 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), 2923.14, 2929.44(B), and 2945.402(E)(1), Sup.R. 95(C) and Crim.R. 9(A);
 - 2. Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including R.C. 2903.213, 2903.214, and 2919.26, and Sup.R. 10(A);
 - 3. 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;
 - 4. 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, BCI, or state or local auditors; and
 - 5. Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases pursuant to the Revised Code, including R.C. Ch. 2953 and R.C. 2903.214 and 2930.171.
- D. The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date.

Sample Local Rule: Common Pleas Domestic Relations Division Courts

Local Rule XX: Reporting to Law Enforcement & Compliance Plan

- A. The court has a duty to ensure 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, 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:
 - 1. Reporting information regarding protection orders as prescribed by the Revised Code and Supreme Court rules, including 3113.31 and Sup.R. 10(A); and
 - 2. Reporting sealed and expunged records to BCI, LEADS, and other law enforcement databases pursuant to the Revised Code, including 3113.31.
- D. The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date.

Sample Local Rule: Common Pleas Juvenile Division Courts

Local Rule XX: Reporting to Law Enforcement & Compliance Plan

- A. The court has a duty to ensure 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, 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:
 - 1. 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);
 - 2. 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);
 - 3. 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;
 - 4. 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
 - 5. 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.

Sample Local Rule: Common Pleas Probate Division Courts

Local Rule XX: Reporting to Law Enforcement & Compliance Plan

- A. The court has a duty to ensure 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, 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:
 - 1. Reporting information regarding mental health adjudications as prescribed by the Revised Code and Supreme Court rules, including R.C. 5122.311(A); and
 - 2. 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, BCI, or state or local auditors.
- D. The Court will review the Reporting to Law Enforcement & Compliance Plan every three years from its adoption date.

Reporting to Law Enforcement & Reporting Plan Template

Reporting to Law Enforcement & Reporting Plan Template

_____ (Court Name)

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.

This Plan was developed in collaboration with:

_____, Clerk of Court
_____, County Sheriff
_____, County Prosecutor

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

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

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

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

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)

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

7. Procedures for quality assurance and records validation

8. Other

B. Reporting Mental Health Adjudications in Probate Court

Below are the procedures and timelines for reporting mental health adjudications under R.C. 5122.311.

1. Procedures to notify the court of a patient's discharge

2. Procedures to notify BCI if the adjudication is vacated, set aside, or terminated

3. Procedures to notify BCI if the individual no longer meets the criteria to be subject to a court order or dies

4. Procedures for validating records entered in the Ohio Courts Network Mental Illness Adjudication Report (MIAR) portal

5. Other

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

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

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

4. Process for when a misdemeanor case containing a protection order is dismissed for felony indictment, including:
 - 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);
 - 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.

5. Procedures for quality assurance and records validation

6. Other

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 Court rules.

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

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

3. Process for reporting convictions of operating a vehicle impaired (OVI)⁸

4. Procedures for quality assurance and records validation

⁸ Inclusive of any convictions for operating a motor vehicle under the influence (OMVI) in R.C. 5502.10.

5. Other

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

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

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

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

5. Retention schedules for these records

6. Other

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

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

3. Process for securing sealed records

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

5. Other

G. Additional Information

This Plan was hereby adopted on _____, 20____ and shall be reviewed and updated every three years.

Administrative Judge

Clerk of Court

Justice System Partner Name

Justice System Partner Name

Justice System Partner Name

Justice System Partner Name

