

**Euclid Municipal 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.

This Plan was developed in collaboration with:

Euclid Municipal Court

Euclid Police Department

Cuyahoga County Sheriff's Office

## 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:
  - **Individuals arrested and taken into custody by the Cuyahoga County Sheriff's Office are fingerprinted at the time of arrest or before their initial appearance, as required for applicable offenses.**
  - **Individuals who are not arrested but must be fingerprinted for a reportable offense receive a court order at arraignment and must report to the Euclid Police Department within 24 hours for fingerprinting.**
2. Law enforcement's process for reporting the ITN to the clerk of court

**Fingerprint cards with ITN numbers are delivered to the Euclid Municipal Court Clerk of Court's Office according to the following schedule:**

- **Cuyahoga County Sheriff's Office: Fingerprint cards are hand delivered once per month.**
- **Euclid Police Department (after arraignment): Fingerprint cards are hand delivered the same day or, if necessary, by the next business day.**

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

**The Euclid Municipal Court uses its CourtMaster case management system to identify cases that require fingerprinting and to support follow-up by court staff.**

- **Automated case alert:** When a case is created, the CMS flags Ohio Revised Code sections associated with reportable offenses and generates an alert if fingerprinting is required.
  - **Judicial notification:** Clerk staff place a note in the case file to notify the judge or magistrate that fingerprints must be obtained.
  - **Fingerprint processing:** After receiving fingerprints from local law enforcement, clerk staff docket the submission, enter the ITN into the CMS, and attach the appropriate fingerprint card to the case file, including cards received from the Cuyahoga County Sheriff's Office and the Euclid Police Department.
4. Process for reporting cases with a disposition of dismissed and those where no disposition is expected

**The court reports cases with dismissed dispositions and cases with no expected disposition as follows:**

- **Dismissed cases:** A copy of the disposition and the original disposition fingerprint card are sent to BCI via U.S. mail. Beginning in the first quarter of 2026, the court will also use its case management system to report dispositions to BCI electronically.
  - **No disposition expected:** The case is generally dismissed for failure to prosecute.
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 a case is bound over to the Common Pleas Court, fingerprint reporting is completed as follows:**

- **Fingerprint cards are sent to BCI after the case is transferred.**
- **Each fingerprint card is marked to show that the case was bound over and to record the date of transfer.**

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

**Application is to be filed at Common Pleas Court.**

7. Procedures for quality assurance and records validation

**The Clerk of Court conducts quality assurance and records validation on a regular basis using the following resources:**

- **OHLEG information network**
- **Ohio BCI &I Electronic Disposition File Report**

## **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

**Not applicable**

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

**Not applicable**

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

**Not applicable**

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

**Not applicable**

## **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's Office sends the NCIC Form to law enforcement using the following process:

- **Same-day delivery to Euclid Police Department:** The NCIC Form is hand delivered to the Euclid Police Department on the day the order is issued.
  - **Orders involving another city or county:** If the victim resides outside the local jurisdiction, the Clerk's Office contacts the appropriate law enforcement agency to determine the best delivery method, such as fax or email. In those cases, the protection order is sent to both agencies.
  - **Amended NCIC Forms:** An amended NCIC Form is sent to the Euclid Police Department when service is completed on the order or when the order is terminated.
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

Per the Euclid Police Department Records Department, LEADS entries and updates are handled through the dispatch center as follows:

#### **Initial entry into LEADS**

- The original protection order and related report are sent to the dispatch center for entry into LEADS.
- The Euclid Police Department is not an entering agency.

#### **Updates after service or modification**

- When the Euclid Police Department receives notice of service or any modification to a protection order from the court, that documentation is forwarded to the dispatch center to update LEADS.

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

#### **Notice of TPO Hearing and Court Entry**

- When a TPO hearing is scheduled, the court sends the defendant notice of the hearing by U.S. mail.
- The court also sends the defendant a copy of the judge's journal entry stating whether the TPO was issued or denied.

#### **Unserved Ex Parte Protection Orders**

- **If the court is aware of an unserved ex parte protection order issued by Euclid Municipal Court, the defendant will be served at the defendant's first appearance.**
  - **If the court is aware of an unserved ex parte protection order issued by another court, the court will notify the defendant of the protection order and complete the Notification of Protection Order Form.**
  - **The completed form will be provided to the Euclid Police Department for entry.**
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.**

#### **Dismissal after felony indictment**

**The prosecutor notifies the Clerk's Office when a defendant has been indicted, and the misdemeanor case is then dismissed. Upon dismissal, the Clerk sends a copy of the protection order to the Cuyahoga County Common Pleas Court.**

#### **Notice that the protection order has been removed from LEADS**

**The Euclid Police Department Records Department notifies the Clerk's Office when the Common Pleas Court has removed the TPO from LEADS. The Sheriff's Department then hand-delivers written notice confirming the removal.**

5. **Procedures for quality assurance and records validation**

**Every month the Euclid Police Department records clerk sends a request for protection order validations to the Court. The Court clerk reviews the request and verifies for EPD clerk whether the protection orders are either active or should be removed.**

## 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

**The court uses its case management system to prepare and submit traffic-case disposition information to the Ohio Bureau of Motor Vehicles (BMV).**

- **Report generation: The case management system generates disposition reports for traffic cases that must be reported to the BMV.**
  - **Transmission schedule: Disposition information is transmitted to the BMV by FTP each day for the prior week's cases.**
  - **Proof of insurance: When a defendant is convicted of an applicable traffic offense, the defendant is generally given seven days to provide proof of insurance.**
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

**Cases involving these offenses are configured in the court's case management system to be reported to the BMV via daily FTP transmission.**

3. Process for reporting convictions of operating a vehicle impaired (OVI)<sup>1</sup>

**Cases involving this offense are configured in the court's case management system for daily FTP reporting to the BMV.**

4. Procedures for quality assurance and records validation

### **Quality Assurance**

**The Clerk of Court reviews the monthly conviction reporting notice from the Ohio Bureau of Motor Vehicles to confirm the accuracy and timeliness of conviction reporting.**

### **Records Validation**

**Records are validated through successful FTP submission of the required information.**

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<sup>1</sup> Inclusive of any convictions for operating a motor vehicle under the influence (OMVI) in R.C. 5502.10.

## 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

### **Quarterly Records Review**

- **The Clerk of Court conducts a quarterly review of all records submitted to state and federal reporting systems.**
  - **The review confirms that reported records are complete, accurate, timely, and compliant with applicable reporting requirements.**
  - **Any discrepancies identified during the review are documented, investigated, and corrected promptly.**
2. Process for correcting inaccurate, incomplete, or rejected reporting submissions to the appropriate entities

### **Correction of Reporting Errors**

- **When the court is notified that a reporting submission is inaccurate, incomplete, or rejected, the Clerk of Court or designated staff member reviews the affected record.**
  - **Staff verify the correct information using the court case file and any supporting documentation.**
  - **After verification, staff make the necessary corrections and resubmit the corrected information to the appropriate reporting agency as soon as practicable.**
3. Process for gathering and identifying records to be provided to state and federal auditors

### **Audit Records Custodian and Production Process**

- **The Clerk of Court serves as the primary custodian for records requested during state or federal audits.**
  - **Upon receipt of an audit request, court staff identify the relevant records through the court's case management system and physical case files.**
  - **Staff review the records for completeness, organize them by request category, and provide them to authorized auditors within the required timeframe.**
4. Process for annually checking for updates to state and federal reporting requirements

### **Annual Review of Reporting Requirements**

- **The Court shall review current notifications, bulletins, training materials, and guidance issued by the Supreme Court of Ohio, BCI, the FBI, and other applicable agencies.**
- **The review shall be conducted annually to identify any changes to state or federal reporting requirements.**
- **Any updates affecting court reporting procedures shall be documented and incorporated into the Court's reporting practices as appropriate.**

### **5. Retention schedules for these records**

#### **Records Retention Schedule**

- **Reporting records are retained according to the Euclid Municipal Court Records Retention Schedule.**
- **Court staff follow the schedule to determine how long each record must be maintained and when it may be disposed of.**
- **Records are maintained in a manner that supports timely retrieval for audits, reviews, and other authorized purposes.**

## **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**

**The Euclid Prosecutor's Office is responsible for providing victims with notice under Marsy's Law.**

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

**When a record is sealed or expunged, the court provides notice to the required law enforcement agency and BCI as follows:**

- **A journal entry signed by the judge is hand delivered to the Euclid Police Department.**
- **BCI is notified electronically.**

- For each individual case, the court sends a copy of the signed journal entry, a cover sheet, and the required BCI questionnaire.

3. Process for securing sealed records

Access to sealed records is restricted as follows:

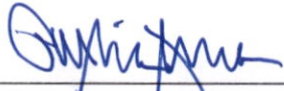
- Sealed records are stored in locking filing cabinets.
- The Clerk of Court places the records in those cabinets.
- Only the Clerk of Court has access to the cabinet keys.

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

**Case Management and Document Storage Controls**

- The court's case management system includes a function to seal or expunge a case.
- Once a case is sealed in the case management system, access is restricted to the Clerk of Court.
- After a case is sealed, it is no longer accessible in the backup document storage system.
- If a case is expunged in the court's system, the related file and records will be destroyed in accordance with applicable procedures.

This Plan was hereby adopted on July 1<sup>st</sup>, 2026 and shall be reviewed and updated every three years.

  
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Administrative Judge

  
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Clerk of Court