

Proposed Law Enforcement Reporting Compliance Plan

Pursuant to Sup.R. 5(F) the Akron Municipal Court hereby establishes a Compliance Plan for the submission of Fingerprints, Incident Tracking Numbers (ITN) and case disposition numbers; Mental Health Adjudications; Protection Orders; and Ohio Bureau of Motor Vehicle associated convictions and license points.

Fingerprint, Incident Tracking Numbers (ITN), and Case Disposition Reporting

1. Prior to each arraignment session, the Court's case management system and court staff will identify defendants set for arraignment who have not previously been fingerprinted or not assigned an Incident Tracking Number (ITN) pursuant to R.C. 109.57 and R.C. 109.60. Said information will be provided to the judicial officer conducting the arraignment session.
2. The judicial officer will order those individuals not previously fingerprinted or assigned an ITN to report to the Summit County Jail within twenty-four hours of the arraignment for fingerprinting and ITN assignment.
3. Sheriff personnel will capture all required prints from the defendants and ensure an ITN is assigned by the AFIS system prior to transmitting fingerprints and ITN to the Ohio Bureau of Criminal Investigation (BCI).
4. The ITN will be entered into the Court's case management system by Clerk of Court staff.
5. Upon conviction, the Clerk or Office of Information Technology shall transmit case dispositions to BCI on a weekly basis.
6. Each transmission shall be reviewed, any corrections made to any rejected transmissions and corrected transactions resent where necessary.
7. The Clerk will respond within twenty-four hours to any FBI inquiry about any defendant's potential firearm disqualification under 18 U.S.C. 922(g).

Mental Health Adjudication Reporting

1. Where any defendant is convicted of an offense of violence as defined by R.C. 2901.01(A)(9)(a) or any substantially similar municipal ordinance; or convicted of conspiracy or attempt to commit an offense of violence as defined by R.C. 2901.01(A)(9)(a) or any substantially similar municipal ordinance and being ordered to complete a mental health evaluation; or being found not guilty by reason of insanity; or being found incompetent to stand trial, the Court shall complete Form 95 NCIC Mental Health Notice with all required information required at the time of conviction.
2. The Clerk of Courts shall docket the completed Form 95, maintain the original case file, and transmit a copy of the completed Form 95 to the Summit County Sheriff's Office to enter into appropriate law enforcement databases.

Protection Orders

Whenever a Motion for Temporary Protection Order is granted:

1. The Court will ensure required defendant signatures are obtained.
2. Court or Sherrif staff will provide defendants with a copy of the order.
3. The Court will ensure Form 10-A Notice to NCIC is completed.
4. The Clerk of Courts shall docket an image of the completed Form 10-A.
5. A copy of the Protection Order shall be sent to the Summit County Sheriff's Office.
6. Court staff will timely transmit Form 10-A information to relevant law enforcement databases and local law enforcement upon the form's completion.

Ohio Bureau of Motor Vehicle (BMV) Reporting

1. Clerk of Court reporting of BMV related Court actions for the week shall occur each Friday. This includes reporting of convictions of operating a vehicle impaired (OVI).
2. The Clerk shall collate all suspensions to be reported.
3. The report shall be in the format prescribed by the BMV.
4. The Clerk will send the report to the BMV.
5. The Clerk shall ensure reporting is correct and take corrective action when needed.
6. The Clerk shall create a docket entry reflecting the date case information is sent to the BMV.

Sealing and Expungement Reporting

1. Per R.C. 2930.171, the Akron Municipal Prosecutor's Office shall notify victims when a sealing or expungement is granted by the Court.
2. The Clerk of Courts shall transmit notice of sealed or expunged records to law enforcement agencies as required by R.C. 2953.
3. The Probation Department shall notify the Clerk of Courts when to send notice of a sealed or expunged file to BCI.
4. The Clerk shall maintain sealed records in a confidential file and only released pursuant to Court Order or pursuant to R.C. 2953.34.

Maintaining Reporting Records

1. The Clerk of Court shall implement internal audit mechanisms and maintain logs of their submissions to law enforcement in compliance with Sup.R. 5(F)(1)(a) and (b), 18 U.S.C. 922(g) and R.C. 2023.13.
2. These mechanisms and logs shall be available in the instance of an audit by the FBI, BCI, or local auditors.
3. Reporting mechanisms will be standardized. Appropriate Clerk staff will receive regular training to ensure ongoing compliance on at least a yearly basis.
4. The Clerk's Criminal Supervisor shall serve as a liaison to facilitate communication with outside auditors.
5. The Clerk will validate reported records and correct reported records the same day they are sent to law enforcement where necessary. The Clerk will gather necessary records to be provided to state and federal auditors within the time frame prescribed

by the requesting agency or relevant Revised Code section. The Clerk's criminal supervisor or Chief Deputy will check for updates to state and federal reporting requirements and record retention schedules on at least a six-month basis.