

**HIGHLAND COUNTY COURT OF COMMON PLEAS
PROBATE DIVISION**

HIGHLAND COUNTY PROBATE
FILED

2026 MAY 27 AM 10:37

Local Rule 10.1 - Reporting to Law Enforcement & Compliance Plan

KEVIN L. GREER
PROBATE JUDGE

- A. The purpose of this local rule is to ensure complete, accurate, and timely submission of information and documentation by the Highland County Common Pleas Court, Probate Division, into the State of Ohio's computerized criminal history repository at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), the Bureau of Motor Vehicles (BMV) and other law enforcement databases.
- B. The Court in collaboration with the Highland County Sheriff and other law enforcement agencies and justice system agencies/departments has developed a Compliance Plan for Reporting information to BCI, LEADS and other law enforcement databases.
- C. The plan provides for the obtaining and reporting of fingerprints and information regarding cases including protection orders in this court as prescribed by the Ohio Revised Code, Supreme Court of Ohio Rules, and any administrative rules adopted by the Ohio Attorney General or other Ohio administrative agencies or officers involved in maintaining and administering law enforcement databases.
- D. The plan also provides for the reporting of information to the Ohio Bureau of Motor Vehicles as required by applicable provisions of the Ohio Revised Code and Supreme Court of Ohio Rules.
- E. The Clerk of this Court will maintain complete and accurate records in accordance with 18 U.S.C. 922 (G), R.C. 2923.13 and the Supreme Court Rules in the event of an audit by the Federal Bureau of Investigation, BCI, or other federal, state, or local auditors.
- F. The Clerk of this Court will also report all sealed and expunged records and records involving relief from legal disability as to firearms to BCI, LEADS and other law enforcement databases as required by R.C. 2953, 2930.71 and other statutes.

**HIGHLAND COUNTY COMMON PLEAS COURT
JUVENILE AND PROBATE DIVISIONS**

HIGHLAND COUNTY PROBATE
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2026 MAY 27 AM 10:37

REPORTING TO LAW ENFORCEMENT & COMPLIANCE PLAN

KEVIN L. GREER
PROBATE JUDGE

Adopted and effective, May 27, 2026

This plan has been adopted as required by Sup. R. 5(F) for the purpose of ensuring complete, accurate, and timely submission of information to Ohio's computerized criminal history repositories at the Bureau of Criminal Investigation (BCI), the Ohio Law Enforcement Automated Data System (LEADS), the Ohio Bureau of Motor Vehicles (BMV) and other law enforcement databases that may be established after the date of the adoption of this plan.

This plan was developed in collaboration with the following:

Anneka Collins, Prosecuting Attorney

Randy Sanders, Sheriff

Chief Casey Cecil, Lynchburg P.D.

Chief Jimmy Oyer, Greenfield P.D.

Chief Eric Daniels, Hillsboro P.D.

Chief Shane Nolley, Leesburg P.D.

OBTAINING AND REPORTING FINGERPRINTING

1. Upon the arrest of any person that is charged with felony offenses included in R.C. 109.57(A)(2), R.C. 109.60(A), R.C. 2151.311, R.C. 2151.313, R.C. 2152.71(A)(2) or Sup. R. 95(C), that person's fingerprints shall be taken immediately upon being taken into custody by the law enforcement agency whose officer has made the arrest.
2. If the person is arrested by a law enforcement agency that does not have operable fingerprinting equipment, that person shall be transported to the Highland County Sheriff's office for fingerprinting.
3. A copy of the fingerprint documents shall be transmitted to the Court in which the case is pending by the end of the next business day.
4. The Court shall determine at arraignment of all persons not in custody whether that person has been fingerprinted who is charged with a felony or offense of violence. If not, they shall be ordered to report to the Sheriff's Office for fingerprinting. Copies of the fingerprint documents shall be delivered to the Clerk of this Court by the end of the next business day.
5. In order to avoid duplication of fingerprint reporting, no additional fingerprints shall be made upon the arrest of any person convicted of a felony who is charged with a violation of the terms of community control.
6. Upon completion of a case, the Clerk of Court shall transmit the record of the disposition of the case and the fingerprint documents to the BCI and LEADS databases.

REPORTING INFORMATION TO BMV

1. When any person is charged with a felony or misdemeanor offense that is a traffic offense or an offense that includes a possible or mandatory suspension of a driver's license and/or assessment of points, the arresting agency shall provide as much

information as possible regarding that person such as date of birth, social security number, driver's license number, if any, and other identifying information to the Clerk of this Court.

2. Upon completion of a case involving a conviction for a traffic offense or an offense that includes a possible or mandatory suspension of a driver's license and/or assessment of points, the Clerk of this Court shall report that information to the BMV by the end of the next business day after the filing of the final judgment entry in the case.
3. Upon the filing of an order granting limited driving privileges in any case in which a license suspension has been imposed, the Clerk of this Court shall report that information to the BMV by the end of the next business day after the filing of the entry. See R.C. 4510.03; 4513.37; 5502.10 and the Supreme Court Rules.

REPORTING OF PROTECTION ORDERS

1. Upon the filing of any type of ex parte protection order issued under R.C. 3113.31 or anti-stalking order issued under R.C. 2903.213 and .214, or under R.C. 2151.34 the Clerk of this Court shall immediately notify the Sheriff's Office of the filing and deliver copies of the petition, the order and the NCIC form. See also Sup. R. 10(A).
2. The Sheriff's Office shall enter the information regarding the order into the LEADS system and any other database required by federal or state law within three hours of receiving the copies of the order and NCIC form.
3. The Sheriff's Office shall immediately serve the respondent with the ex parte order and petition and shall immediately enter the completion of service into the LEADS system. If service is not made immediately, the Sheriff's Office will attempt to notify the respondent by telephone, text, or email if that information is available and direct him/her to report to the Sheriff's Office to be served or arrange a time and location for service to be made.
4. The Sheriff's Office shall immediately serve the respondent with the final order and shall immediately enter the completion of service into the LEADS system. If service is not made immediately, the Sheriff's Office will attempt to notify the respondent by telephone, text, or email if that information is available and direct him/her to report to the Sheriff's Office to be served or arrange a time and location for service to be made.
5. If a modification of a protection order or anti-stalking order is granted, or if an order is terminated prior to the original expiration date, the Clerk of this Court shall immediately notify the Sheriff's Office of the order and deliver a copy of the order. The Sheriff's Office shall enter the information into LEADS within three hours of receipt of the order.

REPORTING MENTAL HEALTH ADJUDICATIONS

1. The Clerk of this Court shall complete a Form 95 as provided in Sup. R. 95 in cases in which an offender is:
 - a. convicted of an offense of violence and ordered to receive a mental health evaluation;

- b. convicted of an offense of violence and ordered to receive treatment for a mental illness;
 - c. granted a conditional release after being found not guilty by reason of insanity;
 - d. granted a conditional release after being found not competent to stand trial with no substantial probability of becoming competent again even if provided with a course of treatment.
 - e. adjudicated pursuant to R.C. 5122.311(A)
2. The Form 95 shall be provided to the Sheriff's Office for entry of the information into LEADS and NCIC within 3 hours of receipt.
3. The Clerk of this Court shall maintain complete and accurate records 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 FBI, BCI, or state or local auditors.

REPORTING OF SEALING/EXPUNGEMENT OF RECORDS

1. Upon the filing of an order sealing or expunging any records in a case in this Court the Clerk of this Court shall deliver a copy of the order within one business day after filing, to all law enforcement agencies involved in the case and to the Sheriff's Office.
2. The Clerk shall submit the information to BCI, LEADS and all other law enforcement databases as required by law.
3. The Prosecuting Attorney shall provide notice of a sealing/expungement to any victims as required by the Ohio Constitution and statutes.
4. All orders of sealing/expungement shall be maintained by the Clerk of this Court in a manner that allows a report to be generated of all cases in which records were seal/expunged that will include the date of filing of the order and the date of transmission of the information to BCI and LEADS.
5. Upon the filing of an order sealing the records in a criminal case in this court, the Clerk of this Court shall remove all paper and physical records of the case from the paper files of the office and secure them in a locked storage area that is not accessible by the public. The Clerk of this Court shall reclassify the case in the case management system so that the digital records are not accessible to anyone other than the Clerk of this Court upon order of the Court as permitted by law.
6. Upon the filing of an order expunging the records in a case in this court, the Clerk of this Court shall destroy all paper and physical records of the case from the paper files of the office and delete them from the digital records of the case management system including all backup servers.

PROCEDURES FOR MAINTAINING REPORTING RECORDS

1. The Clerk of this Court shall be responsible for entering and maintaining all information required to be reported under this plan in the digital case management system or when applicable, in the physical case files of the office.
2. The Clerk of this Court shall every three years review case records and logs regarding all required reporting under this plan to validate that accurate and timely reports of information required to be reported have been transmitted to the appropriate entities.

3. The Clerk of this Court shall conduct regular training for staff and newly hired staff regarding the requirements of this plan.
4. In the event of an audit by any federal or state entity, the Clerk of this Court shall serve as the contact for the auditing entity.