



## Ohio Administrative Code

### Rule 5120:1-12-01 Reception and release - eight-hour facility.

Effective: January 1, 2003

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(A) Each twelve-hour jail facility, as defined in rule 5120:1-7-02(A)(3) of the Administrative Code, shall adhere to following standards regarding the reception and release of prisoners. Each twelve-hour facility shall implement policies and procedures, and produce documentation that evidences compliance with the following standards:

- (1) All prisoners are legally committed to the jail.
- (2) The arresting, transporting or committing officer is identified by name and department.
- (3) A booking and identification record shall be made of every commitment that includes the following information:
  - (a) Time and date of commitment;
  - (b) Name and alias;
  - (c) Official charge or charges;
  - (d) Authority for commitment;
  - (e) Date of birth of prisoner;
  - (f) Sex of prisoner;
  - (g) Race of prisoner;
  - (h) Height and weight of prisoner;



- (i) Marital status of prisoner;
  - (j) Home address and telephone number of prisoner;
  - (k) Spouse, next of kin, or person to notify in case of an emergency;
  - (l) Social security number;
  - (m) Identifying characteristics (scars, or marks.)
- (4) Prisoners shall be identified by photograph and/or identification bracelet during reception.
- (5) Arrested persons shall be provided access to telephones.
- (6) A preliminary health screening shall be completed by health-trained personnel on all prisoners upon reception and prior to being placed in general population.
- (7) Prisoners with signs of untreated injury shall not be admitted prior to examination and/or treatment by qualified health care personnel.
- (8) Unconscious prisoners shall not be admitted without the written approval of a physician.
- (9) Prisoners shall be searched and all unauthorized items shall be confiscated. Confiscated items shall be listed in an inventory by objective description and secured.
- (a) Money or any form of money shall be confiscated, counted in the prisoner's presence and secured.
  - (b) The prisoner's signature shall be affixed to the completed inventory. If the signature can not be obtained, the inventory shall be witnessed by another staff person.
- (10) The jail shall develop and implement policies and procedures governing strip searches and body cavity searches during reception in consultation with the county prosecutor, city attorney or law



director consistent with section 2933.32 of the Revised Code.

(11) The jail shall develop, implement, maintain, and update as necessary a set of generally applicable prisoner rules. A staff member or translator shall assist the prisoner in understanding the prisoner rules if there is a literacy or language problem. The jail shall maintain signed acknowledgements from each prisoner admitted that the rules were received by, and/or explained to them.

(12) During reception, male and female prisoners shall not be placed in the same cell or unsupervised areas together.

(13) Processing and reception of juvenile prisoners shall be consistent with sections 2151.311 and 2151.312 of the Revised Code.

(14) Prisoners identification and release documentation shall be verified.

(15) Upon a prisoner's release to another agency, the jail shall document the following information:

(a) The identity of the receiving officer and the agency;

(b) The time and date of the release;

(c) The authority for the release

(16) Upon a prisoner's release or transfer, the jail shall obtain a receipt for all property returned at the time of release or transfer from the prisoner, or the receiving officer, as appropriate.