



## Ohio Administrative Code Rule 5120:1-12-01 Reception and release.

Effective: May 12, 2024

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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 , implement policies and procedures, and produce documentation that evidences compliance with the following standards:

- (1) (Important) All prisoners are legally committed to the jail.
- (2) (Important) The arresting, transporting or committing officer is identified by name and department.
- (3) (Important) A booking and identification record is 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) (Important) Prisoners are identified by photograph and/or identification bracelet during reception.
- (5) (Important) Arrested persons are provided access to telephones.
- (6) (Essential) A preliminary health screening is completed by health-trained personnel on all prisoners upon reception and prior to being placed in general population.
- (7) (Essential) Prisoners with signs of untreated injury are not be admitted prior to examination and/or treatment by qualified health care personnel.
- (8) (Essential) Unconscious prisoners are not be admitted without the written approval of a physician.
- (9) (Important) Prisoners are searched and all unauthorized items will be confiscated. Confiscated items shall be listed in an inventory by objective description and secured.
  - (a) Money or any form of money is confiscated, counted in the prisoner's presence and secured.
  - (b) The prisoner's signature is affixed to the completed inventory. If the signature can not be obtained, the inventory will be witnessed by another staff person.
- (10) (Important) The jail will 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) (Important) The jail will develop, implement, maintain, and update as necessary a set of generally applicable prisoner rules. A staff member or translator will assist the prisoner in understanding the prisoner rules if there is a literacy or language problem. The jail will maintain signed acknowledgments from each prisoner admitted that the rules were received by, and/or explained to them.

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

(13) (Important) Juveniles are not to be held in jails except under rare circumstances, if at all. Every effort will be made to ensure that juveniles are held in jails for the minimum amount of time necessary. Processing and reception of juvenile prisoners shall be consistent with sections 2151.311 and 2151.312 of the Revised Code. Further, juveniles will be accepted only under the following circumstances:

(a) Under court order

(b) When all other alternative placements, including local juvenile detention center placement, have been considered and rejected, and

(c) After the jail provides the juvenile court with information regarding the conditions under which the youth will be held in the adult jail and the jail's ability to comply with the juvenile specific standards, including paragraph (A)(12) of rule 5120:1-9-01, paragraph (B)(4) of rule 5120:1-8-02, and paragraph (K) of rule 5120:1-8-04 of the Administrative Code.

(14) (Important) Prisoners identification and release documentation will be verified.

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



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(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) (Important) 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.