

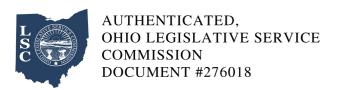
Ohio Administrative Code Rule 5139-37-07 Juvenile records.

Effective: February 1, 2019

(A) The following standards are mandatory:
(1) An admittance record is completed for every child admitted to the detention center. The admittance record includes the following:
(a) Court case number and / or detention center admission number;
(b) Date and time of admission and release;
(c) Name and "also known as";
(d) Last known address;
(e) Court of jurisdictions / referral source;
(f) Specific charges(s) / order to detain;
(g) If the youth is "sentenced" under section 2152.19 of the Revised Code;
(h) Sex, gender identity, and sexual orientation, including whether the child appears or identifies as gender non-conforming in appearance or manner or identification as transgender or intersex;
(i) Date of birth;
(j) Race or nationality;
(k) Health status;

(l) Medical consent form;
(m) Emergency contact information;
(n) Name, relationship, address, telephone number for the parent(s)/legal guardian/custodian with whom the child resided with prior to the time of admission;
(o) Inventory of property;
(p) Education level and school attended;
(q) Physical description;
(r) Program rules and disciplinary policy signed by the child;
(s) Information about sexual abuse/assault signed by the child- as required by PREA;
(2) The admittance record is maintained as part of a file secured within the detention center, separated according to an established format and safeguarded from inappropriate disclosures, theft loss or destruction.
(a) The detention file includes at a minimum the following information:
(i) Initial intake information;
(ii) Documented legal authority to accept juveniles;
(iii) Inventory of a child's property
(iv) Documentation of temporary absences from the detention center, if any;
(v) Final discharge or transfer report;

(b) The medical file will include the following information when available:
(i) Record of medical examination;
(ii) Assessment, including medical history;
(iii) Suicide assessment
(iv) Mental health assessment, initial and follow up.
(c) The detention file will include the following information when available:
(i) Grievance and disciplinary record;
(ii) Phone call(s): name of person called, date of call;
(iii) Visit(s): name of visitor, date of visit;
(iv) Reports initiated by detention center personnel to include incident reports and staff alerts;
(v) Signed release-of-information forms;
(vi) Individual service plans;
(vii) Progress reports;
(viii) Case history / social history;
(ix) Pre-sentence investigation;
(d) The following standard is recommended:
A recent photograph.



- (3) All records are maintained according to each detention center's record retention policy and all applicable state law.
- (4) Juvenile records / files may be subject to confidentiality by statute and/or local court rules. Requests for juvenile records should be submitted to the court of competent jurisdiction.