



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

Effective: February 1, 2024

(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 screening, 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.

(B) Reserved.