

R.C. 109.57(A)(1) – BCI shall secure from wherever possible:

- Conviction or delinquency adjudication for any felony
- Conviction of escalating misdemeanors – See attached Exhibit A
- Conviction for misdemeanors in R.C. 109.572(A)(1)(a) – See attached Exhibit B
- Conviction for misdemeanors in R.C. 109.572(A)(5)(a) – See attached Exhibit C
- Conviction for misdemeanors in R.C. 109.572(A)(7)(a) – See attached Exhibit D
- Conviction or delinquency adjudication for any offense of violence – See attached Exhibit E
- Well known and habitual criminals

R.C. 109.57(A)(1) – Person in charge of a facility having custody of a person suspected of committing:

- A felony
- Escalating misdemeanors – See Attached Exhibit A
- Misdemeanors in R.C. 109.572(A)(1)(a) – See attached Exhibit B
- Misdemeanors in R.C. 109.572(A)(5)(a) – See attached Exhibit C
- Misdemeanors in R.C. 109.572(A)(7)(a) – See attached Exhibit D
- An offense of violence (juveniles only) – See attached Exhibit E

R.C. 109.57(A)(2) – Clerks of courts shall report weekly to BCI if a case involves:

- A felony
- Escalating misdemeanors – See Attached Exhibit A
- Misdemeanors in R.C. 109.572(A)(1)(a) – See attached Exhibit B
- Misdemeanors in R.C. 109.572(A)(5)(a) – See attached Exhibit C
- Misdemeanors in R.C. 109.572(A)(7)(a) – See attached Exhibit D
- An offense of violence (juveniles only) – See attached Exhibit E
- Information to be furnished:
 - Incident Tracking Number (ITN)
 - Style and number of case
 - Date of arrest, offense, summons or arraignment
 - Date of disposition – conviction, guilty plea, adjudication (juveniles), not guilty finding, not delinquent finding (juveniles), dismissal, mistrial, not competent finding, nolle prosequi, any other final determination
 - Statement of original charge
 - The sentence or terms of probation imposed

R.C. 109.60(A)(1) – Sheriffs and Police Chiefs upon arrest for the following shall submit fingerprints to BCI and to the clerk of courts:

- A felony
- Escalating misdemeanors – See Attached Exhibit A
- Misdemeanors in R.C. 109.572(A)(1)(a) – See attached Exhibit B
- Misdemeanors in R.C. 109.572(A)(8)(a) – See attached Exhibit F
- Misdemeanors in R.C. 109.572(A)(10)(a) – See attached Exhibit G

- Probable cause that a juvenile has committed a felony
- Probable cause that a juvenile has committed an offense of violence – See attached Exhibit E

R.C. 109.60(A)(2) – Courts

- Defendant has not been arrested and first appears pursuant to a summons
- Or if the sheriff or police chief has not taken the fingerprints by the time of the first appearance
- Order the defendant to appear before the sheriff or police chief within twenty-four hours to submit fingerprints
- R.C. 109.60 (A)(1) identifies which offenses have fingerprints taken and to whom they are sent
- Also see R.C. 1901.43(A) (municipal courts); 1907.181(A) (county courts); 2301.10(A) (common pleas courts).

R.C. 109.60(A)(3) – Courts

- At sentencing
- Inquire whether the person has been fingerprinted
- If not fingerprinted when arrested (R.C. 109.60(A)(1)) or at initial appearance (R.C. 109.60(A)(2))
- Order the defendant to appear before the sheriff or police chief within twenty-four hours to submit fingerprints
- R.C. 109.60 (A)(1) identifies which offenses have fingerprints taken and to whom they are sent
- Also see R.C. 1901.43(B) (municipal courts); 1907.181(B) (county courts); 2301.10(B) (common pleas courts).

R.C. 109.60(A)(4) – In custody of law enforcement or a detention facility

- Warrant or bill of information has been issued
- It's for another offense
- That other offense is required to submit fingerprints under R.C. 109.60(A)(1)
- Take the fingerprints
- R.C. 109.60 (A)(1) identifies which offenses have fingerprints taken and to whom they are sent

R.C. 109.61 – Sheriffs or police chiefs

- Furnish to BCI fingerprints (among other identifiers) that involve:
 - Arrests for serious offenses
 - Arrests of fugitives from justice
 - Arrests when in possession of property reasonably believed to be stolen
 - Juveniles taken into custody for a felony
 - Juveniles taken into custody for an offense of violence
 - When in possession of burglary outfits, tools or keys, or high-power explosives reasonably believed to be intended to be used for unlawful purposes
 - When in possession of infernal machines reasonably believed to be intended to be used for unlawful purposes
 - When carrying concealed firearms or other deadly weapons reasonably believed to be carried for unlawful purposes

- When in possession of inks, dies, paper, or other materials necessary to make counterfeit bank notes or money reasonably believed to be intended to be used for unlawful purposes