

INSTRUCTIONS MONTHLY JUVENILE SUMMARY - COUNTY JAIL

This log should include entries for all juveniles detained in a locked area of your facility. DO NOT FURNISH INFORMATION ON JUVENILES HELD IN UNLOCKED AREAS OR JUVENILES WHO TEMPORARILY PASS THROUGH AREAS BUT ARE NOT LOCKED, E.G., THOSE WHO ARE IN THE FACILITY FOR PROCESSING ONLY. If no juveniles have been detained during the reporting month, then enter the information on the top portion of the form to identify your agency, and indicate "0"(zero).

Please submit a copy of your completed form via one of the following options:

1. Fax completed form to (517) 485-4488, attention: Monthly Juvenile Summary.
2. E-mail completed form to juvenilereports@publicpolicy.com.
3. Mail completed form to: Robb Burroughs
Public Policy Associates, Inc.
119 Pere Marquette, Suite 1C
Lansing, MI 48912-1270

Facility Name and Address. Enter the name and complete address of the reporting facility.

Reporting Period (Month/Year). Enter the month(s) and year for which data are being reported.

Person Completing Report, Date, Phone. Enter the name and phone number of the person completing the report and the date the report was completed.

Initials or Case No. Identify the juvenile by either initials or case number.

Date of Birth. Enter the juvenile's date of birth in numeric M/D/YY format, e.g., 06/12/89.

Sex. Enter either "M" or "F" to reflect gender.

Race. Use the appropriate alphabetic code as specified: A – Asian, B – Black, H – Hispanic, N - Native American, W – White, O - Other

Most Serious Offense Charged. List the most serious offense with which the juvenile is being charged, e.g., armed robbery. If the juvenile is charged with violating probation, then the original charge should also be listed, if available.

If Waived, Date and Time of Waiver. If the juvenile has been waived, then enter the date in numeric M/D/Y format, e.g., 06/12/03, and time in military time, e.g., 0835. If the juvenile was waived prior to being locked in the facility, and the date or time of the waiver hearing is not known, then enter "Prior to jailing".

Designated Proceeding (Y/N). At the time of admission, if the juvenile's case has been designated for a criminal trial in family division, enter "Y" (yes). Otherwise, enter "N" (no). (This status will not apply to a juvenile who has been waived to adult court.)

Date Locked. Enter the date the juvenile is placed in secure detention (locked).

Time Locked. Enter the time the juvenile is placed in secure detention (locked).

Date Released. Enter the date the juvenile is released from secure detention.

Time Released. Enter the time the juvenile is released from secure detention.

Adjudicated. As to the charge that resulted in the jailing, if the juvenile was adjudicated prior to entering the locked area, enter "Y" (yes). Otherwise, enter "N" (no). (The juvenile is adjudicated if criminal charges are no longer pending on the offense for which the juvenile was jailed.)

Thank you!