

**INSTRUCTIONS**  
**MONTHLY JUVENILE SUMMARY - MUNICIPAL LOCKED FACILITY**

This log should include entries for all juveniles, who have not attained their 17<sup>th</sup> birthdays, detained in a locked area of your facility. Do not furnish information on juveniles held in unlocked areas or juveniles who temporarily pass through secure 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 within five (5) days of the end of the month to Public Policy Associates, Inc. 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](mailto: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.

**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. NOTE: Entries such as "writ", "pick-up order", etc., are not criminal offenses and do not provide sufficient information. In those cases, the entry should include the offense or charge which resulted in the court order.

**Date and Time Locked.** Enter the date and time that the juvenile is placed in secure detention (locked). Date should be entered in numeric M/D/YY format, i.e., 06/12/04 and time should be entered in military time, i.e., 0835.

**Date and Time Released.** Enter the date and time that the juvenile is released from secure detention. Date should be entered in numeric M/D/YY format, i.e., 06/12/04 and time should be entered in military time, i.e., 0835.

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

Thank you!