

INSTRUCTIONS
MONTHLY JUVENILE SUMMARY - MUNICIPAL LOCKED FACILITY

This log should include status offenders and non-offenders held in your facility during the month. Information on juveniles held for delinquent offenses should not be included. If no status offenders or non-offenders 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.
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

Current Offense (VCO or other charge). List the offense that resulted in the current detention. If the juvenile was detained for violating a valid court order, then "VCO" would be the appropriate entry.

Previous Adjudication. If the juvenile is a court ward, list the *most serious previous offense* for which the juvenile is under the jurisdiction of the court.

Due Process. Did the juvenile receive the full range of due process rights enumerated in the Michigan Judicial Court Rules?

Interview. If the juvenile was alleged to have violated a court order, was he/she interviewed in person by an appropriate agency representative within 24 hours of placement in secure detention (excluding weekends and holidays)?

Report (needs assessment). If the juvenile was alleged to have violated a court order, did the agency representative submit an assessment to the court, prior to the hearing, regarding the immediate needs of the juvenile?

Hearing. If the juvenile was alleged to have violated a valid court order, did the preliminary hearing take place within 48 hours of the juvenile's placement in secure detention (excluding Saturdays, Sundays and court holidays)?

Date and Time Entered Locked Area. Enter the date and time that the juvenile is placed in 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.

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!