

INSTRUCTIONS MONTHLY JUVENILE SUMMARY – JUVENILE FACILITY

This log should include all juveniles, including delinquent offenders, status offenders, and non-offenders, who have been held in your facility during the month. If your facility uses an admissions log, report, or other form that includes the pieces of information identified in this report (date of birth, race, gender, reason for detention, time locked, and time released) for each juvenile securely detained, you may submit that documentation in lieu of completing this report.

Please submit a copy of your completed form, or a similar document, 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!

**JUVENILE JUSTICE PROGRAMS OFFICE
MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
MONTHLY JUVENILE DETENTION SUMMARY**

1. FACILITY NAME	2. FACILITY ADDRESS	3. REPORT MONTH/YEAR
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									VALID COURT ORDER PROVISIONS				
4. Initials or Case Number	5. Date of Birth	6. Sex M/F	7. Race	8. Current offense (VCO or other charge)	9. Previous Adjudication	10. Due Process	11. Interview	12. Report	13. Hearing	14. Date and Time Entered locked area	15. Date and Time Released from locked area		

PERSON COMPLETING REPORT	TITLE	TELEPHONE
SIGNATURE		DATE

By authority of the federal Juvenile Justice and Delinquency Prevention Act of 1974, as amended, the Michigan Department of Health and Human Services must provide the U.S. Department of Justice with these statistics.