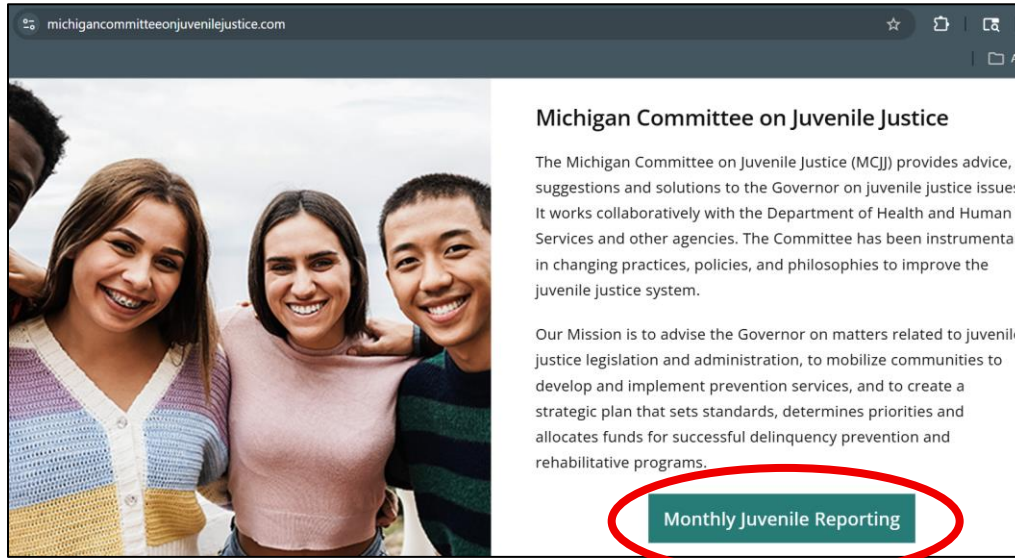


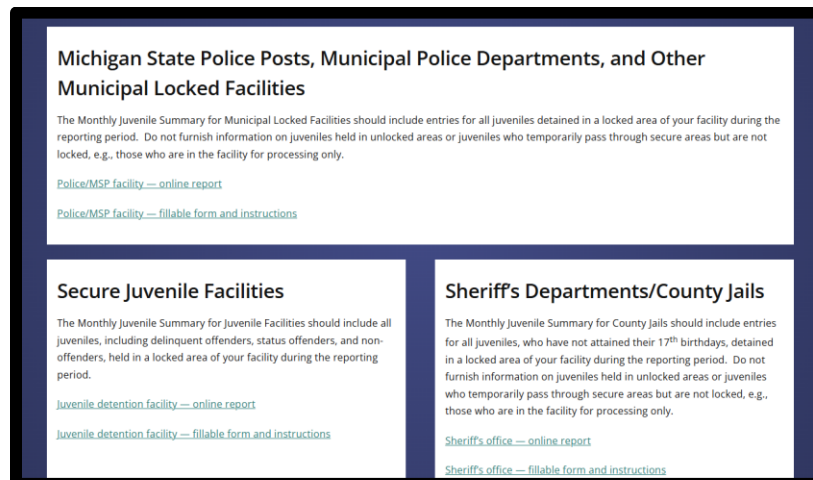
# Juvenile Reporting – Online Platform Instructions

1. Go to [www.michigancommitteeonjuvenilejustice.com](http://www.michigancommitteeonjuvenilejustice.com) and click the “Monthly Juvenile Reporting” box.



2. Find your facility type.

- If your facility is a **police department** or municipal police entity, click the hypertext for “Police/MSP facility – online report”.
- If your facility is a **sheriff department, county jail, or county courthouse**, click the hypertext for “Sheriff’s Office – online report”.
- If your facility is a **juvenile detention or secure youth center**, click the hypertext for “Juvenile detention facility – online report”.



### 3. Enter your contact information and the facility information.

- The reporting start date is the beginning of the month(s) you are reporting.  
Example: 11/1/2025
- The reporting end date is the end of the month(s) you are reporting.  
Example: 11/30/2025

NOTE: You are welcome to submit multiple months in **one** report.

#### Submitter's Information

Your Name \*

Title	First	Last
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Phone \*

Email

A confirmation message, including a copy of the report, will be sent to this address following submission.

#### Facility Information

Facility Name \*

Facility Address \*

Reporting Period Starting \*

Enter the first date of the reporting period. ex: "06/01/2021"

Reporting Period Ending \*

Enter the last date of the reporting period. ex: "06/30/2021"

### 4. Select "no" if there were zero juveniles held securely at your facility for the report period identified.

- If selecting "no" scroll to the "Submit" button to complete the report. A copy of your report will be emailed to you after submitting your entry.

**Were any juveniles held in a secure area of the facility during this period?**

Yes  No

Please include all juveniles who were detained or confined in any room or area of the facility that can be secured. The following are examples of situations in which a juvenile would be considered detained or confined in a secure facility, and therefore subject to reporting requirements:

- A juvenile placed in an unlocked room, but within the secure perimeter of a jail or lockup.
- A juvenile placed in a cell within an adult jail or lockup, **whether or not the cell door is locked**.
- A juvenile placed in an interview room with a door that can be locked from the outside, **whether or not the door is locked**.
- A juvenile placed in a room that includes a cuffing ring/rail, **whether or not the juvenile is physically secured to the cuffing ring/rail**.

For purposes of JJDPA reporting, juveniles include individuals under the age of 18 accused of committing any crime.

**If you prefer to submit a copy of your facility's existing log, please upload the appropriate file(s) here.**

or drag files here.

5. Select “yes” if there were juveniles held securely at your facility for the report period identified. From there, you can enter cases manually or scroll down to upload an existing facility log (usual formats: doc, pdf, xls).

**Case Details**

⊗ Individual 1

<b>Initials or Case Number</b> JS	<b>Date of Birth</b> 1/12/2010
<b>Sex</b> <input checked="" type="radio"/> Male <input type="radio"/> Female	<b>Race</b> ▼
<b>Most Serious Offense</b> Assault	
<b>Date Locked</b> 11/5/2025	<b>Time Locked</b> 9:00 AM
<b>Date Released</b> 11/5/2025	<b>Time Released</b> 10:30 AM

+ Add Individual

Scroll down to upload an existing facility log:

**Comments/Clarifications**

Please provide additional comments, as necessary, to clarify any of the detention details entered above.

**If you prefer to submit a copy of your facility's existing log, please upload the appropriate file(s) here.**

**Upload** or drag files here.

6. Click “Submit” when done entering information or uploading a document.

Submit

# FAQ

## **Do I submit a report if I have zero cases of juveniles held securely at my facility?**

Yes. We need you to confirm there were zero cases of juveniles held securely at the facility to record a zero record for the facility.

## **When do I report?**

We encourage facilities to submit reports monthly, so we have the most up-to-date reports of juveniles held securely. If facilities do not have contact with juveniles regularly, we encourage them to submit at least once a quarter.

## **How do I submit a report for multiple months?**

The reporting period you enter at the beginning of the form will indicate the months included in your report. For example, if the report period is from 1/1/2025 – 4/30/2025, we know you are confirming January, February, March, and April 2025. Case dates are used to identify which month(s) had cases for secure juvenile holds.

## **Do I need to report the juvenile hold immediately?**

No. If you are keeping an internal record of incidents, you can enter a monthly report with all cases listed in one report.

## **What is the state reporting timeline and when should facilities be reporting?**

The timeline follows the federal fiscal year (October 1 – September 30). To be included in the annual summary, your facility must report all months within this timeframe. If your facility does not submit monthly reports, a request to report for this timeframe will be emailed to your facility at the end of the fiscal year.

**For questions about reporting, please contact Public Policy Associates**

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