

# INSTRUCTIONS

## MONTHLY JUVENILE SUMMARY – MUNICIPAL LOCKED FACILITY

This log should include entries for ALL JUVENILES DETAINED IN A LOCKED AREA of your facility who have not attained their 17th birthdays. 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 are detained, enter “zero.”

1. **Facility Name and Address.** Enter name and address of reporting facility.
2. **Report Month/Year.** Enter month and/or year of current report.
3. **Initials of Juvenile or Case No.** Identify the juvenile by initials or case number.
4. **Date of Birth.** Enter juvenile’s date of birth in numeric (MM/DD/YYYY) format, e.g., 06/12/1990.
5. **Gender.** Enter M (male) or F (female).
6. **Race.** Use the appropriate alphabetic code as specified below.

A - Asian	H - Hispanic	N - Native American
B - Black	W - White	O - Other
7. **Most Serious Offense.** List the **most serious offense** with which the juvenile is being charged, e.g., armed robbery. If the juvenile is charged with violation of probation, then also indicate the original offense if that information is 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.
8. **Date and Time Locked.** Date should be entered in numeric (MM/DD/YYYY) format, i.e., 06/12/2004 and time should be entered in military time, i.e., 0835.
9. **Date and Time Released.** Date should be entered in numeric (MM/DD/YYYY) format, i.e., 06/12/2004 and time should be entered in military time, i.e., 0835.

The completed report is to be mailed or faxed within five (5) days of the end of the month to the Michigan Department of Human Services, Bureau of Juvenile Justice, Federal Grants Unit, P.O. Box 30037, Lansing, MI 48909. FAX: (517) 373-2799