

**Instructions on completing the ALABAMA LAW ENFORCEMENT AGENCY
JUVENILE SECURE CUSTODY QUARTERLY report:**

If your facility has held or processed juveniles during the quarterly reporting period, then please complete this form recording all that were held securely. Secure is defined as the use of hardware to keep someone from leaving – holding cell, locked interview room or cuffing device. If your facility has not held juveniles in a secure manner as defined above during the reporting period, then please make that notation, sign the form and return it to where indicated.

Facility: Enter the name of this secure facility.

Dates covered: Please check the appropriate quarter being reported. Submit additional report forms if necessary.

Person Completing Report: Identify the person completing this report and his or her telephone number in case questions should arise.

Facility Director's Signature: This signature certifies that the submitted information is accurate.

Date and Email: The date the form was signed and the appropriate email address for follow-up correspondence about the form.

Name: Juvenile's name, as booked, with last name first.

DOB: Enter the month, day, and year of the juvenile's birth. If unavailable, enter the juvenile's age in years.

Sex: Enter "F" for Female, and "M" for Male.

Race: Enter "W" for White/Anglo, "B" for Black/African American, "A" for Asian, "C" for Chicano/Latino, and "O" for Other.

Charges/Offense: Record the most serious charge or offense for which the juvenile is being held.

Date and Time Admitted Into Secure Custody: Enter the exact month, day, year, and time that the juvenile was admitted into secure custody.

Date and Time of Release from Secure Custody: Enter the exact month, day, year, and time that the juvenile was released from secure custody.

Who was the juvenile released to, or how was the juvenile released: Identify to whom the juvenile was released or what other placement was ordered.