Tracking Number:_____

Juvenile Probation

Ken Metcalf, Director

Parent and Community Grievance Report

If you have a Grievance, or have concerns that a child in the Detention Center or Post-Adjudication facility has been treated improperly, please complete the following steps:

Please answer each of the five (5) following sections:

1. **General Information:**

   Your Name: _____

   Home Phone#:_____Work Phone#_____

   Other Phone # where you can be reached: _____

   Email Address: _____

   Does the grievance involve improper treatment of a child?

   ☐ YES / ☐ NO

   what is the child's name:_____

2. Have you spoken with anyone in this department in effort to resolve this grievance or concern? YES / ☐ NO ☐

   - If YES, please list the name(s) of the person(s) you spoke with.

     _____

3. When (date & time) did you meet or speak with someone?

   _____

4. Describe your grievance or concern:

   _____

   _____

   _____

   _____

   _____

   _____

   _____

(Use additional sheets of paper if required)

5. Suggestion(s) for how this grievance or concern should be handled:

_____
_____
_____
_____
_____
_____
_____
_____
_____

(Use additional sheets of paper if required)

_____ _____

Your Signature Today's Date

NOTE: You will be contacted no later than 10 working days from the date this grievance report is received to inform you of what steps or actions have been taken in regard to your grievance or concern.

Please submit form by email, mail, fax or in person to:

Email: Kendra.Garner-Oshunkentan@dentoncounty.com

Denton County Juvenile Probation
Attn: Kendra Garner, Grievance Officer
210 Woodrow Lane
Denton, Texas 76205
Phone (940) 349-2400
Fax (940) 349-2471