

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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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(Use additional sheets of paper if required)

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Your Signature

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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: [Eric.Hill@dentoncounty.gov](mailto:Eric.Hill@dentoncounty.gov)

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