

VICTORIA COUNTY JUVENILE SERVICES
Juvenile, Parent Grievance Report

If you have a grievance, or feel that your child's case has been handled improperly, please complete the following steps:

Please answer each of six (6) following sections:

1. General Information:

Your Name: _____

Home Phone#: _____ Work Phone #: _____

Other Phone # where you can be reached: _____

Does this grievance concern your child? YES / NO

- If YES, what is your child's name: _____

2. Who (department employee(s) have you already spoken to in an effort to resolve this grievance / problem / concern?

3. When (date & time) did, you meet or speak with this person(s)?

4. What is your grievance / problem/ concern?

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4. What is your grievance / problem / concern?- *(continued)*

(Use additional sheets of paper if required)

5. What do you think should be done about your grievance / problem / concern?

(Use additional sheets of paper if required)

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5. **What** do you think should be done about your grievance / problem / concern? *(continued)*

Which Division Director / Supervisor was this report given to? *(mark one)*

- Kelly Arnecke, Assistant Chief
- Lynette Acuna, Facility Administrator for **Detention/Medical** concerns
- Floyd Jaster, **Probation** concerns
- Regina Perez, **Sexual Abuse/Sexual Harassment** concerns
- Christina Pinon, for **Financial / Fee** concerns

Your Signature

Today's Date

NOTE: The above Division Director / Supervisor will be in contact with you no later than 10 working days from the date they receive this report to inform you of what steps or actions have been taken to correct your grievance / problem / concern.
G:\probation\office forms
Please submit form by mail, fax or in person to:
Victoria Regional Juvenile Justice Center
97 Foster Field Dr.
Victoria, Tx. 77904
(361) 575-0399 Fax (361) 576-0134