

Van Zandt County Juvenile Probation Department Juvenile, Parent, Community Grievance Report

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

1. Your name and contact information (Optional): _____

2. Name(s) of Victim(s): _____

3. Victim's DOB (if known): _____
4. Names (s) of alleged perpetrator(s): _____

5. Name(s) of witness(es): _____

6. Date of Incident: _____
7. Time of Incident: _____
8. Facility name and location incident occurred at: _____

9. Name of Department employee spoken to in an effort to resolve this grievance/problem/concern including date and time? _____

10. What is your grievance/ problem or concern about? _____

Additional sheets may be added if needed.

Note: A supervisor will be contacting you no later than 10 working days from the date they received this report to inform you of steps or actions have been taken to correct your grievance/problem/concern.

You may submit information by mail, fax, email or in person:

Van Zandt Juvenile Probation Department
VZCJPD.com
323 E. Garland St.
Grand Saline, Texas 75140
Office (903)962-6292 Fax (903)962-6413
Email: juvprobation@suddenlinkmail.com