

ATASCOSA COUNTY JUVENILE JUSTICE CENTER

Parent / Community Grievance Form

PREA Standard §115.352(e)(4)

01 YOUR INFORMATION

Your Name

Please print

Date

Contact Phone

Does this grievance concern your child?

☐ Yes

☐ No

02 YOUR GRIEVANCE

State your grievance in detail. Please include the date, time, and place.

Use additional sheets of paper if necessary.

03 WHO YOU CONTACTED

Which department employee(s) did you notify in an effort to resolve this grievance? Please state the date(s) and time(s) you spoke with this person.

04 REQUESTED RESOLUTION

What do you think should be done to resolve this grievance?

Use additional sheets of paper if necessary.

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05 HOW TO SUBMIT

Please submit this form by mail, email, or in person to either Administrator below.

Timothy Gutierrez

Facility Administrator / Major

Email **tgutierrez@atascosajuv.com**

Phone (830) 769-3900 ext. 5201

Fax (830) 769-3168

Bill Gamez

Chief Juvenile Probation Officer

Email **bgamez@atascosajuv.com**

Phone (830) 769-3222 ext. 5101

Fax (830) 769-2994

MAILING ADDRESS Atascosa County Juvenile Justice Center · 1511 Zanderson · Jourdanton, TX 78026

What happens next: The above Administrator(s) will contact you no later than **ten (10) working days** from the date they receive this grievance to inform you of the steps or action(s) taken to resolve this issue.

06 ACKNOWLEDGMENT & SIGNATURE

I, the undersigned, acknowledge that the facts stated in this grievance are true and correct. I fully understand that I will be held accountable for any false statement.

Your Signature

Date