



# COMMUNITY GRIEVANCE FORM

## Harris County Juvenile Probation Department

Office of Public Affairs  
1200 Congress  
Houston, Texas 77002

If you have concerns that a child in the custody of a Harris County Juvenile Probation Department Facility has been treated improperly, please complete this form.

### Contact Information

Name:		Primary Telephone Number:	
Email Address:		Other Contact Number:	
Preferred Method of Contact:	<input type="checkbox"/> Telephone <input type="checkbox"/> Email	Date Submitted:	

### Grievance Information

Does the grievance involve improper treatment of a youth in HCJPD custody?  Yes  No

Youth's Name: \_\_\_\_\_ Youth's Date of Birth: \_\_\_\_\_

What facility was the youth residing in at the time of the alleged improper treatment?

- Juvenile Detention Center  Burnett-Bayland Rehabilitation Center  Leadership Academy  Youth Village  
 Other

### Grievance Description

Please describe your grievance or concern below:

Have you have you spoken with anyone in this department in an effort to resolve this grievance or concern?  Yes  No

If yes, please list the name of the person you spoke with: \_\_\_\_\_

What is your suggestion(s) for how this grievance or concern should be handled:

You will be contacted no later than 5 working days from the receipt of community grievance form to inform you of what steps or actions have been taken in regard to your grievance or concern.

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

Email: Tom.Hough@hcjpd.hctx.net

Mail:  
HCJPD  
Tom Hough  
1200 Congress Ave.  
Houston, Texas 77002

In person at:  
The Juvenile Justice Center  
8<sup>th</sup> Floor Lobby  
1200 Congress Ave.  
Houston, Texas 77002

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