



WEBB COUNTY YOUTH VILLAGE

JUVENILE, PARENT, COMMUNITY, REPORTS

If you have a grievance or feel that your child has been handled improperly by our Department, please complete the following steps:

Please answer the following questions:

1. GENERAL INFORMATION:

NAME: _____

HOME PHONE NUMBER: _____

WORK / ALTERNATE PHONE NUMBER: _____

DOES THE GRIEVANCE CONCERN YOUR CHILD? YES / NO

IF YES, YOUR CHILDS NAME: _____

2. HAVE YOU SPOKEN TO AN EMPLOYEE IN AN EFFORT TO RESOLVE THE GRIEVANCE, ISSUE, CONCERN, OR PROBLEM? IF YES, PLEASE PROVIDE THE NAME OF EMPLOYEE, DATE, AND TIME THAT YOU MADE CONTACT WITH THE EMPLOYEE

3. PLEASE DESCRIBE THE GRIEVANCE, ISSUE, CONCERN, OR PROBLEM

4. NAME OF SUPERVISOR THAT REPORT WAS GIVEN TO _____

SIGNATURE

DATE

*NOTE: YOU WILL BE CONTACTED BY AN IMMEDIATE SUPERVISOR NO LATER THAN 10 WORKING DAYS FROM THE DATE THIS REPORT AS RECEIVED TO INFORM YOU OF WHAT STEPS OR ACTIONS HAVE BEEN TAKEN TO CORRECT YOUR GRIEVANCE, ISSUE, CONCERN, OR PROBLEM.

PLEASE SUBMIT THIS FORM BY MAIL OR IN PERSON TO:

WEBB COUNTY YOUTH VILLAGE

111 CAMINO NUEVO RD HWY 359

LAREDO, TX. 78043

PHONE (956)523-5670

OR YOU MAY CONTACT:

LILIANA PEREZ (PREA COORDINATOR)

lperez@webbcountytexas.gov

PHONE (956) 523-5678