

**64TH & 242ND COMMUNITY SUPERVISION
&
CORRECTIONS DEPARTMENT**

TO: OFFENDERS OR OTHER MEMBERS OF THE PUBLIC

RE: COMPLAINTS REGARDING A CSO OR OTHER DEPARTMENT STAFF

If you wish to register a complaint regarding the conduct or behavior of a community supervision officer or other staff member of this department, you must follow the procedure explained herein. I have listed the matters about which you may register a complaint. These are the only matters I will consider. Please read them carefully and follow the instructions.

I wish to register a formal complaint regarding _____, a person employed by the 64th and 242nd Judicial District Community Supervision & Corrections Department, in that, he/she:

- Asked me to do something that is not required by the court;
- Violated a department policy in my presence;
- Violated the Code of Ethics established by the Texas Department of Criminal Justice – Community Justice Assistance Division; and/or
- Was rude or disrespectful to me.

You may select one or more by placing an X in the space preceding the grounds for complaint. After making your selection(s), submit a detailed written statement in support of your allegation(s) either in mail or in person to:

CDCD Director
64th & 242nd Community Supervision & Corrections Department
519 Broadway
Plainview, Texas 79072

I will review your allegation(s) at my earliest opportunity and, if I find that an employee has engaged in inappropriate conduct, I will schedule you an appointment to discuss the details in person. Please provide your name, address, and a daytime phone number so that I may contact you.