

Closed—
Agreed Suspension
Reduced to 1 day
1/26/16



15 DEC 22 AM 7:42

Susan Pamerleau
Sheriff
Bexar County, Texas

NOTICE OF PROPOSED SUSPENSION

Date: 12/18/2015.

LE/Deputy: Glaze, Charles #1383

Employee #: 32679

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for (10) days from the position of Deputy Sheriff - Law Enforcement for violation of the following:

Bexar County Sheriff's Office Civil Service Rule:

Chapter V – Leave Policies

Section 2. Procedures

Subsection 5.03 Absence Without Leave

Chapter IX – Discipline/Disciplinary Action

Section 1. General

Subsection 9.02

(J.) – Poor job performance.

(O.) – Conduct or action that would seriously impair job effectiveness.

(P.) – Conduct which has proven to be detrimental or has an adverse effect on the Sheriff's Office.

By your actions, you are also in violation of the following rules and regulations in the Department General Manual of Policy and Procedure:

4.06 – Attendance

5.02 – Performance of Duties

6.04 – Reporting for Duty

Specifically, the reason for this action is: On 10/29/2015, Patrol Supervisors were sent an email to schedule personnel for an EVO Awareness and Safety Course on November 23rd and 24th, 2015. You were scheduled to attend the class on November 23rd. A reminder was sent via email on 11/20, addressed to you, advising of the class set for the 23rd. On Monday, November 23rd, Deputy Highy advised that only (6) students were attending the class and sent the roster, to which you were not in attendance.

Upon speaking with Sgt. Davis later in the afternoon, you advised him that you got stuck in Austin and was unable to make it to the driving class. You also stated you contacted Lt. Colbert. You were also advised not to show up for the class on the 24th and you would be rescheduled. In speaking with Lt. Colbert, he states he has no record of speaking with you, nor does he have a record of you calling his county phone or personal phone.

Having additional paperwork to serve you, I contacted Sgt. Burchell prior to the start of your shift on the 23rd, to which he stated you would have been off due to attending driver training earlier that day. When he contacted you by phone, you had no intention of appearing for your shift.

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12/15-006



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Sheriff

Bexar County, Texas

Since you did not appear for training, you would have appeared for the start of your shift as required. Again, you had been told to not appear on the 24th for class. Tuesday, November 24th at 7:00am, I received a text forwarded by Sgt. Burchell reading: If I fill out a paper time off slip for personal time will you sign it, that way I'm taking the evo class on my own time. Sgt. Burchell indicated he received that text from you, but chose not to respond.

Although you were told by Sgt. Davis that you were not to show up for class on the 24th, you did so anyway. You sat in the class from 0830 to 0845 until removed by Captain Tijerina. Later that day, I was given a request for time off, written date submitted on 11/23/15 for personal leave that you left in Sgt. Burchell's box on the 24th. That request was disapproved.

On February 18th, 2015 you were served with an Agreed Order of (4) day Suspension for:

Civil Service Rule Chapter V – Leave Policies
Section 2. Procedures
Subsection 5.03 Absence without leave
Policy and Procedure
6.04 – Reporting for Duty

The following persons have may have knowledge or information on this incident:

Deputy Brian Higby – Training
Sgt. Anthony Davis – Patrol
Sgt. Chris Burchell – Patrol 3rd East
Lt. Eric Colbert – Patrol 3rd East

The following documents are attached to and are a part of this action:

Emails from Sgt. Davis advising of class – dated 10/29 and 11/20
Email from Deputy Higby with class roster – dated 11/23
Email from Sgt. Davis explaining no-shows – dated 11/23
Email from Lt. Colbert explaining no call – dated 11/23
Email from Deputy Higby status of class for the 24th – dated 11/24
Copy of time off slip submitted for 11/23/15
Copy of attendance book pages for November 2015
Email from Sgt. Davis clarifying conversation – dated 12/07
Copy of Agreed Order of Suspension and Enactment – dated 02/18/15

Corrective action on your part is required. You will ensure that you attend scheduled training and not take it upon yourself to change that schedule. You will report to work as scheduled, along with submitting time off in a timely manner, not after being off, in order to seek Supervisor approval.

You are further advised that your performance will continue to be monitored. Patterns of abuse on your part will result in more serious disciplinary action, to include termination, according to Civil Service Rules.



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Bexar County, Texas

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You may respond in person or in writing to the undersigned, explaining or countervailing said specific charge. Said response must be made within five (5) business days after service of this notice to you.

Cy. T. Roach #500
Captain Tom Roach #500
Patrol

cc: 1) Original -Personnel file 2) Employee 3) administrative file

The foregoing Notice of Proposed Suspension was served upon on the ____ day of December, 2015.

By: Sgt. M. F. #530
Server's Signature

Richard Mender
Printed Name

Receipt acknowledged:

CR #1383
Employee Signature

CHARLES GLAZ
Printed Name