



Susan Pamerleau

Sheriff

Bexar County, Texas

LATE FOR DUTY

Notice of Proposed Suspension – 5 Days

Approved [Signature]
Date 1/21/16

EMPLOYEE: Deputy Joseph Garza #3057
1st Detail / Main Jail

DATE: January 11, 2016

You are hereby notified that the Bexar County Sheriff's Office is reprimanding you for the violation of the Following subsection(s) of Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission.

B: Poor Attendance-Excessive absence and / or **Tardiness**

In addition to the following Bexar County Detention Manual of Policy and Procedure, Paragraph 300:02:

V: A(#03) – A formal written reprimand will be administered on the fourth and fifth offense which has occurred during a ninety day period and within 90 days since the first offense.

The specific reason(s) for this action: On Monday, January 11, 2016 you were late for duty. You arrived at 0655 hours. This constituted your sixth infraction.

1 st Letter of Counseling	Sunday, November 29, 2015	arrived at 0650 hrs.
2 nd Letter of Counseling	Monday, November 30, 2015	arrived at 0655 hrs.
3 rd Letter of Counseling	Monday, December 07, 2015	arrived at 0700 hrs.
1 st Letter of Reprimand	Thursday, December 10, 2015	arrived at 0655 hrs.
2 nd Letter of Reprimand	Tuesday, December 15, 2015	arrived at 0655 hrs.

The corrective action required: You are required to report for duty punctually at 0645 hours. Your continuous action of reporting late for duty as documented above has resulted in this disciplinary action. The next level of Disciplinary action is a (10) day Notice of Proposed Suspension.

You are further advised that you may grieve this Notice of Proposed Suspension in writing to the undersigned, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped by Detention Administration no later than the fifth (5th) business day following receipt of this document.

[Signature]
Capt. Louis Valdez #1900

This Letter of Reprimand was served on 2-3-, 2016.

[Signature]
Printed name of Server

LI 6 1/2 31 SEP 91

[Signature]
Signature of Server

I acknowledge receipt of this document of this document

[Signature] #3057
Signature of Employee

16-50



Susan Pamerleau

Sheriff

Bexar County, Texas

LATE FOR DUTY

Notice of Proposed Suspension – 10 Days

Approved
Date 1/13/16

EMPLOYEE: Deputy Joseph Garza #3057
1st Detail / Main Jail

DATE: January 13, 2016

You are hereby notified that the Bexar County Sheriff's Office is reprimanding you for the violation of the Following subsection(s) of Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission.

B: Poor Attendance-Excessive absence and / or **Tardiness**

In addition to the following Bexar County Detention Manual of Policy and Procedure, Paragraph 300:02:

V: A(#03) – A formal written reprimand will be administered on the fourth and fifth offense which has occurred during a ninety day period and within 90 days since the first offense.

The specific reason(s) for this action: On Tuesday, January 12, 2016 you were late for duty. You arrived at 0655 hours. This constituted your seventh infraction.

1 st Letter of Counseling	Sunday, November 29, 2015	arrived at 0650 hrs.
2 nd Letter of Counseling	Monday, November 30, 2015	arrived at 0655 hrs.
3 rd Letter of Counseling	Monday, December 07, 2015	arrived at 0700 hrs.
1 st Letter of Reprimand	Thursday, December 10, 2015	arrived at 0655 hrs.
2 nd Letter of Reprimand	Tuesday, December 15, 2015	arrived at 0655 hrs.
5 Day Notice of Proposed Suspension	Monday, January 11, 2016	arrived at 0655 hrs.

The corrective action required: You are required to report for duty punctually at 0645 hours. Your continuous action of reporting late for duty as documented above has resulted in this disciplinary action. The next level of Disciplinary action is a (15) day Notice of Proposed Suspension.

You are further advised that you may grieve this Notice of Proposed Suspension in writing to the undersigned, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped by Detention Administration no later than the fifth (5th) business day following receipt of this document.

Capt. Louis Valdez #1900

This Letter of Reprimand was served on 2-3-, 2016

Printed name of Server

Signature of Server

16-56

I acknowledge receipt of this document of this document

Signature of Employee