



DETENTION ADMINISTRATION  
IN-CUSTODY DETENTION

Susan Pamerleau

Sheriff

Bexar County, Texas

2016 NOV -7 AM 10:15

**Notice of Proposed Suspension – 15 Days**

Approved   
Date 10-28-16

**EMPLOYEE:** Deputy Joseph Garza #3057  
1<sup>st</sup> Detail / Main Jail

**DATE:** October 27, 2016

You are hereby notified that the Bexar County Sheriff's Office is proposing a fifteen (15) day suspension 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 Thursday, October 27, 2016, you were late for duty. You arrived at 0700 hours. This constituted your eighth infraction.

1 <sup>st</sup> Letter of Counseling	Tuesday, August 30, 2016	arrived at 0649 hours.
2 <sup>nd</sup> Letter of Counseling	Wednesday, September 07, 2016	arrived at 0700 hours.
3 <sup>rd</sup> Letter of Counseling	Tuesday, September 13, 2016	arrived at 0659 hours.
1 <sup>st</sup> Letter of Reprimand	Tuesday, September 20, 2016	arrived at 0708 hours.
2 <sup>nd</sup> Letter of Reprimand	Tuesday, October 4, 2016	arrived at 0650 hours.
N.O.P.S. (5 day)	Thursday, October 13, 2016	arrived at 0701 hours.
N.O.P.S. (10 day)	Thursday, October 20, 2016	arrived at 0700 hours.

**The corrective action required:** You are required to report for duty punctually at 0645 hrs. Your continuous action of reporting late for duty as documented above has resulted in this disciplinary action. The **next level** of Disciplinary action is Suspension without Pay-twenty (20) days.

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 (5<sup>th</sup>) business day following receipt of this document.

  
Capt. Louis Valdez #1900  
1<sup>st</sup> Detail Shift Commander

The foregoing document was served upon Deputy Joseph Garza #3057 on November 6, 2016 at 1000 hours by:

LT. THOMAS MALONE #1611  
Printed name of Server

  
Signature of Server

I acknowledge receipt of this document of this document

  
Signature of Employee

16-482

Original: 1) Personnel File; Copy: 2) Employee 3) Section File 4) Employee Disciplinary/Grievance Technician

Bexar County Adult Detention Center \* 200 N. Comal \* San Antonio, Texas 78207 \* (210) 335-6226 \* Fax (210) 335-6095