



Susan Pamerleau
Sheriff
Bexar County, Texas

12/4
Approved [Signature]
Date 11-19-15

LATE FOR DUTY
Notice of Proposed Suspension – 40 Days

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

DATE: November 16, 2015

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you without pay for a total of forty (40) days 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 22, 2015 you were late for duty. You arrived at 0655 hrs. This constituted your twelfth infraction.

1 st Letter of Counseling	Thursday, August 27, 2015	arrived at 0650 hrs.
2 nd Letter of Counseling	Monday, August 31, 2015	arrived at 0650 hrs.
3 rd Letter of Counseling	Tuesday, September 01, 2015	arrived at 0655 hrs.
1 st Letter of Reprimand	Wednesday, September 09, 2015	arrived at 0655 hrs.
2 nd Letter of Reprimand	Tuesday, September 15, 2015	arrived at 0650 hrs.
(5) day Notice of Proposed Suspension	Sunday, September 20, 2015	arrived at 0656 hrs.
(10) day Notice of Proposed Suspension	Wednesday, September 23, 2015	arrived at 0705 hrs.
(15) day Notice of Proposed Suspension	Thursday, September 24, 2015	arrived at 0655 hrs.
(20) day Notice of Proposed Suspension	Wednesday, September 30, 2015	arrived at 0655 hrs.
(25) day Notice of Proposed Suspension	Tuesday, October 13, 2015	arrived at 0700 hrs.
(30) day Notice of Proposed Suspension	Wednesday, October 21, 2015	arrived at 0708 hrs.

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 a possible termination from the Bexar County Sheriff's Office.

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

15-485



Susan Pamerleau
Sheriff
Bexar County, Texas

**Notice of Proposed Suspension (40 days)
Detention Officer Joseph Garza #3057**

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This Notice of Proposed Suspension was served upon Detention Officer Joseph Garza #3057 on
25 Nov, 2015.

Lt Charles Cagle 2721
Printed name of Server

Lt Charles Cagle
Signature of Server

I acknowledge receipt of this document of this document

9/11 #3057
Signature of Employee

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

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