



Susan Pamerleau

Sheriff

Bexar County, Texas

**LATE FOR DUTY**

**Notice of Proposed Suspension – 10 Days**

Approved [Signature]  
Date 4/4/16

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

**DATE:** March 24, 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 Thursday, March 24, 2016 you were late for duty. You arrived at 0650 hours. This constituted your seventh infraction.

1 <sup>st</sup> Letter of Counseling	Monday, February 29, 2016	arrived at 0646 hrs.
2 <sup>nd</sup> Letter of Counseling	Thursday, March 03, 2016	arrived at 0646 hrs.
3 <sup>rd</sup> Letter of Counseling	Sunday, March 06, 2016	arrived at 0646 hrs.
1 <sup>st</sup> Letter of Reprimand	Tuesday, March 08, 2016	arrived at 0655 hrs.
2 <sup>nd</sup> Letter of Reprimand	Sunday, March 13, 2016	arrived at 0704 hrs.
5 Day NOPS	Tuesday, March 15, 2016	arrived at 0704 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 (5<sup>th</sup>) business day following receipt of this document.

[Signature]  
Capt. Louis Valdez #1900

This Letter of Reprimand was served on APRIL 10, 2016.

LT. THOMAS MALONE #1411  
Printed name of Server

[Signature]  
Signature of Server

I acknowledge receipt of this document of this document

[Signature] #3057  
Signature of Employee