



Susan Pamerleau

Sheriff

Bexar County, Texas

**AMENDED LATE FOR DUTY**

**Notice of Proposed Suspension – 10 Days**

Approved [Signature]  
Date 3/26/15

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

**DATE:** March 5, 2015

You are hereby notified that the Bexar County Sheriff's Office is proposing a Ten 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) – Suspension without pay will be administered on the sixth and **seventh** 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, March 03, 2015 you were late for duty. You arrived at 0700 hrs. This constituted your **seventh** infraction.

1 <sup>st</sup> Letter of Counseling	Thursday,	February 05, 2015	arrived at 0745 hrs.
2 <sup>nd</sup> Letter of Counseling	Tuesday,	February 17, 2015	arrived at 0700 hrs.
3 <sup>rd</sup> Letter of Counseling	Monday,	February 23, 2015	arrived at 0659 hrs.
1 <sup>st</sup> Letter of Reprimand	Tuesday,	February 24, 2015	arrived at 0655 hrs.
2 <sup>nd</sup> Letter of Reprimand	Thursday,	February 26, 2015	arrived at 0700 hrs.
Notice of Proposed Suspension – 5 Days	Monday,	March 02, 2015	arrived at 0700

**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 at the discretion of Jail Administrator-which may include termination .

You are further advised that you may grieve this Letter of Reprimand to Detention Administration. Your written response, if submitted, must be received and time stamped at Detention Administration no later than ten (10) business days following receipt of this document. Send copies to your grievance to : 1) Bexar County Civil Service Commission, 211 S. Flores, San Antonio, Texas, 78204 and to Bexar County Personnel Office.

[Signature]  
Capt. Louis Valdez #1900

This Letter of Reprimand was served on April 1st, 2015.

LT EVA Adams #231  
Printed name of Server

Eva Adams  
Signature of Server

I acknowledge receipt of this document of this document

[Signature]  
Signature of Employee



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Capt. Louis Valdez #1900

This Letter of Reprimand was served on 3-15, 2015.

Lt. Eickhardt Sandra  
Printed name of Server

Signature of Server

I acknowledge receipt of this document of this document

Signature of Employee

15-82