



Susan Pamerleau

Sheriff

Bexar County, Texas

**LATE FOR DUTY**

**Notice of Proposed Suspension – 15 Days**

Approved 

Date 4/2/15

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

**DATE:** April 2, 2015

You are hereby notified that the Bexar County Sheriff's Office is proposing a Fifteen 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:

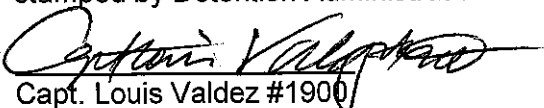
V: A(#03) – Suspension without pay will be administered on the sixth and **seventh** offense which has occurred during a ninety day period and within 90 days since the first offense.

**The specific reason(s) for this action:** On Thursday, March 19, 2015 you were late for duty. You arrived at 0700 hrs. This constituted your **eighth** infraction.

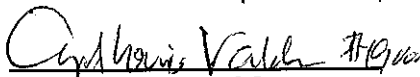
1 <sup>st</sup> Letter of Counseling	Thursday,	February 05, 2015	arrived at 0745 hrs.
2 <sup>nd</sup> Letter of Counseling	Tuesday,	February 17, 2015	arrived at 0700 hrs.
3 <sup>rd</sup> Letter of Counseling	Monday,	February 23, 2015	arrived at 0659 hrs.
1 <sup>st</sup> Letter of Reprimand	Tuesday,	February 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
Notice of Proposed Suspension 10 Days	Monday,	March 03, 2015	arrived at 0700

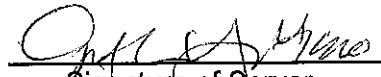
**The corrective action required:** You are required to report for duty punctually at 0645 hrs. Your **continuous** action of reporting late for duty as documented above has resulted in this disciplinary action. The **next level** of Disciplinary action is Suspension without Pay (Twenty) days.

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

This Notice of Proposed Suspension was served on 4/1/15, 2015.

  
Printed name of Server

  
Signature of Server

I acknowledge receipt of this document of this document

 #3057  
Signature of Employee

✓ 15-129