



Susan Pamerleau

Sheriff

Bexar County, Texas

LATE FOR DUTY

Notice of Proposed Suspension – 25 Days

Approved [Signature]
Date 5-7-15

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

DATE: April 27, 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 26, 2015 you were late for duty. You arrived at 0655 hrs. This constituted your **tenth** infraction.

1 st Letter of Counseling	Thursday,	February 05, 2015	arrived at 0745 hrs.
2 nd Letter of Counseling	Tuesday,	February 17, 2015	arrived at 0700 hrs.
3 rd Letter of Counseling	Monday,	February 23, 2015	arrived at 0659 hrs.
1 st Letter of Reprimand	Tuesday,	February 24, 2015	arrived at 0655 hrs.
2 nd 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
Notice of Proposed Suspension 15 Days	Thursday,	March 19, 2015	arrived at 0700
Notice of Proposed Suspension 20 Days	Sunday,	March 22, 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 (Thirty) 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 (5th) business day following receipt of this document.

[Signature]
Capt. Louis Valdez #1900

This Notice of Proposed Suspension was served on 5-10-, 2015.

[Signature]
Printed name of Server

[Signature] 2721
Signature of Server

I acknowledge receipt of this document of this document

[Signature]
Signature of Employee

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