



Susan Pamerleau  
Sheriff  
Bexar County, Texas

DETENTION ADMIN.

2016 SEP 13 P 12:11

Approved

Date

**LATE FOR DUTY**

**Notice of Proposed Suspension – 5 Days**

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

**DATE:** August 18, 2016

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you from the position of Detention Officer for five (5) 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:

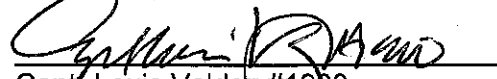
V: A(#03) – A formal written reprimand will be administered on the fourth and fifth offense which has occurred during a ninety day period and within 90 days since the first offense.

**The specific reason(s) for this action:** On Thursday, August 18, 2016, you were late for duty. You arrived at 0658 hours. This constituted your sixth infraction.


1 <sup>st</sup> Letter of Counseling	Sunday, May 29, 2016	arrived at 1232 hrs.
2 <sup>nd</sup> Letter of Counseling	Wednesday, June 8, 2016	arrived at 0646 hrs.
3 <sup>rd</sup> Letter of Counseling	Thursday, June 9, 2016	arrived at 0646 hrs.
1 <sup>st</sup> Letter of Reprimand	Thursday, July 21, 2016	arrived at 0648hrs.
2 <sup>nd</sup> Letter of Reprimand	Tuesday, July 26, 2016	arrived at 0654 hrs.

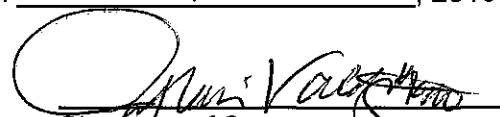
**The corrective action required:** You are required to report for duty punctually at 0645 hours. Your continuous action of reporting late for duty as documented above has resulted in this disciplinary action. The next level of Disciplinary action is a (10) day Notice of Proposed Suspension.

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.

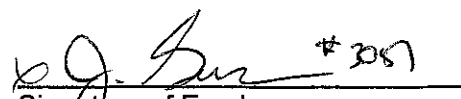
  
Capt. Louis Valdez #1900  
1<sup>st</sup> Detail Shift Commander

The foregoing document was served upon Deputy Joseph Garza #3057 on 9.12, 2016  
at 1342 hours by:

  
Printed name of Server

  
Signature of Server

I acknowledge receipt of this document of this document

  
Signature of Employee

# TARDY SLIP

(COMPLETE AND RETURN TO SHIFT COMMANDER IMMEDIATELY AFTER ROLL CALL)

NAME: Joseph Garza

DATE: 8-18-16 TIME IN: 658

REASON: Woke up with wet clothes due to my dryer going out and managed to see neighbor's and came in late.

TO BE COMPLETED BY THE SHIFT COMMANDER ONLY:

UNEXCUSED: ☒ EXCUSED: ☐

201 SEP 13 PM 12:11  
DE EDITION ADMIN.

*Signature*

## BEXAR COUNTY SHERIFF'S OFFICE

SUBJECT: REQUEST FOR TIME OFF

EMPLOYEE: Garza, Joseph EMPLOYEE # 50379 DATE SUBMITTED: 8-18-16

I AM REQUESTING THE FOLLOWING TIME OFF:

NO. OF HOURS/DAYS REQUESTED .22 FROM (TIME): 0645 TO: 0658

FROM (DATES): 8-18-16 To: 8-18-16 My R/Ds ARE Fri & Sat

TO BE DOCUMENTED AS:

☐ SICK LEAVE

☐ HOLIDAY

☐ VACATION

☒ COMP TIME

☐ MILITARY

☐ OTHER

SPECIFY

EMPLOYEE'S SIGNATURE

*Signature*

BADGE NO. 7057

APPROVED ☐ DISAPPROVED ☒ BY IMMEDIATE SUPERVISOR

APPROVED ☐ DISAPPROVED ☐ BY SECTION SUPERVISOR

APPROVED ☐ DISAPPROVED ☐ BY DIVISION MANAGER

REASON FOR DISAPPROVAL: note for clarity

16-391

*Signature*