

Susan Pamerleau

Sheriff

Bexar County, Texas

DETENTION ADMIN.

2016 SEP 13 P 12: 11

LATE FOR DUTY

Notice of Proposed Suspension - 5 Days

EMPLOYEE: Deputy Joseph Garza #3057

1st 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.

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

<u>The corrective action required</u>: 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 (5th) business day following receipt of this document.

Capt. Louis Valdez #1900 1st Detail Shift Commander

The foregoing document was served upon Deputy Joseph Garza #3057 on

:___1392_hours by:

Printed name of Server

I acknowledge receipt of this document of this document

9,12

2016

Signature of Employee

Original: 1) Personnel File; Copy: 2) Employee 3) Section File 4) Employee Disciplinary/Grievance Technician

Bexar County Adult Detention Center * 200 N. Comal * San Antonio, Texas 78207 * (210) 335-6226 * Fax (210) 335-6099

16-391

TARDY SLIP

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

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