



Susan Pamerleau
Sheriff
Bexar County, Texas

LATE FOR DUTY

Notice of Proposed Suspension – 05 Days

Approved *[Signature]*

Date *8/31/15*

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

DATE: August 24, 2015

You are hereby notified that the Bexar County Sheriff's Office is proposing a five 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) – 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 Tuesday, August 18, 2015 you were late for duty. You arrived at 0656 hrs. This constituted your sixth infraction.

1 st Letter of Counseling	Tuesday,	May 26, 2015	arrived at 0655 hrs.
2 nd Letter of Counseling	Wednesday,	June 3, 2015	arrived at 0655 hrs.
3 rd Letter of Counseling	Monday,	July 20, 2015	arrived at 0700 hrs.
1 st Letter of Reprimand	Thursday,	July 23, 2015	arrived at 0650 hrs.
2 nd Letter of Reprimand	Monday,	August 04, 2015	arrived at 0655 hrs.

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 (Ten) 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 *9.1.2015*

Sgt. Corey T. Martinez #320
Printed name of Server

[Signature]
Signature of Server

I acknowledge receipt of this document of this document

Jh #3057
Signature of Employee

✓ 15-320