



Susan Pamerleau

Sheriff

Bexar County, Texas

LATE FOR DUTY

Notice of Proposed Suspension – 10 Days

Approved [Signature]
Date 9/30/15

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

DATE: September 23, 2015

You are hereby notified that the Bexar County Sheriff's Office is proposing a ten 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 Wednesday, September 23, 2015 you were late for duty. You arrived at 0705 hrs. This constituted your seventh infraction.

1 st Letter of Counseling	Thursday, August 27, 2015	arrived at 0650 hrs.
2 nd Letter of Counseling	Monday, August 31, 2015	arrived at 0650 hrs.
3 rd Letter of Counseling	Tuesday, September 01, 2015	arrived at 0655 hrs.
1 st Letter of Reprimand	Wednesday, September 09, 2015	arrived at 0655 hrs.
2 nd Letter of Reprimand	Tuesday, September 15, 2015	arrived at 0650 hrs.
(5) day Notice of Proposed Suspension	Sunday, September 20, 2015	arrived at 0656 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 (15) 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] #1900
Capt. Louis Valdez #1900

This Notice of Proposed Suspension was served on OCTOBER 7, 2015.

LT. THOMAS MALONE #1611
Printed name of Server

[Signature]
Signature of Server

I acknowledge receipt of this document of this document

[Signature] #3057
Signature of Employee

15-371