



Susan Pamerleau
Sheriff
Bexar County, Texas

Approved _____
Date 12-8-16

Notice of Proposed Suspension

EMPLOYEE: Detention Officer Joseph Garza #3057, 1st Detail Main Jail
DATE: December 8, 2016

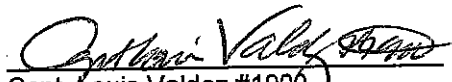
You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you without pay from the position of Detention Officer for FIVE (5) days for the violation of the following subsection(s) of Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

E. Failure to provide appropriate notice of absence.

The specific reason(s) for this action: On Thursday, December 8, 2016, at 0624 hours, you called the Shift Commander's Office and stated that you were not reporting for work because you were sick. Your call-in was not in compliance with policy, which states that "call-ins" for sick must be made within one (1) hour (**before 0545 hours**) before you are scheduled to report for work. You received corrective action for the same offense on August 10, 2016 and disciplinary action (Letter of Reprimand) on December 7, 2016.

The corrective action required: In the future, you will notify the Shift Commander's Office of an absence at least one hour prior to your scheduled duty time. You will follow The Bexar County Sheriff's Office Manual of Policy and Procedures which states, in part, "**B. Call-In Time Requirements:** 1. All employees in all sections and/ or shifts shall call the Bexar County Adult Detention System's appropriate Shift Commander's Office no later than 1 hour Prior to their assigned duty hour to give notification of their need to be absent." Be advised that persistence in the behavior, which resulted in this Letter of Reprimand, may result in more stringent disciplinary action.

You are further advised that you may grieve this Notice of Proposed Suspension in person or in writing to the undersigned, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped by supervision/management in the shift commander's office at the main jail 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 Detention Officer Joseph Garza #3057 on _____, 2016 at _____ hours by:

Printed Name and Badge of Server

Signature of Server

I acknowledge receipt of this Document.

Signature of Employee

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