

Reduced to 1 day 11-7-16



Susan Pamerleau
Sheriff
Bexar County, Texas

August 10th, 2016

NOTICE OF PROPOSED SUSPENSION

8/16

Guerrero, Marissa
Public Safety Dispatcher I
Employee # 33864

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you without pay for a total of 3 days from the position of Public Safety Dispatcher I for violation of the following subsection(s) of Section 9.02 of the rules for the Bexar County Sheriff's Civil Service Commission:

- A. Absence Without Leave – Absence Without Leave is an absence from duty which is not authorized or for which a request for leave has been denied
- B. Poor Attendance – Excessive absence and/or tardiness
- M. Violation of any statute, Civil Service rule, regulation or Commission order (ADOPTED 3-14-90; EFFECTIVE 3-28-90)
- O. Conduct or action that would seriously impair job effectiveness
- P. Conduct which has proven to be detrimental or has an adverse effect on the Sheriff's Office (ADOPTED 10-27-98; EFFECTIVE 11-10-98)

By your actions you have also violated the following sections of the Bexar County Sheriff's Office Manual:

- 4.06 Attendance
- 5.02 Performance of Duties
- 5.17 Efficiency
- 6.04 Reporting for Duty

And your actions have also violated the following sections of the Public Safety Communications Standard Operating Procedures Manual:

- 3.6 Tardiness

16-08-002

The reason for this action is:

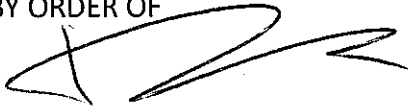
1. On January 7, 2016 you received a reprimand for the same violations due to excessive tardies.
2. You were tardy on July 29, 2016, August 3, 2016, August 4, 2016 and August 9, 2016.

Corrective action on your part is required. You will read and be familiar with the Bexar County Sheriff's Office Manual. You will also read and be familiar with the Sheriff's Office Civil Service Rules and Regulations. And you will read and be familiar with the Public Safety Communications Standard Operating Procedures Manual. You are advised that your performance will continue to be monitored.

You are expected to be at work each day. Your tardiness causes a delay at the onset of the shift and is grossly unfair to your co-workers who report to work on time.

Patterns of abuse on your part will result in more serious disciplinary action, to include termination, according to the Civil Service Rules. Under Civil Service Procedures, you may respond to this Notice of Proposed Suspension to the undersigned, in person or in writing, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped no later than the fifth (5th) business day following receipt of this document. If you have any questions on your rights under the Bexar County Sheriff's Civil Service Commission, you may contact the Civil Service Commission at 210-335- 0728.

BY ORDER OF



Beth Ann Perez
Public Safety Communications Supervisor

The foregoing ~~Notice of Proposed Suspension~~ was served on Marissa Guerrero on the 11 day of August, 2016.

By: 

Server's Signature

 under duress
Employee Acknowledgement of Receipt

Cc: Personnel (Original)
Employee
Administrative File