

Reduced to 1 day 1-15-15



Susan Pamerleau
Sheriff
Bexar County, Texas

Approved
Date

[Signature]
10/30/14

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Officer Alejandro Medina #2909, 1st Detail, Detention, Main Jail
DATE: October 28, 2014

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you without pay for a total of THREE (3) days from the position of Detention Officer for the violation of the following subsection(s) of Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

A. Absence without leave-absence without leave is an absence which is not authorized or for which a request for leave has been denied.

In addition to the following violation(s) of the Bexar County Sheriff's Office Manual of Policy and Procedure, Paragraph(s):

5.28 Absence Without Proper Authority

Specific reason(s) for this action: On Tuesday, October 14, 2014, you called the Shift Commander's Office at the Main Jail and informed 3rd Detail Uniformed Staff Support Officer that you were arriving late. You called back and said you were not feeling well and called in sick. Furthermore, you called in sick on Friday, October 24, 2014. You did not have enough sick time to cover a sick day for both of the aforementioned dates. You were served with a Letter of Reprimand on October 23, 2014 for an AWOL incident on October 3, 2014 warning you that repetition of this action would result in more serious disciplinary action. You have been made aware that you did not have sick time to cover the illness. Be advised that your absence from duty was not authorized and such conduct will not be tolerated, you will also be carried without pay for the day of October 14, 2014 and October 24, 2014.

The corrective action required: In the future, you will notify your supervisors in advance for authorization of additional leave. You will also abide by the Bexar County Sheriff's Office Manual of Policy and Procedure, Paragraph 5.28, Absence Without Proper Authority, which states in part, "It is understood that there will be legitimate times when an employee will be absent from work, for such reasons as illness, vacation, injury, etc. Although these are valid reasons for not reporting to work or departing early, it is still the department policy that such absences be cleared through the employee's supervisor." Be advised that repetition of this action (or lack of action) which resulted in this Notice of Proposed Suspension may result in more serious disciplinary action.

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 supervision/management in the Main Jail Shift Commander's Office no later than the fifth (5th) business day following receipt of this document.

[Signature]
Captain Louis Valdez #1900
1st Detail Shift Commander

SENT BY FAX

**Letter of Reprimand
Officer Alejandro Medina #2909**

Page 2

The Foregoing Document was served upon Officer Alejandro Medina #2909 on 11/6/14
2014 by:

Lt. Michelle Reyes #2601
Printed Name/Badge of Server

Lt. Michelle Reyes #2601
Signature of Server

I acknowledge receipt of this Document.

Alejandro Medina
Signature of Employee

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

NOV 10 2014