

Reduced to 2 days

1-15-15



Susan Pamerleau  
Sheriff  
Bexar County, Texas

Approved  
Date

*[Signature]*  
12/23/14

**NOTICE OF PROPOSED SUSPENSION**

**EMPLOYEE:** Officer Alejandro Medina #2909, 1<sup>st</sup> Detail, Detention, Main Jail  
**DATE:** November 25, 2014

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you without pay for a total of TEN (10) 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.**
- B. Poor Attendance-Excessive absence and/or tardiness.**
- E. Failure to provide appropriate notice of absence**

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, November 18, 2014, you called the Shift Commander's Office at the Main Jail at 0522 hours and informed 3rd Detail Officer Oscar Perez #2872 that you were arriving 30 minutes late. When you failed to arrive within the 30 minutes a call was made to your call back number 210 425 6857. A message was left for you to call back. You called back at 0918 hours stating you were sick and that you were not coming in for work. Your call in was in conjunction with your relief days (Sunday/Monday) and beyond the one hour requirement for appropriate notice of absence. Captain Louis Valdez #1900 informed you to seek help through the Employee Assistance Program. You acknowledged Captain Valdez's instructions to you. You were served progressive discipline 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 November 18, 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 (5<sup>th</sup>) business day following receipt of this document.

*[Signature]*  
Captain Louis Valdez #1900  
1<sup>st</sup> Detail Shift Commander

✓ 14-365

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

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The Foregoing Document was served upon Officer Alejandro Medina #2909 on 12/10/  
2014 by:

LT JOEL JANSSEN #1911  
Printed Name/Badge of Server

LT J J #1911  
Signature of Server

I acknowledge receipt of this Document.

[Signature]  
Signature of Employee

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