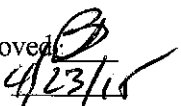




Susan Pamerleau
Sheriff
Bexar County, Texas

Approved: 
Date 4/23/15

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Officer Courtney Lytle #1787, 2nd Detail Annex
DATE: April 9, 2015

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:

B. Poor Attendance- Excessive absence and/or tardiness.

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

4.06 Attendance

The specific reason(s) for this action: On **February 15, 2015**, you were issued a Letter of Reprimand for poor attendance. Since then, you have called in on several other occasions with one of those call ins in conjunction with your relief days;

February 23, 2015		8hrs.
February 26, 2015	con junction with relief days	8hrs.
March 30, 2015		8hrs.
April 8, 2015		8hrs.

The corrective action required: You are to report for duty on your scheduled days to report and ensure you are attentive in the execution of your duties and adhere to the departmental policies and procedures. Be advised that persistence in the behavior, which resulted in this Notice of Proposed Suspension, may result in more serious disciplinary action, which may include dismissal from the Sheriff's Office.

You are further advised that you may grieve this Notice of Proposed Suspension in writing to Captain Kenneth Meshew #1200. Your written response, if submitted, must be received and time stamped by Detention Administration no later than the tenth (5th) business day following receipt of this document. Send copies of your grievance to: 1) the Bexar County Sheriff's Civil Service Commission, 211 S. Main, San Antonio, Texas, 78204; 2) and to the Bexar County Sheriff's Personnel Office. Any further information regarding your Civil Service rights may be obtained from the Civil Service Commission, at (210) 335-0728.


Lieutenant Eleazar Villareal #1151
2nd Detail Assistant Shift Commander Annex



Susan Pamerleau
Sheriff
Bexar County, Texas

The Foregoing Document was served upon **Officer Courtney Lytle #1787**, on 28 April, 2015
At 0115 hours by:

Capt. Brian E. Parahise 1560
Printed Name/Badge of Server

[Signature] 1560
Signature of Server

I acknowledge receipt of this Document.

[Signature] 1787
Signature of Employee

Original: 1) Personnel File Copy: 2) Employee 3) Section File

Detention Administration * 200 N. Comal * San Antonio, Texas 78207 * (210) 335-6219 * Fax (210) 335-6199