

MAR-18-2014 18:57

FROM: Annex Shift Com

2103355495

T-125 P.001/004 F-146



Susan Pamerleau
Sheriff
Bexar County, Texas

Approved
3/19/14

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Deputy Joni-Dawn Rodriguez, #1356, Third Detail, Detention, Annex
DATE: February 26, 2014

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for a total of Seven (7) days from the position of Detention Officer for violation of the following subsection chapter IX of Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

- A. Absence without leave
- B. Poor Attendance - Excessive absence and/or Tardiness
- F. Misuse of Leave privileges

In addition, the Policies and Procedures of the Bexar County Sheriff's Office and Detention Manuals which you have violated are as follows:

- 4.06 Attendance
- 5.30 Conduct Unbecoming an Officer
- 5.53 Bringing Discredit
- 5.67 Illness or Injury

BC No: 300.11 Absence Reporting F. Abuse of Sick Leave

The specific reason(s) for this action: A review of your attendance for the past 180 days has revealed a pattern of misuse/abuse of leave. On August 10, 2013 you were issued a letter of counseling in regards to your attendance. Further, on November 2, 2013 you were served a letter of reprimand in regards to continued abuse of sick leave. Despite all these actions you have not altered your pattern of misuse/abuse of leave.

Additionally, it has been discovered that your call-ins are taken in conjunction with a fellow Deputy Shayna Garcia, which also constitutes a misuse of a leave privilege. Furthermore your continual absence from work causes strenuous working conditions resulting in other officers having to work mandatory overtime in order to cover the post to which you would be assigned. Lastly, on numerous days you did not have sick leave available and were thus using a leave privilege to which you were not entitled. This pattern of abuse will not be tolerated by the Bexar County Sheriff's Office.

Date of Leave	Type of Leave	in conjunction with relief days	in conjunction with time off for Deputy S. Garcia
Nov 16, 2013	SICK	YES	YES
Nov. 17, 2013	SICK	YES	YES
Nov. 20, 2013	SICK	YES	YES
Nov. 21, 2013	SICK/LWOP	YES	YES
Dec. 14, 2013	SICK	NO	YES
Jan. 9, 2014	SICK	YES	YES
Jan. 10, 2014	SICK	YES	YES

RECEIVED
3/19/14

SENT
3/19/14

MAR-18-2014 18:57

FROM-Annex Shift Com

2103356486

T-125 P.002/004 F-146

Date of Leave	Type of Leave	in conjunction with relief days	in conjunction with time off for Deputy S. Garcia
Jan. 11, 2014	SICK	YES	YES
Jan. 12, 2014	SICK	YES	YES
Feb. 5, 2014	SICK/LWOP	YES	YES
Feb. 6, 2014	SICK/LWOP	YES	YES


The corrective action required: In the future, you need to improve your attendance and make an effort to report for duty when you are scheduled to work. Be advised that calling in sick should not be a method utilized to get days off. Furthermore any other types of leave taken should be preapproved by the Shift Commander's Office. You must comply with the Bexar County Sheriff's Office Detention Policy and Procedure, 300.11 Absence Reporting. Be advised that repetition of the action (or lack of the action) which resulted in this Notice of Proposed Suspension may result in future progressive disciplinary action, which may include dismissal from the Sheriff's Office.

You are advised that you may grieve this Notice of Proposed Suspension in writing to the undersigned. Your written response, if submitted, must be received and time stamped in the Shift Commander's Office no later than the fifth (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. Flores, 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 Ms. Andrea San Miguel, Director of the Civil Service Commission, at (210) 335-2688.


 Captain Brian E. Barabasz #1500
 3rd Detail Shift Commander - Annex

The Foregoing Document was served upon Deputy Joni-Dawn Rodriguez #1356 3/13, 2014 at 1835 hours by:


 Printed Name/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