



11-21

DETENTION ADMINISTRATION  
IN-CUSTODY DETENTION


Susan Pamerleau

Sheriff

Bexar County, Texas

2016 NOV 15 PM 2:14

**Notice of Proposed Suspension – 15 Days**

Approved   
Date 11/2/16

**EMPLOYEE:** Deputy Xavier Rodriguez #4288  
1<sup>st</sup> Detail / Main Jail

**DATE:** October 30, 2016

You are hereby notified that the Bexar County Sheriff's Office is proposing a fifteen (15) day suspension 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 Bexar County Detention Manual of Policy and Procedure, Paragraph 300:02:


V: A(#03) – A formal written reprimand will be administered on the fourth and fifth offense which has occurred during a ninety day period and within 90 days since the first offense.

**The specific reason(s) for this action:** On Sunday, October 30, 2016, you were late for duty. You arrived at 0930 hours. This constituted your eighth infraction.


1 <sup>st</sup> Letter of Counseling	Tuesday, September 27, 2016	arrived at 0720 hours.
2 <sup>nd</sup> Letter of Counseling	Saturday, October 01, 2016	arrived at 0810 hours.
3 <sup>rd</sup> Letter of Counseling	Sunday, October 02, 2016	arrived at 0650 hours.
1 <sup>st</sup> Letter of Reprimand	Monday, October 03, 2016	arrived at 0658 hours.
2 <sup>nd</sup> Letter of Reprimand	Friday, October 07, 2016	arrived at 0710 hours.
N.O.P.S. (5 day)	Saturday, October 8, 2016	arrived at 0745 hours.
N.O.P.S. (10 day)	Sunday, October 16, 2016	arrived at 0730 hours.

**The corrective action required:** You are required to report for duty punctually at 0645 hrs. Your **continuous** action of reporting late for duty as documented above has resulted in this disciplinary action. The **next level** of Disciplinary action is Suspension without Pay (Twenty) days.

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 Detention Administration no later than the fifth (5<sup>th</sup>) business day following receipt of this document.

  
Capt. Louis Valdez #1900  
1<sup>st</sup> Detail Shift Commander


The foregoing document was served upon Deputy Xavier Rodriguez #4288 on 11/14, 2016 at 0920 hours by:

  
Printed name of Server

  
Signature of Server

I acknowledge receipt of this document of this document

16-489

  
Signature of Employee

Original: 1) Personnel File; Copy: 2) Employee 3) Section File 4) Employee Disciplinary/Grievance Technician

Bexar County Adult Detention Center \* 200 N. Comal \* San Antonio, Texas 78207 \* (210) 335-6226 \* Fax (210) 335-6095



Susan Pamerleau

Sheriff

Bexar County, Texas

**Notice of Proposed Suspension – 15 Days**

Approved [Signature]  
Date 11/2/16

**EMPLOYEE:** Deputy Xavier Rodriguez #4288  
1<sup>st</sup> Detail / Main Jail

**DATE:** October 30, 2016

You are hereby notified that the Bexar County Sheriff's Office is proposing a fifteen (15) day suspension 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 Bexar County Detention Manual of Policy and Procedure, Paragraph 300:02:

V: A(#03) – A formal written reprimand will be administered on the fourth and fifth offense which has occurred during a ninety day period and within 90 days since the first offense.

**The specific reason(s) for this action:** On Sunday, October 30, 2016, you were late for duty. You arrived at 0930 hours. This constituted your eighth infraction.

1 <sup>st</sup> Letter of Counseling	Tuesday, September 27, 2016	arrived at 0720 hours.
2 <sup>nd</sup> Letter of Counseling	Saturday, October 01, 2016	arrived at 0810 hours.
3 <sup>rd</sup> Letter of Counseling	Sunday, October 02, 2016	arrived at 0650 hours.
1 <sup>st</sup> Letter of Reprimand	Monday, October 03, 2016	arrived at 0658 hours.
2 <sup>nd</sup> Letter of Reprimand	Friday, October 07, 2016	arrived at 0710 hours.
N.O.P.S. (5 day)	Saturday, October 8, 2016	arrived at 0745 hours.
N.O.P.S. (10 day)	Sunday, October 16, 2016	arrived at 0730 hours.

**The corrective action required:** You are required to report for duty punctually at 0645 hrs. Your **continuous** action of reporting late for duty as documented above has resulted in this disciplinary action. The **next level** of Disciplinary action is Suspension without Pay (Twenty) days.

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 Detention Administration no later than the fifth (5<sup>th</sup>) business day following receipt of this document.

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

The foregoing document was served upon Deputy Xavier Rodriguez #4288 on \_\_\_\_\_, 2016  
at \_\_\_\_\_ hours by:

\_\_\_\_\_  
Printed name of Server

\_\_\_\_\_  
Signature of Server

I acknowledge receipt of this document of this document

\_\_\_\_\_  
Signature of Employee

16-489

Original: 1) Personnel File; Copy: 2) Employee 3) Section File 4) Employee Disciplinary/Grievance Technician

Bexar County Adult Detention Center \* 200 N. Comal \* San Antonio, Texas 78207 \* (210) 335-6226 \* Fax (210) 335-6095