



# *Bexar County Sheriff's Office*

## *Amadeo Ortiz, Sheriff*

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### **NOTICE OF PROPOSED SUSPENSION**

Employee: Johnnie Rodriguez #1546 Emp. #14405 West Patrol "B" Shift  
Date: January 20, 2014

You are hereby notified that the Bexar County Sheriff's Office (BCSO) proposes to suspend you without pay for a total of five (5) days.

**You are being suspended for having violated the following rules and procedures:**

Bexar County Sheriff's Civil Service Rules (CSR):

5.03 Absence without leave

Bexar County Sheriff's Office Manual of Policy and Procedure (MPP):

6.04 Reporting for Duty

**The specific reasons for this action are:**

On 01-07-14, you submitted a time off request for 01-18-14, requesting holiday time off. On 01-08-14, I denied your time off request due to other individuals having requested that day off. A copy of the denied slip was emailed to you on 01-08-14. On 01-18-14, Lt. Dreyer contacted me requesting information regarding your day off. Lt. Dreyer informed me you had advised him that I had approved your day off. I informed Lt. Dreyer the time off you requested was denied. Lt. Dreyer advised you to report for duty and you informed him you were out of town and you would not be able to report for duty due to time constraints.

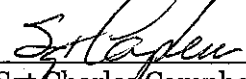
This is not the first occurrence regarding a situation like this. On 03-10-13, you had also requested time off for 03-17-14, and this time off was denied. You failed to report for duty on this date and were counseled in regards to this matter.

**The corrective action required:**

You are to read and become familiar the Bexar County Sheriff's Office Policy and Procedure chapter 5.03. You are also to read and become familiar with Bexar County Civil Service Rule 6.04. You will further ensure that your job performance and work product is at an acceptable and satisfactory level and those not continue to deteriorate.

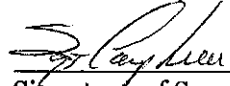
It is imperative that you report for duty on your scheduled days. Be advised that continuing to perform your duties at a poor and unsatisfactory level may result in your dismissal from the Sheriff's Office.

You are informed and advised that you may respond to this Notice of Proposed Suspension to the undersigned, in person or in writing, to explain or countervail said specific charges. Your written response must be received and time stamped by the Shift Commander no later than the fifth (5th) business day following receipt of this document.

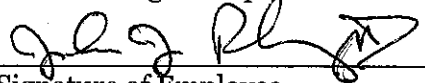
  
Sgt Charles Campbell #110  
West Patrol "B" Shift Supervisor

The Foregoing Document was served upon Johnny Rodriguez #1549 on  
21 January, 2014 by:

Charles Campbell  
Printed Name/Badge of Server

 #110  
Signature of Server

I acknowledge receipt of this Document.

  
Signature of Employee

Original: 1) Personnel File  
3) Section File

2) Employee  
4) Employee Disciplinary/Grievance Technician