



Javier Salazar
Sheriff
Bexar County, Texas

February 16, 2017

ORDER OF SUSPENSION

Guerrero, Marissa
Public Safety Dispatcher
Employee # 33864

You are hereby notified that the Bexar County Sheriff's Office is suspending you without pay for ten (10) days from the position of Public Safety Dispatcher for violation of the following subsection(s) of Section 9.02 of the rules for the Bexar County Sheriff's Civil Service Commission:

- A. Absence Without Leave – Absence Without Leave is an absence from duty which is not authorized or for which a request for leave has been denied
- B. Poor Attendance – Excessive absence and/or tardiness
- C. Insubordination – Unwilling to submit to authority
- M. Violation of any statute, Civil Service rule, regulation or Commission order (ADOPTED 3-14-90; EFFECTIVE 3-28-90)
- O. Conduct or action that would seriously impair job effectiveness
- P. Conduct which has proven to be detrimental or has an adverse effect on the Sheriff's Office (ADOPTED 10-27-98; EFFECTIVE 11-10-98)

By your actions you have also violated the following sections of the Bexar County Sheriff's Office Manual:

- 4.06 Attendance
- 5.02 Performance of Duties
- 5.03 Obedience
- 5.17 Efficiency
- 6.04 Reporting for Duty

And you actions have also violated the following sections of the Public Safety Communications Standard Operating Procedures Manual:

- 3.6 Tardiness

The reason for this action is:

On November 8, 2016 you put in a Request for Time Off form for November 28, 2016. You were denied because someone was off already. On November 28, 2016 you attempted to call-in Personal time. You were not approved. You arrived late for duty at 2309 hours. You have not corrected the action you were disciplined for. You were also late the following days.

October 12, 2016 you were to report for duty at 2300 and you were late for duty. You arrived at 2302 hours.

October 17, 2016 you were to report for duty at 2300 and you were late for duty. You arrived at 2303 hours.

October 26, 2016 you were to report for duty at 2300 and you were late for duty. You arrived at 2318 hours.

Prior disciplinary actions for similar violations:

1. January 7, 2016 you received a Reprimand for the same violations.
2. August 30, 2016 you were served with an Order of 1 Day Suspension for excessive tardiness.

Corrective action on your part is required. Numerous attempts have been made to correct your pattern of habitual attendance abuse. You have been progressively warned, counseled, disciplined and given the opportunity to personally discuss your violations and options to correct your behavior. However, you have continued your blatant disregard for your attendance, your employment, your fellow employees and the department as a whole.

You are expected to report for duty when you are scheduled to work, in a timely manner. Your tardiness causes a delay at the onset of the shift and is grossly unfair to your coworkers who report to work on time. You are displaying a lack of good time management. You are not allowed to work additional hours during your off-duty time (unless department mandated) or requests a relief day swap until you have completed a full six (6) month period without reporting late for duty.

You will read and be familiar with the Bexar County Sheriff's Office Manual. You will also read and be familiar with the Sheriff's Office Civil Service Rules and Regulations. And you will read and be familiar with the Public Safety Communications Standard Operating Procedures Manual. Be advised that your attendance will continue to be monitored. Failure on your part to discontinue this unacceptable behavior and disregard for your employment may result in termination from the Bexar County Sheriff's Office.

The following person(s) may have knowledge or information on this incident:

Beth Perez, Public Safety Communications Supervisor
Tony Nickerson, Public Safety Communications Supervisor

You were served with the Notice of Proposed Suspension on January 10 2017. Your rights to respond were explained in said notice. On January 27 2017 a hearing was held in my office. After the hearing on February 16 2017, I offered to reduce the suspension to (five) 5 days. You declined my offer. Therefore the proposed action stands. You may grieve to the next level.

You are advised that you may grieve this Order of Suspension, in writing, to my immediate supervisor, Public Safety Communications Assistant Manager, Leticia Garza. Your grievance, if submitted, must be received and time stamped by the Sheriff's Administration no later than the tenth (10th) business day following receipt of this document. Additionally, a copy of the grievance, if submitted, must be distributed to the Bexar County Sheriffs Civil Service Commission, 211 S. Flores St., San Antonio, Texas 78204, and to the Bexar County Sheriff's Personnel Office. If you have any questions regarding the Rules, or your rights under the Bexar County Sheriff's Civil Service Commission, you may contact the Civil Service Commission, at 210-335-0728.

BY ORDER OF



Beth Perez
Public Safety Communications Supervisor

The foregoing **Order of Suspension** was served to Marissa Guerrero on the 16 day of February, 2017.

By:  _____

Server's Signature



Employee Acknowledgement of Receipt

Cc: Personnel (Original)
Employee
Administrative File