

Reduced to 1 day 11-26-14



Susan Pamerleau  
Sheriff  
Bexar County, Texas

APPROVED  
DATE

*[Signature]*  
9/2/14

### **NOTICE OF PROPOSED SUSPENSION**

**EMPLOYEE:** Officer Gerald Trevino #1524, Third Detail, Detention, Annex  
**DATE:** September 20<sup>th</sup>, 2014

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for a total of **Three (3) 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:

#### **B. Poor Attendance – Excessive absence and/or Tardiness**

**The specific reason(s) for this action:** On May 19<sup>th</sup>, 2014 you were issued a letter of counseling in regards to your attendance. On June 21<sup>st</sup>, 2014 a Letter of Reprimand was drafted due to your continued abuse of sick leave. This reprimand was served to you on July 16<sup>th</sup>, 2014. Despite these actions a review of your attendance for the past 75 days has revealed that you have not altered your pattern and have called in sick for yourself on four separate dates since the beginning of July. You did not provide a physician's certificate for any of your absences. The specific dates are as follows:

July 2 <sup>nd</sup> , 2014	Wednesday	absence in conjunction with relief days	8:00 hrs
July 12 <sup>th</sup> , 2014	Saturday	absence in conjunction with relief days	8.00 hrs
August 13 <sup>th</sup> , 2014	Wednesday	absence in conjunction with relief days	8:00 hrs
September 6 <sup>th</sup> , 2014	Saturday	absence in conjunction with relief days	8.00 hrs
<b>TOTAL</b>			<b>32.00 hrs</b>

**Documentation:** Letter of Counseling dated May 18<sup>th</sup>, 2014  
Letter of Reprimand dated June 26<sup>th</sup>, 2014

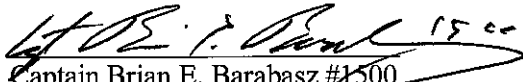
**The corrective action required:** In the future, you need to improve your attendance and make an effort to report for duty when you are scheduled to work. Be advised that calling in sick should not be a method utilized to get days off as it causes strenuous working conditions for your fellow co-workers. You must comply with the Bexar County Sheriff's Office Detention Policy and Procedure, 300.11 Absence Reporting. Be further advised that submitting a physician's certificate when calling in sick as required by Article 15(Sec 3) of the Collective Bargaining Contract would mitigate disciplinary action being submitted against you for sick leave abuse. Lastly 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 further 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 (5<sup>th</sup>) 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

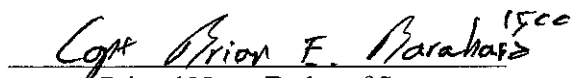
**Notice of Proposed Suspension  
Officer Gerald Trevino #1524**

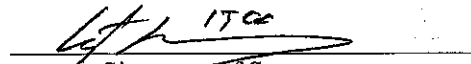
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Antonio, Texas, 78204: 2) and to the Bexar County Sheriff's Personnel Office. Any further information regarding your Civil Service rights may be obtained from the Director of the Civil Service Commission, at (210) 335-2688.

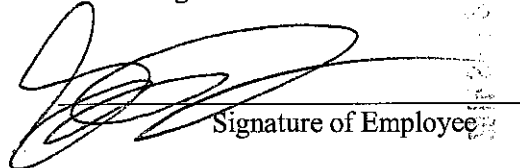
  
Captain Brian E. Barabasz #1500  
3<sup>rd</sup> Detail Shift Commander – Annex

The Foregoing Document was served upon Officer Gerald Trevino #1524 2009, 2014 at 0400 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

2009-11-27 09:15