



Susan Pamerleau
Sheriff
Bexar County, Texas

NOTICE OF PROPOSED SUSPENSION

Employee: Officer Joni-Dawn Rodriguez, Badge #1356, 2nd Detail/Annex

Date: April 7, 2014

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you without pay for a total of Fifteen Days.

You have violated the Bexar County Sheriff's Civil Service Rules, said rules having been adopted on March 14, 1985 and thereafter from time to time amended by the Bexar County Sheriff's Civil Service Commission. The particular Civil Service Rules violated by you are as follows:

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

Bexar County Sheriff's Office Policy and Procedure 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 reasons for this action are: A review of your attendance for the past 60 days has revealed that you have continued the pattern of misuse/abuse of leave. On March 13, 2014, you were served with a Notice of Proposed Seven (7) Day Suspension in regards to your attendance. Despite the progressive discipline, you have not altered or corrected the pattern of misuse/abuse of leave.

Furthermore, you have continued to call in sick in conjunction with a fellow Deputy Shayna Garcia, which also constitutes a misuse of leave privileges. 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 to. Your continuous pattern of sick leave abuse and misuse of leave privileges will not be tolerated by the Bexar County Sheriff's Office.

Date of Leave	Type of Leave	In Conjunction with RD's	In Conjunction with Deputy S. Garcia
February 13, 2014	LWOP	NO	YES
February 26, 2014	SICK/LWOP	YES	YES
February 27, 2014	LWOP	YES	YES
March 9, 2014	SICK/LWOP	NO	YES
March 20, 2014	SICK/LWOP	YES	YES
April 6, 2014	SICK/LWOP	YES	YES

The corrective action required: 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. Be advised that your attendance will be monitored. Failure on your part to correct your behavior will result in a more serious disciplinary action to include termination 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 no later than the fifth (5th) business day following receipt of this document.



Deputy Chief Raul Banasco,
Jail Administrator

The Foregoing Document was served upon Officer Joni-Dawn Rodriguez, #1356 on April 4/7, 2014 by:

Captain Long 1600
Printed Name/Badge of Server


Signature of Server

I acknowledge receipt of this Document.

 #1356
Signature of Employee

Original: 1) Personnel File
3) Section File

2) Employee
4) Employee Disciplinary/Grievance Technician



Susan Pamerleau
Sheriff
Bexar County, Texas

Approved
3/11/14

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.

<u>Date of Leave</u>	<u>Type of Leave</u>	<u>in conjunction with relief days</u>	<u>in conjunction with time off for Deputy S. Garcia</u>
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

<u>Date of Leave</u>	<u>Type of Leave</u>	<u>in conjunction with relief days</u>	<u>in conjunction with time off for Deputy S. Garcia</u>
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

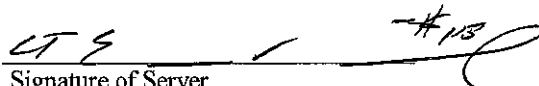
The corrective action required: In the future, you need to improve your attendance and make an effort to report for duty when you are scheduled to work. Be advised that calling in sick should not be a method utilized to get days off. Furthermore any other types of leave taken should be preapproved by 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.

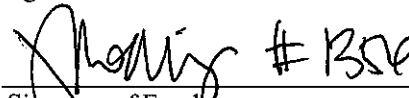

 Captain Brian E. Barabasz #1500
 3rd Detail Shift Commander – Annex

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