



Personnel Action Form

Civil Service Employee: ☐ Yes ☒ No

Employee Jose A. Luengo S.S.N. _____ Empl. # 9033

Job Title Police Chief Department Police

Division _____ Request Date 5/8/2020

☒ Regular ☒ Full Time
☐ Temporary/Seasonal ☐ Part Time

Code(s) Exempt

Effective Date of Action: May 8, 2020

☐ Non Disciplinary

☒ Disciplinary 16. Suspension

COMMENTS (Attach additional pages if needed):

Please see attachment.

Suspension to be served May 11th - May 13th.

Will salary be adjusted? ☐ Yes ☒ No

If yes, complete the following salary information:

	Current Salary	Difference	New Salary
Base Pay			\$ 0.00
* Seniority			\$ 0.00
Longevity			\$ 0.00
Certification Pay			\$ 0.00
Education pay			\$ 0.00
Assignment Pay			\$ 0.00
Hourly Rate	\$ 0.000	\$ 0.000	\$ 0.000
Annual Salary	\$ 0.00	\$ 0.00	\$ 0.00

* Applicable to Civil Service Employees Only

Requestor Name: Anali Alanis

Title: Assistant City Manager

Requestor Signature: [Signature]

Date: 5/8/2020

Obtain Applicable Signature

City Manager: [Signature]

Civil Service Director: _____

Date: 5-8-2020

Date: _____

Employee Signature: [Signature]

Date: 5/8/20

HR Verified / Approved

Date: _____

By: _____

NOTICE TO EMPLOYEE: Your signature indicates that a copy of this action has been received by you and this action discussed with you by this action's requestor. Signing this form does not necessarily indicate your agreement with this action. You may appeal this action in the manner provided by the City's Personnel Policies.



Pharr Administration



CONFIDENTIAL MEMORANDUM

DATE: May 08, 2020

TO: Jose Luengo, Chief of Police

CC: Ed Wylie, Interim City Manager

FROM: Anali Alanis, Assistant City Manager

SUBJECT: Written Reprimand with 3-day Suspension without Pay

In accordance with the City of Pharr Personnel Policy Manual you are hereby given a written reprimand with a 3-day suspension for conduct in violation of personnel policies.

Chapter 40. Section 2 A5: Disobedience of lawful orders;

Chapter 40 Section 2 B1: Insubordination or disrespectful conduct to a supervisor;

Earlier today Mr. Wylie contacted you about a report that the DA's office inquired about, Mr. Wylie requested that your department submit the report in questions to Administration. You proceeded to advise him that you would not release the report as per his request. Mr. Wylie sought further clarification to ensure there was no miscommunication via text messages and you once again confirmed that you would not release the report to him.

Your response to Mr. Wylie's request was both insubordinate and disrespectful toward the City Manager. Your behavior does not align with the performance expectations set forth by management for the City of Pharr Police Chief.

This personnel action serves notice to you that the continued disregard to management's authority will not be tolerated. Failure to improve will result in more severe disciplinary action to include removal from the position of Department Head, reinstatement to the last tested rank and up to immediate termination of employment with the City of Pharr.

Chapter 41, Section 2.D from the City of Pharr Personnel Policy Manual provide authority for the action stated above. In accordance to Chapter 52 you have the right to appeal this personnel action.



