




Susan Pamerleau
Sheriff
Bexar County, Texas

Approved 

Date 8-8-16

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Detention Officer Michelle Grabowski #1736, First Detail, Detention-Annex
DATE: August 3, 2016

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you without pay for a total of **FIVE (5)** days from the position of Detention Officer for the violation of the following subsection(s) of Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

- M. Violation of any statute, Civil Service Rule, regulation or Commission Order.**
- 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.**

In addition to the following violation of the Bexar County Sheriff's Office Manual and Detention Manual of Policy and Procedure, Paragraph(s):

- 8.08 Outside Employment**
- 30.04 Employee Permit**
- 30.08 Restrictions on Outside Employment**

The specific reason(s) for this action: On July 25, 2016, it was brought to my attention that you were working a jobsite (Schlitterbahn Waterpark & Resort) on the following dates: July 17 and July 24, 2016. Upon further investigation it was discovered that you were working the jobsite without the required work permit. Such conduct will not be tolerated by the Bexar County Sheriff's Office.

Persons with knowledge of this incident:
Chief Manuel Longoria, BCSO Chief Deputy
Deputy Chief Raul Banasco, BCSO Jail Administrator
Deputy Chief Henry Reyes, BCSO Assistant Jail Administrator
Captain Louis Valdez #1900, Shift Commander 1st Detail
Lieutenant Lance Spengler #2731, Administrative Lieutenant
Sergeant David Blevins, Administrative Sergeant NBPD



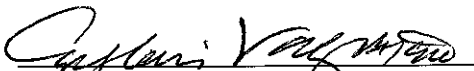
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Notice of Proposed Suspension 5 Days
Detention Officer Michelle Grabowski #1736

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The corrective action required: In the future, when engaging in off-duty employment you must accurately submit your request to your Shift Commander for approval of any and all off duty employment. You are responsible for maintaining up to date work permits and staying abreast with current policy and procedures. You will at all times be attentive with your duties. Be advised that persistence in the behavior, which resulted in this Notice of Proposed Suspension, will result in more serious 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 person or in writing to the undersigned, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped by supervision/management in the shift commander's office at the main jail no later than the fifth (5th) business day following receipt of this document.



Capt. Louis Valdez #1000


Shift Commander 1st Detail – Main Jail

The Foregoing Document was served upon Detention Officer Michelle Grabowski #1736 on 8-10, 2016
at 1015 hours by:

Lt Cagle 2721
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