

Reduced to 3 days

12-1-16



Susan Pamerleau
Sheriff
Bexar County, Texas

Approved
Date

[Signature]
10/13/16

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Detention Officer Michel'le Garcia #1719, 1st Detail Annex
DATE: October 11, 2016

You are hereby notified that the Bexar County Sheriff's Office is proposing to suspend you without pay for a total of **FIFTEEN (15)** 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:

J. Poor Job Performance

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

5.02 Performance of Duties, and 6.02 Alertness.

BC No. 900.08-07, Contraband Prohibited in the Secure Area; Section IV-10

The specific reason(s) for this action: On Monday, October 10, 2016, your failure to properly secure your personal cellular telephone resulted in a security breach. At approximately 1345 hours an officer relieved you for a restroom break and discovered your personal cell phone inside the desk drawer of living unit 4B and reported the incident to your immediate Supervisor, Sergeant Bradley Gustin. Sergeant Gustin had the officer deliver the phone to him in corridor 125. You indicated in your report ADCA101016-20 that you "brought the cell phone into the jail because I don't have transportation to get back and forth to work. And I don't have a locker to put my cell phone in." Such conduct and disregard for security will not be tolerated.

The corrective action required: In the future, you will ensure that you properly secure any unauthorized items prior to entering the secured area of the Bexar County Adult Detention Center. Secondly, you are to remain alert and attentive to your duties and notify your supervisors of special circumstances; however, you shall not bring unauthorized items into the secured area. Furthermore, you will comply with Paragraph 5.02 of the Bexar County Sheriff's Office Manual of Policy and Procedure which states in part that "An employee shall not perform their job assignments ... by failing to exercise diligence, proper demeanor, intelligence and interest in the pursuit of their duties." Be advised that persistence of your apathetic 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.

16-475



Susan Pamerleau
Sheriff
Bexar County, Texas

Notice of Proposed Suspension – 15 Days
Detention Officer Michel'le Garcia #1719

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 #1900

Capt. Louis Valdez #1900
Shift Commander 1st Detail – Main Jail

The Foregoing Document was served upon Detention Officer Michel'le Garcia on 11-04, 2016 at 0650 hours by:

LT. EDWARD B. M'CREA #1181
Printed Name/Badge of Server

A. Edward B. M'CreA #1181
Signature of Server

I acknowledge receipt of this Document.

refused to sign
Signature of Employee

officer Garcia's refusal to sign was witnessed by:

Sgt Michael V. M'Alister #1650
Sgt Michael V. M'Alister #1650

Original: 1) Personnel File
Copy: 2) Employee 3) Section File 4) Employee Disciplinary/Grievance Technician