

Reduced to



days

12-6-16

Susan Pamerleau
Sheriff
Bexar County, Texas

Approved *[Signature]*

Date *8/12/16*

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Officer Carolyn Hudson #2908, 2nd Detail - Annex

DATE: August 12, 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**
- O. Conduct or action that would seriously impair job effectiveness**
- P. Conduct which has proven to be detrimental or has an adverse effect of the Sheriff's Office**

In addition to the following sections of the Bexar County Sheriff's Office Policy & Procedure Manual:

5.02 Performance of Duties

- A. - During the performance of their assigned duties, an employee shall carry out their assigned duties in a manner designed to represent the Sheriff's Office in the best possible way.
- B. An employee shall not:
 - 1. Display reluctance on their part to properly perform their duty;
 - 2. Act in a manner which would tend to bring discredit upon themselves or the Sheriff's Office as a whole;
 - 3. Fail to assume the necessary responsibility; or
 - 4. Fail to exercise diligence, proper demeanor, intelligence, and interest in the pursuit of their duties.
- C. All employees are expected to perform all duties placed upon them by competent authority within the Sheriff's Office. The chain of command is described in this Manual, with the ultimate authority resting with the Sheriff.

5.13 False Information In Records

- No employee shall make a false official report concerning Sheriff's Office records, nor knowingly or willingly enter or cause to be entered in any Sheriff's Office books, records, or reports any inaccurate, false or improper information, material, matters, or otherwise.

5.24 Conduct Unbecoming an Officer

- A Deputy Sheriff shall always conduct himself/herself in a manner which reflects most favorably on the Sheriff's Office, whether in a on duty or off-duty status. Unbecoming conduct includes unjustified behavior which brings the Sheriff's Office into disrepute, discredits a member of the Sheriff's Office, impairs the operation of the Sheriff's Office, or has an adverse effect on the Sheriff's Office.

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5.45 Bringing Discredit

- No employee of the Sheriff's Office shall act or behave publicly or privately in such a manner as to bring discredit, distrust, or a lack of esteem upon themselves personally as a peace officer or corrections officer, or upon the Sheriff's Office as a whole.

The specific reason(s) for this action: On Wednesday, July 20, 2016, a report was generated by 3rd detail officer, Beatriz Cardenas #1267, stating she observed several different inmates in the shower fighting. Upon separation of the 3 to 5 inmates that were involved it was found that an inmate had taken the razor away from another inmate and cut her wrist it. Officer Cardenas further states in her written report she was never apprised by you during shift change razors had been issued by you and were still being utilized upon her taking over the unit.

In your written report you state you made a list naming those inmates who were in the shower and in possession of razors. You further state in your report that upon your departure the list was turned over to Officer Cardenas with a reminder verbal reminder to her that she is to retrieve the razors from those inmates who are on the list you provided to her and she acknowledged that razors were being utilized by the inmates in the shower and she acknowledged and accepted the list from you. In addition, you also admit in your written report to falsely documenting all razors had been turned into you on your shift and accounted for; *"I admit I did write the razors were checked back in at 2310 since I was turning in the razor box to the Sergeant's office and since the razors were going to be turned in the next few minutes. In hindsight I should had left a list of the unreturned razors blank or left the list with Officer Cardenas. I was trying to avoid a safety issue with leaving the razors in the unit after they were finished being used."*

By falsely documenting the razors were accounted for you not only were negligent in the performance of your duties you also caused false information to be entered into official Sheriff's Office records. Your poor job performance and the unjustified behavior of your conduct would undoubtedly have had an adverse effect on the Sheriff's Office, impaired job effectiveness and brought discredit upon the Sheriff's Office had the inmate succeeded in successfully committing suicide.

The corrective action required: In the future you will adhere to the all policies and procedures of the Sheriff's Officer and perform your duties accordingly. Negligent behavior and the false documenting of official records will not be tolerated.

Be advised persistence in this type of behavior which resulted in this Notice of Proposed Suspension may result in additional disciplinary action to include termination from the Bexar County Sheriff's Office.

You are advised that you may respond to this Notice of Proposed Suspension to the undersigned, in writing, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped no later than the **fifth 5th business day** following receipt of this document. If you have any questions concerning your Civil Service Rules and rights, you may call the Civil Service Commission at 335-0728.

Captain Avery D. Walker #1700

Captain Avery D. Walker #1700
ODA/Shift Commander, 2nd Detail, Annex

The Foregoing Document was served upon **Officer Carolyn Hudson #2908**, on August 23, 2016; at _____ hours by:

Captain Avery D. Walker #1700

Printed Name/Badge of Server

A. Walker

Signature of Server

I acknowledge receipt of this Document.

Carolyn E. Hudson
Signature of Employee