


Reduced to 7 days



Approved: 
Date: 04-11-16

Susan Pamerleau
Sheriff
Bexar County, Texas

Notice of Proposed Suspension

EMPLOYEE: Officer Jones, James # 1989 2nd Shift Main Jail
DATE: April 8, 2016

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for a total of **Twenty (20)** days from the position of Detention Officer for violation of the following subsection(s) of Section 9.02 of the Bexar County Sheriff's Department Civil Service Rules:

- D. Dishonesty**
- 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 on the Sheriff's Office**

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

- 5.01: General Discharge of Duties**
- 5.02: Performance of duties**
- 5.24: Conduct Unbecoming an Officer**
- 5.26: Untruthfulness**

The specific reason(s) for this action: On **Tuesday, March 22, 2016** you were assigned to Unit BA on 2nd Detail Main Jail. At approximately 1713 hours, while Sgt Julie Lee # 1580 conducting security rounds She observed two inmates standing at the officer station door with their hand around their eyes looking at something in the officer station. Sgt Lee then looked in the officer station door window and found you had the Veripic program opened up on the Bexar County computer screen. Sgt Lee then knocked on the door and you closed the Veripic screen and the inmate ran away back to the day room. Sgt Lee asked you what was going on and you responded to her; "Nothing is going on". Sgt Lee then told you to not lie to her. You then admitted that 2 inmate had asked you for a favor to look up females information from the annex. You admitted to Sgt Lee that you did provide information from the Veripic program to two inmates.

Other persons who have knowledge: Sgt Julie Lee # 1580

The corrective action required: You need to adhere to Bexar County Sheriff's Policy and Procedures and be truthful with your supervisors when questioned about incident (s) that have occurred. You will remain cognizant of the fact that you work for the Bexar County Sheriff's Office and you are expected to be security conscious at all times. 5.02 **Performance of Duties** in the manual of Policy and Procedure for the Bexar County Sheriff's Office. The aforementioned policy states in part..."An employee shall not perform their job assignments...by failing to assume the necessary responsibility; or by failing to exercise diligence, proper demeanor, intelligence and interest in the pursuit of their duties".

You shall comply with paragraph 5.02, Performance of Duties, in the manual of Policy and Procedure for the Bexar County Sheriff's Office. Which states in part, "An employee shall not perform their job assignments...by failing to assume the necessary responsibility; or by failing to exercise diligence, proper demeanor, intelligence and interest in the pursuit of their duties?"

Previous Correction: None

Be advised that persistence in the type of behavior which resulted in this Notice of Proposed Suspension may result in additional disciplinary action to include dismissal from the Bexar County 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 Commanders Office at the Main Jail no later than the fifth (5th) business day following receipt of this document.

A. Walker
Captain Avery Walker #1700

The foregoing document was served upon **employee** on: April 11,
2016 by:

Lt. Arnaldo Martinez #2701
Printed Name/Badge Number

Lt. H. F. [Signature] #2701
Signature of Server

I acknowledge receipt of this Document.

[Signature]
Signature of Employee

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

16-410

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04-11-16