

Reduced to 5 days - 3-23-14



Susan Pamerleau  
Sheriff  
Bexar County, Texas

Approved \_\_\_\_\_  
Date 3/14/14

**NOTICE OF PROPOSED SUSPENSION**

EMPLOYEE: Officer Joe Herrera #3008, 1<sup>st</sup> Detail, Main Jail  
DATE: February 3, 2014

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.**

**The specific reason(s) for this action:** On Monday, February 03, 2014, your actions in not properly securing your personal cellular telephone resulted in a security breach. Corporal Michael Fuentes #3046 found you with a telephone that you identified as your phone inside the secured area (Unit BB) of the Main Jail Detention Center as noted in FIR # 020314-08. 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 entry into the secured area of the facility. You are also to remain alert to your duties and you are to notify supervisors of special circumstances but you are not to 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 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.

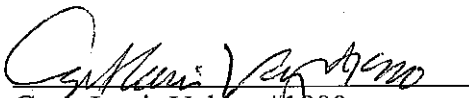
You are further advised that you may grieve this Notice of Proposed Suspension in person or in writing to the undersigned, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped by supervision/management in the shift commander's office at the main jail no later than the fifth (5th) business day following receipt of this document.



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Notice of Proposed Suspension  
Officer Joe Herrera #3008

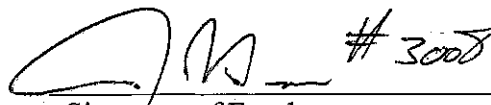
  
Capt. Louis Valdez #1900  
Shift Commander 1<sup>st</sup> Detail – Main Jail

The Foregoing Document was served upon Officer Joe Herrera #3008 on 03-04-, 2014 at 1343 hours  
by:

Sgt. Reynaldo Granak 1670  
Printed Name/Badge of Server

Sgt. Reynaldo Granak 1670  
Signature of Server

I acknowledge receipt of this Document.

  
Signature of Employee  
JOE HERRERA

Original: 1) Personnel File

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