




Susan Pamerleau
Sheriff
Bexar County, Texas

Approved 
Date 6/16/16

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Amy Martin #4327, Booking, Main Jail

DATE: Thursday, June 09, 2016

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for a total of 10 days from the position of Detention Officer for violation of the following subsections(s) of Paragraph 9.02 of the Rules of the Bexar County Sheriff's Civil Service Commission:

- C. Insubordination – Unwilling to submit to authority**
- 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 department**

And violation of the Bexar County Sheriff's Manual of Policy and Procedures, Detention Manual of Policy and Procedures subsection(s)

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.

5.03 Obedience

- A. Deputy Sheriffs and employees shall strictly obey and properly execute any lawful order or instruction emanating from their supervisors or ranking Deputy Sheriffs. To defy the authority of any supervisory officer by obvious disrespect, disputing orders, or failing to or deliberately refusing to obey any lawful order given shall be considered as insubordination. No supervisory officer shall knowingly or willfully issue any order which is a violation of any law, ordinance, or a Sheriff's Official rule or regulation. Should any subordinate receive an order which conflicts with a previous order from another supervisory officer or with any rule or regulation of the Sheriff's Office, the receiving officer shall respectfully call attention to the conflict. If the current supervisory officer giving the conflicting order does not modify their order to eliminate the conflict, the order shall stand and the responsibility shall rest with the supervisor. Such matter should then be brought to the attention of the Sheriff through the chain of command.

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.

6.04 Reporting for Duty

Employees of the Sheriff's Office shall punctually report for duty or present themselves at the time and place so specified by proper authority. They shall be properly uniformed or dressed, possess the proper equipment needed, and arrive prepared to carry out the duty assigned.

The specific reason(s) for this action: On Friday, May 6, 2016, at approximately 1430 hours, you were contacted by me, Captain Avery Walker #1700 and advised that you would be needed to supplement female staff at the Annex to which you replied ok, and then asked where you would be assigned, when informed unit 4B you begin to state how you had already worked numerous shifts and were exhausted.

You were informed that I had no record of your working at the Annex and instructed to report to the assigned post. At approximately 1500 hours you reported to the Annex and informed me that you had stayed for overtime on the dates listed in your written report, April 13, 15 & 27, and "would not be staying for overtime today." Your blatant refusal to work the post assigned to you, by me on your scheduled overtime day is a refusal to comply with the Administrative Order issued by Deputy Chief Raul Banasco and constitutes insubordination, impairs job effectiveness by placing an undue hardship on your coworkers, and demonstrates conduct that reflects negatively on the agency.


Other persons who have knowledge of this incident include: None

Corrective Action Required: In the future, you will conduct yourself in a professional manner and adhere to all departmental policies including those cited above. Being insubordinate, disobedient, displaying inappropriate conduct; and failing to report for duty and take responsibility for of your assigned post is not acceptable and will not be tolerated.

Previous corrective action: None

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 on your Civil Service Rules and rights, you may call the Civil Service Commission at 335-2688.



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

RECEIVED
MAY 10 2016
10:00 AM

NOT RECORDED
MAY 10 2016
10:00 AM

The Foregoing Document was served upon Amy Martin #4327 on June 16, 2016 at 1506 hours by:

D. Walker 1700
Printed Name/Badge of Server

Captain D. Walker #1700
Signature of Server

I acknowledge receipt of this Document:

Amy Martin
Signature of Employee

DISTRIBUTION
13 JUN 16 10 10
Distribution: Original: 1) Personnel File

Copy: 2) Employee

3) Section File