

Reduced to 5 day Suspension



Susan Pamerleau  
Sheriff  
Bexar County, Texas

**NOTICE OF PROPOSED SUSPENSION**

TO: Deputy Adrian Parra Badge #2969 Employee # 11312 Court Services  
DATE: January 5, 2015

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for 15 (fifteen) days from the position of Law Enforcement Deputy for violation of the following subsections of section 9.02 of the Bexar County Sheriff's Office Civil Service Rule(s):

- A. Absence Without Leave – Absence without leave is an absence from duty which is **not** authorized or for which a request for leave has been denied.
- C. Insubordination - Unwilling to submit to authority.
- D. Dishonesty - Characterized by lack of trust, honesty or trustfulness
- E. Failure to provide appropriate notice of absence
- 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, you have violated the following Bexar County Sheriff's Policies and Procedures:

- 5.03 OBEDIENCE
- 5.24 CONDUCT UNBECOMING AN OFFICER
- 5.26 UNTRUTHFULNESS
- 6.05 AVAILABILITY WHEN ON DUTY
- 6.10 REPORTING INCIDENTS
- 6.14 ABSENCE FROM ASSIGNMENT

Specifically, the reason for this action is:

On December 28, 2015 you were scheduled to be at work. After roll call Sgt. Christensen noted that you were not present. She contacted you and asked you where you were. You advised her that you had put in for time off for a trip to New York which was cancelled. Sgt Christensen researched your initial time off request and did locate a request for time off for a trip to New York however the dates that you requested were from November 30<sup>th</sup> thru December 4<sup>th</sup>, 2015. At no time did Sgt Christensen locate your request for time off December 28<sup>th</sup>-December 31<sup>st</sup>, 2015, within the computer system nor were you annotated in the time off book. She advised you of this and you indicated that Sgt Carrillo had approved your time off request at some point within the last calendar year. She asked you to bring in documentation indicating that your time off request had been approved however you made no effort to come into work. You failed to ever show up for duty, therefore were absent without leave for the entire day. You still have not produced the documentation indicating that you were approved for time off during this period.



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On December 29, 2015 you were assigned to the Jail Court with Deputies Alex Ramirez and Luisa Metcalf. Deputy Ramirez called you and advised you that the court was finished for that day. He contacted you at approximately 12:30pm. You returned to the Sheriff's Court Administration Offices at approximately 1:41pm. You contacted me for a duty assignment and advised me that you had not been to lunch. I sent you to lunch as I was unaware as to what time you had departed the Jail Court.

In essence, you took two hours off for lunch, one of which was not authorized. You were absent without leave for one hour.

On that same day at approximately 4:00pm, you were observed leaving the building walking towards the parking garage. Your duty day ends at 5:00pm therefore you were absent without leave for one hour.

On December 30, 2015, I noted that you returned from lunch fifteen minutes late without any plausible reason.

On December 31, 2015 at approximately 7:45am I was approached by you while in my office. You advised me that you had injured your knee while working at the Jail Court on Tuesday, December 29<sup>th</sup> 2015. I asked you if you had advised any supervisor of the incident. You failed to report this incident to a Supervisor as outlined in the Manual of Policy and Procedure, Chapter 6.10(c). You said that Sgt. Christensen had seen you yesterday and had asked if you were ok. You said you advised Sgt. Christensen that you had a cramp in your RIGHT leg from sitting. On December 31<sup>st</sup>, you stated that your LEFT knee was swollen to the point that you had trouble putting on your uniform pants. You stretched your pants over your knee to show me the swelling. I did not observe any difference between both of your knees nor note any visual injury. I provided you with the necessary medical forms and directed you to seek medical care. I also instructed you to have the physician fill out the forms as you would need them before you could return to duty.

That same day, I received a call from you just before lunch. You advised me that you had sustained no damage to your knee but that you had strained the muscle. I asked you for your paperwork so that I could begin the injury on the job process. You advised me that the physician kept the paperwork. I directed you to return to the doctor and retrieve the paperwork then bring it to me. I called you at approximately 3:00pm attempting to locate you as I had not seen you since you left my office to seek medical care. You never returned with the medical paperwork after speaking with you sometime around 12:00pm.

You returned my call at approximately 3:41pm. When I asked where you had been all day you informed me that upon receiving the paperwork from the doctor, you took some pain medication for your knee which was in pain, and had fallen asleep. I advised you that you were absent without leave. You replied "well the doctor has me off until the third". You again stated that your knee was in a lot of pain so you had taken the medication the doctor had prescribed to you and had fallen asleep. I advised you that I needed this paperwork in order to start the processing for your injury on the job claim. You stated that you would wake up more and bring me the paperwork today. Due to the fact that you were still possibly under the effects of the pain



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medication, I advised you to stay home and bring the required paperwork to me on Monday, January the 4<sup>th</sup>.

On Monday, January 4<sup>th</sup>, 2016, you were assigned to the Sheriff's Office Administration desk after being placed on light duty status. The hours for this assignment are 8:00am-5:00pm. At approximately 4:45pm, you left the desk, without requesting time off and without advising anyone you were leaving for the day. Your absence resulted in personnel waiting for services in the Administration Office, becoming frustrated because no one was there to assist them.

The following persons may have knowledge or information on this incident:

Sgt. T. Christensen #680  
Sgt. D. Donais #4010

The following documents are attached to and a part of this action:

Video recordings:

**CD1**

(CH1) Tuesday, December 29<sup>th</sup>, 2015 at approximately 1601 hrs – Video of you walking out of the Justice Center with Deputy Daniel Montelongo.

(CH12) Tuesday, December 29<sup>th</sup>, 2015 at approximately 1608 hrs (time lag)- Video of you walking with Deputy Montelongo on the north side of the Paul Elizondo Tower.

Note: on this CD, Recordings (CH3) and both of (CH31) videos were uploaded in error.

**CD2**

(CH10) Tuesday, December 29<sup>th</sup>, 2015 at approximately 1602 hrs – Secondary camera view of you walking out of the east side of the Justice Center with Deputy Montelongo.

**CD3**

(CH16) Wednesday, December 30<sup>th</sup>, 2015 at approximately 1341 hrs- You walking into the Sheriff's Administration in the front office.

(CH29) Wednesday, December 30<sup>th</sup>, 2015 at approximately 1341 hrs- You walking into the sally port/squad room area.

**CD4**

(CH2) Thursday, December 31<sup>st</sup>, 2015 at approximately 0715 hrs – You walking into work through the sally port area.

(CH10) Thursday, December 31<sup>st</sup>, 2015 at approximately 0715 hrs- You walking into work toward the Justice Center/Sally Port area.

(CH31) Thursday, December 31<sup>st</sup>, 2015 at approximately 0715 hrs- Secondary camera view of you walking into work through the sally port area.



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**CD5**

(CH1) Thursday, December 31<sup>st</sup>, 2015 at approximately 0713 hrs- You walking into work upon parking your vehicle near the sally port area.

**CD6**

(CH1) Monday, January 4<sup>th</sup>, 2016 at approximately 1326 hrs- You walking into work upon parking your vehicle near the sally port area.

(CH10) Monday, January 4<sup>th</sup>, 2016 at approximately 1327 hrs – You walking into work through the Justice Center/sally port area.

(CH29) Monday, January 4<sup>th</sup>, 2016 at approximately 1322 hrs (time lag)- You walking in through the sally port/squad room area.

You have previously been the recipient of disciplinary actions for the same conduct and behavior listed herein:

On October 15<sup>th</sup>, 2014, you were served with a (3) three day suspension by Sgt J. W. Giblin #480. The details of the suspension indicated that you were 'Absent without leave,' 'Insubordination', 'Failure to provide appropriate notice of absence' 'poor job performance, 'conduct which seriously impairs effectiveness' and 'conduct which has proven to be detrimental or has an adverse effect on the department'. The suspension indicated that you had left your assigned post and premises for the day without notifying dispatch or your immediate supervisor of your departure.

Prior to this (3) three day suspension, you received a Letter of Reprimand on January 31<sup>st</sup>, 2013 for Insubordination, issued by Sgt, Mike Carrillo.

Corrective action on your part is required. You will read and be familiar with the General Manual of Policy and Procedure. Specifically Chapters 5 and 6 are to be reviewed and understood by you. Upon completing your duty assignment each day you WILL report to the Court Services Administration Office for an additional assignment. You will not leave without authorization or before the end of your shift at 5:00pm.


You are further advised that your performance will continue to be monitored. Patterns of abuse on your part will result in more serious disciplinary action, up to and including termination, according to Civil Service Rules.

Additionally, be advised that pursuant to the Loudermill requirements, you may grieve this Proposed 15 Day Suspension to the undersigned in person, or in writing, to explain or countervail said specific charges. Your written response, if submitted, must be received and time stamped no later than the 5<sup>th</sup> (fifth) business day following receipt of this document.

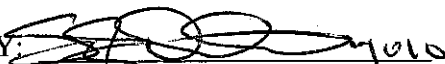


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If you have any questions on your Civil Service Rules and rights, you may call the Civil Service Commission at 210-335-0728.

  
Sgt. D. Donais #4010  
Judicial and Court Services Division

The foregoing Notice of Proposed 15 day Suspension was served upon Deputy Adrian Parra, #2969 on January 5, 2016.

BY:   
Server's Signature

  
Employee's Signature

1. Bexar County Sheriff's Office Human Resources
2. Sheriff's Civil Service Commission
3. Maria Levine Bexar County Sheriff's Office Legal
4. File