

Reduced to 5 days - 2-26-16

2117



Susan Pamerleau  
Sheriff  
Bexar County, Texas

**NOTICE OF PROPOSED SUSPENSION**

APPROVED  
DATE

EMPLOYEE: Deputy Jacob Mendoza #1619, Third Detail, Detention, Annex  
DATE: January 24, 2016

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for a total of **Fifteen (15) days** from the position of Detention Officer for violation of the following subsection chapter IX of Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

**C. INSUBORDINATION**

In addition to the following violations of the Bexar County Sheriff's Office Detention Division Manual of Policy and Procedure:

**900.08-07 IV. B. 9. CONTRABAND PROHIBITED ITEMS IN THE SECURED AREAS**

**The specific reason(s) for this action:** On Saturday, January 23, 2016, you were assigned to Unit 6D on 3<sup>rd</sup> Detail. On Sunday, January 24, 2016 at approx. 0455 hours Sgt. C. Hendricks #2730 walked into your unit and observed your cellular telephone on your desk next to the computer key board. You told Sgt. Hendricks that you are aware of Detention Policy regarding not being allowed to bring in a cell phone into the secured area of the jail. Sgt. Hendricks told you to take your cell phone to your vehicle and you complied. **SEE REPORT # ADCA012416-05**

**The corrective action required:** In the future, you will comply with any supervisor's orders. You will not bring a cell phone into the secured areas of this facility. You will leave your cell phone in your vehicle or locker. You shall also ensure you are attentive in the execution of your duties and adhere to all Sheriff's Office Policy and Procedures. During the performance of your duties, you shall not perform your job assignment by displaying reluctance on your part to properly perform your duties, act in a manner which would tend to bring discredit upon yourself or the Sheriff's Office as a whole; fail to assume the necessary responsibility; or fail to exercise diligence, proper demeanor, intelligence, and interest in the pursuit of your duties. Be advised that repetition of the action (or lack of action) which resulted in this Notice of Proposed Suspension, may 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 writing to the undersigned. Your written response, if submitted, must be received and time stamped in the Shift Commander's Office no later than the fifth (5<sup>th</sup>) business day following receipt of this document. Send copies of your grievance to: 1) the Bexar County Sheriff's Civil Service Commission, 211 S. Flores, San Antonio, Texas, 78204; 2) and to the Bexar County Sheriff's Personnel Office. Any further information regarding your Civil Service rights may be obtained from the Director of the Civil Service Commission, at (210) 335-2688.

  
Captain Brian E. Barabasz #1500  
3<sup>rd</sup> Detail Shift Commander - Main Jail

The Foregoing Document was served upon Deputy Jacob Mendoza #1619 2-9, 2016 at 0513 hours by:

LT. EDWARD B. MCGEE #1181  
Printed Name/Badge of Server

LT. EDWARD B. MCGEE #1181  
Signature of Server

I acknowledge receipt of this Document.

Jacob Mendoza  
Signature of Employee

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