



Susan Pamerleau

Sheriff

Bexar County, Texas

Approved **MT**
Date **12-27-13**

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Officer Arturo Lara #1866, Third Shift Annex

DATE: November 21, 2013

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for a total of **five (5)** days from the position of Detention Officer for the violation of the following subsection(s) of Section 9.02 of the Bexar County Sheriff's Department Civil Service Rules:

- G. Disturbance-Fighting or otherwise disrupting the harmonious relations between employees during normal duty hours or while in uniform.**
- 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 affect on the Sheriff's Office.**

Sheriff policy and procedures:

- 5.01 General Discharge of Duties**
- 5.02 Performance of Duties**
- 5.05 Harmony and Cooperation**
- 5.18 Language and Behavior**
- 5.30 Conduct Unbecoming a Officer**

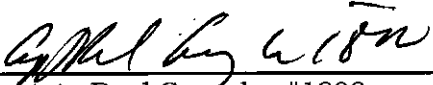
The specific reason(s) for this action: On Thursday, October 31, 2013, at approximately 0700 hours you reported to work your scheduled Mandatory Overtime duty at the Main Jail. I assigned you to work the Booking Change Room. Due to an earlier disturbance, you were reassigned to work in Unit AL for the remainder of the day. At approximate 0730 hours, Unit AK Officer Lee Gadison #1193 who was training an officer, called your unit via telephone but you did not answer. He walked over to your unit to ask for county issued soap. As he was walked into Unit AL you stated, "Hey motherfucker, you're not supposed to be here, get the hell out of here. If you're not going to leave, I'll call the sergeant." The 6th Floor Sergeant Kristina Wolf #3040, notes that you were verbally counseled due to not answering the telephone and that you had required assistance numerous times to control the inmate population (reference FIR #103113-18). Such conduct will not be tolerated.

The corrective action required: In the future, you shall not perform your job assignments by acting in a manner which would bring discredit upon yourself or the Sheriff's Office as a whole or by failing to exercise diligence, proper demeanor, intelligence and interest in the pursuit of duties. As an employee of the Sheriff's Office you shall always conduct yourself in a manner which reflects most favorably on the Department. You shall refrain from using vulgar and insulting language toward any staff member. Be advised that persistence in the behavior, 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 respond to this Notice of Proposed 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 by supervision/management in the Shift Commander's Office no later than the **fifth (5th)** business day following receipt of this document.

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Officer Arturo Lara #1866

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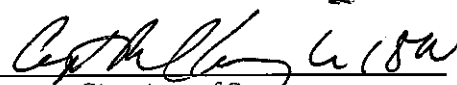


Captain Raul Gonzales #1800
Shift Commander, 1st Shift Annex

The Foregoing Document was served upon Officer Arturo Lara #1866 on February 4, 2014^B
at 0711 hours by:


Capt Raul Gonzales 1800

Printed Name/Badge of Server



Signature of Server

I acknowledge receipt of this Document.



Signature of Employee

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