



Susan Pamerleau
Sheriff
Bexar County, Texas

Approved: MT
Date: 01-23-14

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Officer Manuel Medellin #2764, Second Shift

DATE: January 22, 2014

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you without pay for a total of **five (05)** days from the position of Detention Officer for violation of the following subsection(s) of Section 9.02 of the Bexar County Sheriff's Department Civil Service Rules:

- 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 effect
On the Sheriff's Office**

In addition to the following violation(s) of The Bexar County Sheriff's Manual of Policy and Procedure, Paragraph:

- 5.01 General Discharge of Duties**
- 5.02 Performance of Duties**
- BC. No. 1000.01 (Administrative Segregation)**

FIR: (012114-27)

The specific reason(s) for this action: On **Tuesday, January 21, 2014** Medical Assistant Eva. Jones reported that while medically treating Administrative Segregated inmate **Avilez, Oscar #759610**, inmate Avilez attempted to inappropriately touch the medical provider at her "vaginal area" and an Officer was not present. It was determined that you were the escorting Officer and after placing the inmate in the medical treatment room you stepped out of the room leaving the inmate unattended. You were involved in a similar incident on January 7, 2014 and a complaint was received from Mr. Amit Mehta (Director) of audiology department University Hospital when an inmate you were escorting became verbally inappropriate toward a female technician during a hearing imbalance appointment and you were not present in the booth at the time and were displaying inattentive behavior by being on a cell phone. Your explanation in the first incident was accepted and you were given the benefit of doubt and a verbal counseling was generated. During the counseling session you were advised that the corrective action required is **"in the future you will display professional behavior and attentive demeanor to the task at hand."** This most recent incident demonstrates repeated unprofessional behavior and continued inattentive behavior which reflects and constitutes **poor job performance and conduct which has proven to be detrimental or has an adverse effect on the Sheriff's Office.**

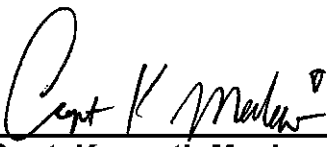
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NOPS x5


The corrective action required: In the future you will adhere to all Bexar County Sheriff's Department Civil Service Rules, Bexar County Sheriff's Office policy/procedure as well as **BC No. 1000.01 9b** which states in part, "...**The escorting Officer shall remain with the inmate being escorted at all time...**" Furthermore you shall comply with paragraph 5.02 Performance of Duties, in the manual of Policy and Procedure for the Bexar County Sheriff's Office. Which states in part, "...**An employee shall not perform their job assignments...by failing to assume the necessary responsibility; or by failing to exercise diligence, proper demeanor, intelligence and interest in the pursuit of their duties.**"

Be advised that persistence in the type of behavior which resulted in this Notice of Proposed Suspension may result in additional disciplinary action to include dismissal from the Bexar County Sheriff's Office.

You are further advised that you may grieve 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 (5) business day following receipt of this document.


Capt. Kenneth Meshew #1200
ODA/Shift Commander, 2nd Shift

The foregoing Document was served upon, Officer **Manuel Medellin #2764**. On 2-4 2014 at 1735 hours by:


Printed Name/Badge of Server


Signature of Server

I acknowledge receipt of this Document:


Signature of Employee/Date