



Susan Pamerleau
Sheriff
Bexar County, Texas

Never Grieved

Approved [Signature]
Date 6/23/14

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Officer Michael Perez #1630, 1st Detail Main Jail-Detention
DATE: June 15, 2014

You are hereby notified that the Bexar County Sheriff's Office proposes to suspend you for **Five (5) days** for the violation of the following subsection(s) Chapter IX of Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

- 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.**
- 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 to the following sections of the Bexar County Sheriff's Office Manual of Policy and Procedure, Paragraph:

5.03 Obedience,

6.14 Absence from Assignment

The specific reason(s) for this action: On **Saturday, June 14, 2013**, You contacted the shift commanders office at 0618 hours requesting a personal day, LT Mark T. Feeney #4101 advised you that time off was not available and asked you what your issue was that required time off. You informed LT Feeney that you had lost your wallet and credentials and LT Feeney ordered you to report for duty anyway and informed you that even if you were going to be late, you were needed for duty and were ordered to report for work and were then redirected to the office clerk to take your late call in for tracking purposes and you were also advised that as long as you failed to report for duty it would be leave without pay. You did not report for duty as required the entire day and did not call back or advise anyone when you located your wallet and were subsequently required to generate a report of the incident upon return to duty on 6-15-14. It was noted in your report that you found your wallet and did not report for duty as ordered. Your conduct was unprofessional and in violation of sheriff policy.

Documentation; FIR 061514-08

The corrective action required: In the future you are to report as assigned. Furthermore, you will comply with Paragraphs 5.03 of the Bexar County Sheriff's Office Manual of Policy and Procedure which

Bexar County Adult Detention Center * 200 N. Comal * San Antonio, Texas 78207 * (210) 335-6226 * Fax (210) 335-6099

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Sheriff

Bexar County, Texas

states in part that, "employees shall strictly obey and properly execute any lawful order or instruction emanating from their supervisors or ranking Deputy Sheriff's, Be advised that repetition of the action (or lack of the action) which resulted in this Notice of Proposed Suspension, may result in future progressive 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 person or in writing to the undersigned, 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 at the main jail no later than the fifth (5th) business day following receipt of this document.

Captain Louis Valdez #1900

Captain Louis Valdez #1900
Shift Commander/1st Detail

The foregoing document was served upon Officer Michael Perez #1630 on 01/08/14, 2014 at 1425 hours by:

Sgt. James Foster #1680
Printed Name/Badge of Server

[Signature]

Signature of Server

I acknowledge receipt of this Document.

M. Perez #2944
Signature of Employee

Original: 1) Personnel File Copy: 2) Employee 3) Representative 4) Section File 5) Employee Disciplinary/Grievance Technician