

Reduced - Agreed to 5 days 4-1-14



Susan Pamerleau
Sheriff
Bexar County, Texas

Approved [Signature]
Date 3/10/14

NOTICE OF PROPOSED SUSPENSION

EMPLOYEE: Officer Jaime Soto #2925, First Shift Annex
DATE: March 05, 2014

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 the violation of the following subsection(s) of Section 9.02 of the Bexar County Sheriff's Department Civil Service Rules:

- C. Insubordination - unwilling to submit to authority**
- 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:

- 3.07 Definition of an Order**
- 5.01 General Discharge of Duties**
- 5.02 Performance of Duties**
- 5.03 Obedience**
- 5.30 Conduct Unbecoming an Officer**

The specific reason(s) for this action: On Tuesday, March 4, 2014, you were assigned to SERT position in Corridor 105 at the Adult Detention Annex. At approximate 1025 hours, I observed you at your post and advised you that the SERT keys were your responsibility and should be carried by you at all times. Again, at approximately 1105 hours I advised you of the SERT keys. You told me that you had not seen any memo regarding of who carries the SERT keys. You stated that the keys are with your SERT gear, which you were not wearing, and you would retrieve them when necessary. You were order by myself that they keys were to be on you at all time. You again flatly refused my orders. I then typed up an order (attached) and you refused to sign it and told me that you would not comply with these orders. All SERT members have been advised that the SERT keys will not be left in the Corridor 105 Office unattended. At this time the keys were given to the Team Leader and you were reassigned to another post. You have been disciplined in the past for similar conduct. Such conduct will not be tolerated.

The corrective action required: In the future, you shall strictly obey and properly execute any lawful order or instruction emanating from your supervisors or ranking Deputy Sheriffs. 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.

**Notice of Proposed Suspension
Officer Jaime Soto #2925**

page 2

The following person(s) have knowledge of this incident: Lt. Edward McCrea

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.

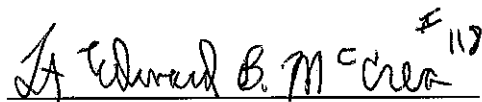


Captain Raul Gonzales #1800
Annex Shift Commander, 1st Shift

The Foregoing Document was served upon Officer Jaime Soto #2925, on 3-11, 2014
at 1238 hours by:

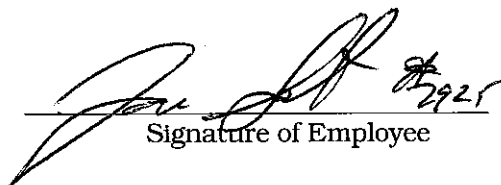
LT. EDWARD B. MCCREA #1181

Printed Name/Badge of Server



Signature of Server

I acknowledge receipt of this Document.



Signature of Employee

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