



Susan Pamerleau
Sheriff
Bexar County, Texas

AGREED ORDER OF SUSPENSION

TO: Detention Sergeant Jose Garza, Badge #1670
DATE: December 12, 2016

This is a reduced action ordered by Deputy Chief Henry Reyes, Assistant Jail Administrator. You have consented to this reduced action and agreed to waive further grievance and appeal procedures regarding this issue.

You are hereby notified that the Bexar County Sheriff's Office is suspending you without pay for **One (1 day)** from the position of Detention Sergeant.

You have violated the Bexar County Sheriff's Civil Service Rules, said rules having been adopted on March 14, 1985 and thereafter from time to time amended by the Bexar County Sheriff's Civil Service Commission. The particular civil service rules violated by you are as follows:

Chapter IX, Section 9.02:

- 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 Office Manual of Policy and Procedures, Paragraph(s):

- 3.04 G. Supervisory Responsibility: Sergeant**
5.01 General Discharge of Duties

The specific reason(s) for this action: On Tuesday, July 26, 2016, and Tuesday, August 2, 2016, you were responsible for ensuring the PIPE system was assigned to an officer. During the course of an Observation Log Book review, it was discovered the PIPE checks were missed; therefore placing the Booking Section out of compliance with Texas Jail Standards. The Bexar County Sheriff's Manual of Policy and Procedures #3.04: G. Sergeant, states "A sergeant is responsible for the direct supervision of deputies assigned to the shift, which includes their overall performance of duties. Your lack of supervision in ensuring that your staff is competent in conducting the required observation check in a timely manner constitutes poor job performance. This is your fifth incident missing a Pipe Check within a 4 month period. Pipe Checks were missed on April 28, June 16 and July 11.

Corrective action required: In the future, you shall comply with the Bexar County Sheriff's Office Rules, paragraph 5.02, Performance of Duties, 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

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in the pursuit of their duties." 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.

On November 8, 2016, this office received your grievance relative to the Order of Suspension pending against you. You and your attorney requested a hearing, accordingly, a grievance hearing was held on December 8, 2016 in my office.

Present at the hearing were the following:

Deputy Chief Henry Reyes, Assistant Jail Administrator
Laura Martinez, Sheriff's HR Technician
Sergeant Jose Garza, Grievant
Morris Munoz, CLEAT Attorney

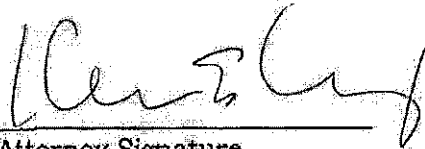
During your hearing I offered to reduce the Order of Suspension (5) to an Agreed Order and Enactment of Suspension (1 day). You have accepted this reduced action and have agreed to waive further grievance and appeal procedures regarding this issue.


Chief Deputy Henry Reyes
Assistant Jail Administrator

1) Original -HR file 2) Employee 3) Administrative file

The Foregoing Document was faxed to Morris Munoz, CLEAT Attorney on the 13th day of December 2016. Please acknowledge receipt of said document and return by fax to 335-6893 or email to lauramartinez@bexar.org.

Agreed and Accepted:


Attorney Signature
For Sgt. Jose Garza

12-13-16



Bexar County Sheriff's Office
Javier Salazar, Sheriff

STATION ADMIN.

2017 JUL 17 P 2:53

ENACTMENT OF SUSPENSION

TO: Sergeant Jose Garza, Badge #1670, Employee # [REDACTED]

DATE: June 2, 2017

On December 13, 2016, you were served with an Agreed Order of 1 Day Suspension.

You are therefore being served this Enactment of Suspension.

Please be advised pursuant to Civil Service Rule 5.53 you may opt to forfeit leave up to a total of five (5) days in one calendar year.

Accordingly, the Agreed Order of Suspension is being enacted on the following days:

July 25, 2017
Month Day (s)

St. Johnes 4331
Server's Signature Lt. J. Torres

[Signature]
Employee's Signature Sgt 1670

Date 7-17-17

1) Personnel File 2) Employee 3) HR Technician