

**Bexar County Sheriff's Office***Javier Salazar, Sheriff***AGREED ORDER AND ENACTMENT OF SUSPENSION****EMPLOYEE:** Deputy Abigail Rios, Badge #4087, 3rd Detail Booking Operations**DATE:** November 14, 2017

This is a reduced action ordered by Assistant Chief Deputy Bobby Hogeland, Adult Detention Bureau. You have consented to this reduced action and agreed to waive further grievance and appeal procedures.

You are hereby notified that the Bexar County Sheriff's Office is suspending you without pay for Three (3) days for violation of the following Subsection(s) of Section 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

P. Conduct which has proven to be detrimental or has an adverse effect on the Department.

In addition to the following violations of the Bexar County Sheriff's Office Manual of Policy and Procedure:

5.01 General Discharge of Duties

5.02 Performance of Duties

The specific reason(s) for this action: The corrective action required: On Wednesday, July 19, 2017 you were assigned to and took responsibilities for the Booking Release In Desk on 2nd Detail. On the above date you released of Inmate Avers, Joseph, SID #655580 with a hold for court ordered program [REDACTED]. The paperwork came from the court desk as a release and was to be checked for accuracy by you prior to his release. You dropped the inmate at 1929 hours. As a result you contributed to the erroneous release of Inmate Ayers, which is a violation of Bexar County Policy and Civil Service Rules.

The corrective action required: When you work the Release In desk you are required to ensure that the inmates you are releasing do not have any holds or sentenced to court ordered programs. In the future, you are directed to look at all paperwork that is included in a court ordered release. You will adhere to all Civil Service Commission and Bexar County Sheriff's Office Policy/Procedure, specifically 5.02 Performance of Duties in the Manual of Policy and Procedure for the Bexar County Sheriff's Office. The aforementioned policy states in part "An employee shall not display reluctance on their part to properly perform their duty." Be advised that repetition of the action (or lack of action) which resulted in this Order of Suspension, may result in more serious disciplinary action, which may include dismissal from the Sheriff's Office.

On September 20, 2017 you were served with an Order of Suspension for ten (10) days, for the violations cited above. You requested a hearing, accordingly a grievance hearing was held on October 13, 2017 in my office.

AGREED ORDER OF SUSPENSION (3 DAYS)
Deputy Abigail Rios

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Present at the hearing were the following:

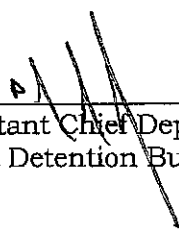
Assistant Chief Deputy Bobby Hogeland, Adult Detention Bureau
Laura Martinez, HR Technician
Deputy Abigail Rios, Grievant
Morris Munoz, CLEAT Attorney

After hearing your case, I offered to reduce the Order of Suspension (10 days) to an Agreed Order and Enactment of Suspension Three (3) days. You have accepted the action therefore I am issuing this Agreed Order and Enactment of Suspension (3). Be advised that by agreeing to this reduced action you are also agreeing to waive further grievance and appeals procedures regarding this issue.

Accordingly, you will **SERVE** your Suspension in accordance with the 8 hour working schedule, which is currently in effect. *Be advised that pursuant to Civil Service Rule 5.53, you may opt to forfeit leave up to a total of five (5) days, or the equivalent to forty hours, in one calendar year. If you choose to forfeit your accumulated leave you must complete the specific information requested on the document titled Request to Forfeit Leave in Lieu of Suspension.*

December	6 th , 7 th , 8 th	2017	3	DAYS @ 8.0 hours
MONTH	DAYS	YEAR	each day.	
			Total: 24 HOURS	

I have read the above. I fully understand my rights of grievance and appeal in disciplinary issues as outlined under Civil Service Rules. I wish to waive further grievance and appeal procedures regarding this issue and agree to accept the Reduced Action as outlined above.


Assistant Chief Deputy Bobby Hogeland
Adult Detention Bureau

AGREED ORDER OF SUSPENSION (3 DAYS)
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The foregoing document was sent via facsimile to Morris Munoz, CLEAT Attorney on Nov. 20, 2017. Please acknowledge receipt of said document and return by fax to (210) 335-5083.

Agreed and Accepted:



Signature of Representative

- 1) Original- Personnel File 2) Employee 3) Shift Commander 4) HR Technician