



Bexar County Sheriff's Office

Javier Salazar, Sheriff



AGREED ORDER AND ENACTMENT OF SUSPENSION

EMPLOYEE: Sgt. Wendy Yarbrough #1810, Employee # [REDACTED]

DATE: February 5, 2018

This is a reduced action ordered by Deputy Chief Laura M. Balditt, 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 one (1) day from the position of Detention Sergeant, for violation of Section 9.02 of the Rules of the Bexar County Sheriff's Civil Service Commission. The particular Civil Service Rules violated by you are as follows:

P. Conduct which has proven to be detrimental or has an adverse effect on the Sheriff's Office

The specific reasons for this action: On Tuesday, April 25, 2017 you were responsible for ensuring that the Pipe System was assigned to an Officer. During the course of an Observation Log Book entries review, it was discovered that the Pipe Checks were missed for 4 hours and 59 minutes, therefore placing Booking out of compliance with Texas Jail Standards Chapter 275 1 "Observation shall be performed at least every 30 minutes...". BCSO No. 3.04: G. Sergeant: A sergeant is responsible for the direct supervision of the deputies assigned to the shift, which includes their overall performance of duties. Your lack of supervision in ensuring that your staff is conducting the required observation check in a timely manner constitutes Poor Job Performance.

Other persons who have knowledge of the incident:

Lt. Torres, Janette #4331, Booking Operations Supervisor
Sgt. Jennifer Goodwin #1230, Booking Liaison Sergeant

The corrective action required: You will adhere to all Civil Service Commission and Bexar County Sheriff's Detention Policy/Procedure, Specifically, BC No. 900.17 Security and Control: IV. Procedures: C. Observation Checks: 2. Level of Security: b. Main Jail: 2) Inmates confined in a holding cell or detoxification cell shall be observed by facility personnel at intervals not to exceed 30 minutes. 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. The aforementioned policy 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 behavior which resulted in this corrective action may result in more serious disciplinary action that may include dismissal from the Sheriff's Office.

On July 11, 2017 you were served with a Notice of Proposed Suspension for five (5) days, for the violations cited above. You requested a hearing, accordingly a grievance hearing was held on January 30, 2018.

AGREED ORDER OF SUSPENSION (1 DAY)
Sergeant Wendy Yarbrough

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Present at the hearing were the following:

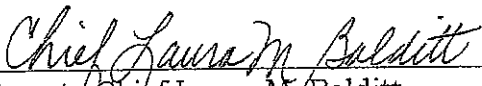
Deputy Chief Laura M. Balditt, Adult Detention Bureau
Laura Martinez, HR Technician
Sergeant Wendy Yarbrough, Grievant
Morris Munoz, CLEAT Attorney

After hearing your case, I offered to reduce the Order of Suspension (5 days) to an Agreed Order and Enactment of Suspension one (1) day. You have accepted the action therefore I am issuing this Agreed Order and Enactment of Suspension (1). 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.

| | | | | |
|-------|------------------|------|-----------------|-------------------|
| March | 24 th | 2018 | 1 | DAYS @ 13.0 hours |
| MONTH | DAYS | YEAR | each day. | |
| | | | Total: 13 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.


Deputy Chief Laura M. Balditt
Adult Detention Bureau

The foregoing document was sent via facsimile to Morris Munoz, CLEAT Attorney on February _____ 2018. Please acknowledge receipt of said document and return by fax to Sheriff's HR Office at (210)335-5083.

Agreed and Accepted:

Signature of Representative