



Bexar County Sheriff's Office
Javier Salazar, Sheriff

6/28

ATTENTION ADMIN.

2018 JUN 15 P 1:05

ORDER OF SUSPENSION

EMPLOYEE: Deputy Adam Estep #1823, Third Detail, Detention, Main Jail
DATE: June 5, 2018

You are hereby notified that the Bexar County Sheriff's Office is suspending you without pay for a total of three (3) days from the position of Detention Deputy for violation of Chapter IX, 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:

- F. Misuse of Leave Privileges.**
- P. Conduct which has proven to be detrimental or has an adverse affect on the Sheriff's Office.**

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

- 5.62 Attendance & Sick Leave (Article 15 CBA)**
- 30.08 (B1,2) Restriction on Outside Employment**

The factual basis for this action is as follows: On Thursday March 29th, 2018 you worked a part time job at the Westin Hotel providing security from midnight to 8 AM. A captain was also working this event and realized that you were working despite having called in sick that night at 4:03 PM after seeing a copy of the 3rd Shift roster. In your written report you admitted to calling in sick in order to work a part time job. You not only worked hotel security when you should have been at work but worked a Spurs game at the AT&T center that day after calling in sick and before reporting to the Westin Hotel. Your actions not only constituted a misuse of leave privileges but resulted in another officer having to stay for mandatory overtime which resulted in a financial cost to the Sheriff's Office and had a negative effect on the morale of the affected officer.

The corrective action required: In the future, you will not engage in part time work in violation of policy. Specifically you will comply with **Article 15(sec 2A)** of the current CBA which states in part "Sick leave is a benefit that is to be used for the sole purpose of providing wage continuation when a Member is unable to work due to a bona fide illness, injury or disability of the Member ..." (Sheriff Policy Section **5.62 Attendance & Sick Leave** defers to the aforementioned article) In addition you shall comply with Section **30.08 (B2) Outside Employment** of the Sheriff's Policy Manual which states in part "The employee, after having been out on sick or injury leave, shall complete one (1) regular tour of duty before engaging in any outside employment." 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 April 27, 2018 you were served with a Notice of Proposed three (3) day suspension. You were made aware of your rights regarding the said discipline. You failed to respond in the allotted time. Therefore I am upholding the discipline and proceeding with this Order of Suspension. You may grieve to the next level.

You are advised that you may grieve this Order of Suspension, in writing, to Chief Deputy Don Tijerina, Sheriff's Administration within ten (10) business days of the receipt of this document. Send copies of your grievance to: 1) Civil Service Commission at 211 S. Flores, San Antonio, Texas, 78204; 2) Sheriff's Office Human Resources. Any further information regarding your Civil Service rights may be obtained at the Civil Service Office by calling (210) 335-0728.



Deputy Chief Ruben Vela
Adult Detention Bureau

The foregoing document was served to Deputy Adam Estep on this 14 day of June 2018 by:

Lt. Dawn Peña #4401

Printed Name/Badge of Server

Ad Dawn Peña #4401

Signature of Server

I acknowledge receipt of this document:


Employee Signature