



Bexar County Sheriff's Office
Javier Salazar, Sheriff



AGREED ORDER OF SUSPENSION

EMPLOYEE: Corporal Adrian Castillo #2843, Detention Bureau
DATE: September 19, 2018

You are hereby notified the Bexar County Sheriffs' Office is suspending you without pay for a total of five (5) days from the position of Detention Deputy for the following violations of Chapter IX, Section 9.02 of the Rules of the Bexar County Sheriffs Civil Service Commission:

B: Poor Attendance-Excessive absence and/or Tardiness.

In addition to the following violations of the Bexar County Sheriff's Office Detention Manual of Policy and Procedure, paragraph 300:02:

V: A(#04) – On the SEVENTH offense within the same ninety (90) day period from the FIRST written offense, the Jail Administrator or designee shall administer disciplinary action at their discretion, to include suspension or possible termination.

The specific reason(s) for this action: On Thursday, March 1, 2018 you were late for duty. You arrived at 0833 hours. This constituted your **seventh** infraction within the same ninety (90) day period. On Thursday, March 22, 2018 you were late for duty. You arrived at 0840 hours. This constituted your **eighth** infraction within the same ninety (90) day period.

The corrective action required: You are required to report for duty punctually at 0645 hours. Be advised that repetition of the action which resulted in Notice of Proposed Suspension may result in more serious disciplinary action, which may include dismissal from the Sheriff's Office.

A grievance hearing was held in my office.

Present at the hearing were the following:

Deputy Chief Ruben Vela, Adult Detention Bureau
Laura Martinez, HR Technician
Florence Perez, Administrative Assistant
Deputy Adrian Castillo, Grievant
Morris Munoz, CLEAT Attorney

I offered a reduction and you have accepted an Agreed Order of Suspension for five (5) days; therefore I am issuing this Agreed Order of Suspension of five (5) days. This Agreed Order and Enactment combines two discipline; a Notice of Proposed Suspension-10 days and a Notice of Proposed suspension-15 days. Be advised that by agreeing to this reduced action you are also agreeing to waive further grievance and appeals procedures regarding this issue.

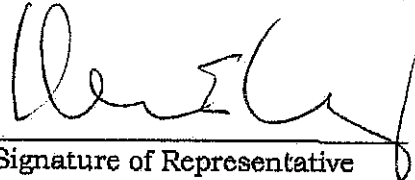
I have read the above. I fully understand my rights of grievance and appeal in disciplinary issues as outlined under Civil Service Rules. I wish to waive further grievance and appeal procedures regarding this issue and agree to accept the Reduced Action as outlined above.



Deputy Chief Ruben Vela
Adult Detention Bureau

OK. The foregoing document was sent via facsimile to Morris Munoz, CLEAT Attorney on
VM September 2, 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

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