

**Bexar County Sheriff's Office**

\* \* \* \* \* Sheriff Javier Salazar \* \* \* \* \*

**AGREED ORDER OF SUSPENSION****EMPLOYEE: Deputy Brandon Cardenas, Employee [REDACTED] Detention Bureau****DATE: April 25, 2019**

You are hereby notified that the Bexar County Sheriff's Office is suspending you without pay for a total of **ten (10) days** from the position of **Detention Deputy** for the following violations of Chapter IX, Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

- B. Poor Attendance-Excessive absence and / or Tardiness**
- F. Misuse of leave privileges**
- O. Conduct or action that would seriously impair job effectiveness.**
- P. Conduct which has proven to be detrimental or has an adverse effect the Sheriff's Office.**

In addition to violation of the following sections of the Bexar County Sheriff's Office Manual of Policy & Procedure(s):

**4.06 Attendance**

**The specific reason(s) for this action:** A review of your attendance revealed that you had the following undocumented absences. You received a Letter of Reprimand on August 18, 2018 for attendance. Your relief days are Thursday/Friday and you called in sick for yourself on the following dates:

Saturday, September 8, 2018	Undocumented Sick Leave (conjunction with R/D)
Sunday, September 9, 2018	Undocumented Sick Leave
Saturday, September 27, 2018	Undocumented Sick leave (conjunction with R/D)
Sunday, September 28, 2018	Undocumented Sick leave
Sunday, October 7, 2018	Undocumented Sick leave
Saturday, October 27, 2018	Undocumented sick leave (conjunction with RD's)
Monday, Nov. 26, 2018	Undocumented sick leave
Saturday, Dec. 1, 2018	Undocumented sick leave (conjunction with RD's)
Sunday, Dec. 2, 2018	Undocumented sick leave

**The corrective action required:** In the future you need to improve your attendance and make a concerted effort to report for duty when you are scheduled to work. Be further advised that calling in sick should not be used as a method to get days off as it causes strenuous working conditions for your fellow workers. Be advised that repetition of the action (or lack of action) which resulted in this Agreed Order of Suspension, may result in future progressive disciplinary action, which may include dismissal from the Sheriff's Office.

On March 16, 2019 you were served with an Order of Five (5) Day Suspension and an Order of Ten (10) Day Suspension. You were made aware of your rights regarding the said discipline and you requested a hearing. A hearing was conducted on April 10, 2019 in my office.

**Present at the hearing were the following:**

Assistant Chief Deputy James Serrato, Chief of Staff (@ Sheriff's Level)

Laura M. Milam, HR Technician

Claudia Herrera, HR Technician

Deputy Brandon Cardenas, Grievant

Morris Munoz, CLEAT attorney

You have accepted an Agreed Order of Suspension ten (10) days. Be advised that by accepting this agreement you are also agreeing to waive further grievance and appeals procedures regarding this issue.

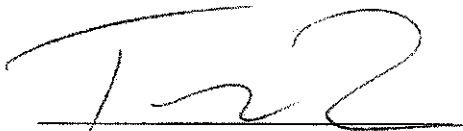


James Serrato  
Assistant Chief Deputy  
Chief of Staff

The foregoing document was sent via facsimile to Morris Munoz, CLEAT, on May 1, 2019. Please acknowledge receipt of said document and return by fax to Sheriff's HR Office at (210)335-5083 or email to [laura.milam@bexar.org](mailto:laura.milam@bexar.org) or [Claudia.Herrera@bexar.org](mailto:Claudia.Herrera@bexar.org).

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

**Agreed and Accepted:**



Signature of Employee  
Attorney

Original: HR File Copy: 1) Employee/Attorney 2) Section File 3) HR Technician