

**Bexar County Sheriff's Office**

*** Sheriff Javier Salazar ***

AGREED ORDER OF SUSPENSION

Employee: Sergeant Katherine Guerra, Employee # [REDACTED] Detention Bureau
Date: April 22, 2019

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 Sergeant** for the following violations of Chapter IX, Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

J. Poor Job Performance

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

3.04 Supervisory Responsibility**5.02 Performance of Duties**

The specific reason(s) for this action: On December 12, 2018, you were assigned to Inmate Booking and you signed for the release of Inmate Gilbert Lopez #932987. It was determined that the wrong case was updated and inmate Lopez was released in error. You failed to properly review the paperwork causing the inmate to be released erroneously and against the court order. As a sergeant you are responsible for the direct supervision of all employees assigned to the shift, which includes their overall performance of duties and responsible to check for any errors that may have been made. You failed to exercise diligence, proper demeanor, intelligence, and interest in the pursuit of your duties.

The corrective action required: In the future, you are directed to review CJIS, all judicial activities for all charges, Post Orders, as well as all official documents received to verify you are releasing the right person. You must adhere and comply with policies, procedure and Post Orders of the Bexar County Sheriff's office. Be advised that persistence in the behavior 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 April 01, 2019 you were served with a Notice of Proposed Suspension for ten (10) days. You were made aware of your rights regarding the said discipline and you requested a hearing. A hearing was conducted on April 17, 2019 in my office.

Present at the hearing were the following:

Deputy Chief Avery Walker, Adult Detention Bureau


Laura M. Milam, HR Technician

Claudia Herrera, HR Technician

Sergeant Katherine Guerra, Grievant

Morris Munoz, CLEAT attorney

You have accepted an Agreed Order of Suspension three (3) days. Be advised that by accepting this agreement you are also agreeing to waive further grievance and appeals procedures regarding this issue.




Deputy Chief Avery Walker

Adult Detention Bureau

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.

The foregoing document was sent via facsimile to Morris Munoz, CLEAT, on April 25, 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 or Claudia.Herrera@bexar.org.

Agreed and Accepted:
Signature of Attorney 4/25/19

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