



Bexar County Sheriff's Office

☆☆☆☆ Sheriff Javier Salazar ☆☆☆☆

ORDER OF SUSPENSION

EMPLOYEE: Deputy Selena Berlanga, Employee # [REDACTED] Detention Bureau

DATE: April 09, 2019

You are hereby notified that the Bexar County Sheriff's Office is suspending you without pay for a total of **five (5) days** from the position of **Detention Deputy** for violation of the following section(s) of Chapter IX, Paragraph 9.02 of the Rules for the Bexar County Sheriff's Civil Service Commission:

J. Poor Job Performance

O. Conduct or action that would seriously impair job effectiveness

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

5.02 Performance of Duties

And violation of the following section of the Bexar County Sheriff's Office Detention Manual of Policy and Procedure:

900.02-02(IV)-M. Have all the paperwork approved by Intake/Release Sergeant and distribute paperwork to appropriate areas (Central Records) "White" rider and ATR instrument will remain with the Release Desk Staff. The "Yellow" rider will be used to escort the inmate. Note: no more than (5) inmates at a time. Runner will update log sheet at the Front Desk.

The specific reason(s) for this action: On January 15, 2019, you walked out a large number of inmates with the assistance of SERT Deputy Timothy Crawford. You discovered one of your mistakes when you noticed inmate Marco Gamez-Tun #1035172 in the Front Desk Lobby and escorted him back into the secured area. You failed to inform a supervisor of the incident until the end of the shift when inmate Ricardo Mujica #1042961 could not be located. An investigation later revealed that a total of 16 inmates were initially taken to be released and you only had paperwork for 14 of them. In addition, the investigation found that inmate Mujica had stepped in the line that was being released and escorted out of the secured area by you without your knowledge. Inmate Mujica was awaiting an ICE detainer, and should not have been released.

The corrective action required: In the future, whether a booking is being updated or released, it is your responsibility to thoroughly review all applicable CJIS booking and judicial screens, as well as, white riders. Any discrepancies shall be researched; and conflicting court order shall be treated as the superseding order until clarification is received. Such discrepancies shall be brought to the Booking Sergeant's attention for guidance and further action. Be advised that repetition of the action (or lack of action) which resulted in this Notice of Proposed Suspension, may result in future progressive disciplinary action, which may include dismissal from the Sheriff's Office.

On March 31, 2019, you were served a Notice of Proposed Suspension and provided instructions to grieve the discipline. You failed to grieve in the allotted time; therefore I am issuing this Order of Suspension of five (5) days.

You are advised that you may grieve this Order of Suspension, in writing, to Sheriff's level or designee 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.

A. Walker #405

Deputy Chief Avery Walker
Adult Detention Bureau

The foregoing document was served to **Deputy Selena Berlanga** on April 17, 2019 by:

Lt. Gilbert Bedin #4491

Printed Name of Server

Lt. Gilbert Bedin #4491

Signature of Server

I acknowledge receipt of this Document:

Selena Berlanga
Signature of Employee

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