

**PINELLAS COUNTY SHERIFF'S OFFICE
PROFESSIONAL STANDARDS BUREAU
INTER-OFFICE MEMORANDUM**

DATE: **SEPTEMBER 18, 2017**

TO: **DISTRIBUTION**

FROM: **CAPTAIN RAY WHITELEY ^{RW}**
 Professional Standards Bureau

SUBJECT: **SHERIFF'S FINDING**

Per Sheriff Gualtieri, Paralegal Lori Gustofik, #58145, will receive the following as a result of AI-17-021:

1. Forty (40) hours Suspension to be served on:

 September 19, 20, 21, 22 and 25, 2017.

DISTRIBUTION:

Sheriff Bob Gualtieri
Chief Deputy Dan Simovich
Assistant Chief Deputy Sean Jowell
Assistant Chief Deputy George Steffen
Colonel Paul Halle
Major Stefanie Campbell
Major Dave Danzig
Major Bill Hagans
Major Rich Nalven
Major Lora Smith
Lieutenant Deanna Carey
Director Jennifer Crockett
Director Nancy Duggan
Director Susan Krause
Director Jason Malpass
Director Julie Upman
Shannon Lockheart, General Counsel
Payroll
Purchasing-Uniform Supply
Lori Gustofik

RW/kmm

**PINELLAS COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM**

DATE: **SEPTEMBER 18, 2017**

TO: **PARALEGAL LORI GUSTOFIK, #58145**

FROM: **SHERIFF BOB GUALTIERI**

SUBJECT: **CHARGES RE: AI-17-021**

An investigation has been conducted by the Administrative Investigation Division, Professional Standards Bureau, of the Pinellas County Sheriff's Office. As a result of this investigation, the Administrative Review Board has determined you committed the following violation:

Between, but not limited to, March 10, 2017 through June 19, 2017, while on duty in Pinellas County, Florida, you violated the Pinellas County Sheriff's Civil Service Act Laws of Florida, 89-404 as amended by Laws of Florida 08-285, Section 6, Subsection 4, by violating the provisions of law or the rules, regulations, and operating procedures of the Office of the Sheriff.

While assigned as a paralegal in the General Counsel Office, your duties included research and analyzation, draft of routine pleadings for review and editing, drafting of correspondence where appropriate, assistance in creating systems to maintain and communicate tasks, organization and maintenance of files and records.

In this assignment, deficiencies were documented in four specific areas: You failed to communicate, proof read, correctly perform duties and manage time.

1. You violated Pinellas County Sheriff's Office General Order 3-1.1, Rule and Regulation 5.4, Duties and Responsibilities:
 - a. You failed to proof read, submitting documentation which contained typographical errors, repetitive paragraphs, poor grammar and improper syntax.
 - b. You failed to communicate with attorneys regarding the status of assignments, timelines and to request supervisory direction in the performance of tasks and assignments.
 - c. You failed to perform duties by incorrectly calendaring information related to federal cases, incorrectly assembling case related documentation, marking an incomplete assignment as completed, accomplishing established objectives in assignments unsatisfactorily.
 - d. You failed to prioritize and manage time related to the completion of several assigned tasks.

You admitted to this violation.

Disciplinary Points and Recommended Discipline Range:

You were found to be in violation of one Level Five Rules and Regulations violation totaling fifty (50) points. These points, which were affected by no modified points from previous discipline, resulted in fifty (50) progressive discipline points. At this point level, the recommended discipline range is from five (5) days Suspension to Termination.

Disciplinary action shall be consistent with progressive discipline, for cause in accordance with the provisions of the Pinellas County Civil Service Act.



CHIEF DEPUTY DAN SIMOVICH
OFFICE OF THE CHIEF DEPUTY
FOR BOB GUALTIERI, SHERIFF

I have received a copy:

Date 9/18/17

Time 10:45 am

Dei W. Swatoski # 58145
SIGNATURE

BG:MHH:kmm