

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

**DATE:** MAY 09, 2019

**TO:** DISTRIBUTION

**FROM:** CAPTAIN RAY WHITELEY *Rw*  
Professional Standards Bureau

**SUBJECT:** SHERIFF'S FINDING

Per Sheriff Gualtieri, Inmate Records Shift Supervisor Melissa Crosswy, #58495, received the following as a result of AI-19-005:

1. Written Reprimand

**DISTRIBUTION:**

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

RW/kmm

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

**DATE: MAY 3, 2019**

**TO: INMATE RECORDS SHIFT SUPERVISOR MELISSA CROSSWY, #58495**

**FROM: SHERIFF BOB GUALTIERI**

**SUBJECT: CHARGES RE: AI-19-005**

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, January 22, 2019 through February 19, 2019, 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.

1. You violated Pinellas County Sheriff's Office General Order 3-1.3, Rule and Regulation 3.4(d), Performance of Duty.

Synopsis: While assigned to Inmate Records as a shift supervisor, you were responsible for receiving, reviewing, and verifying the accuracy of work completed by Inmate Records staff members.

In this case, documentation received through criminal court records was inaccurately processed by subordinates, which affected the custody status of a Pinellas County Jail inmate. During your review, you failed to verify the work completed was for the correct inmate by utilizing the Personal Identification Number (PID).

If you had confirmed the file by the Personal Identification Number (PID), per established procedure, the error could have been avoided. As a result, the work for the incorrect inmate was verified and the correct inmate remained in custody.


Your failure to identify the correct inmate by PID, resulted in an over-stay and the inmate remained in custody for an additional thirteen (13) hours.

The Administrative Review Board determined you committed this violation.

Disciplinary Points and Recommended Discipline Range:

You were found to have violated one (1) Level Three Rule/Regulation totaling fifteen (15) points. These points, which were affected by no modified points from previous discipline, resulted in fifteen (15) progressive discipline points. At this point level, the recommended discipline ranges from a Reprimand to three (3) days Suspension.

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

  
COLONEL DAVID DANZIG  
DEPARTMENT OF DETENTION AND CORRECTIONS  
FOR BOB GUALTIERI, SHERIFF

I have received a copy:

Date 5/7/19

Time 1601

  
SIGNATURE 58495

BG:JLS:kmm