

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

**DATE:**       **SEPTEMBER 27, 2017**

**TO:**           **DISTRIBUTION**

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

*Sgt. J. Luke 56024  
for Captain Whiteley*

**SUBJECT:**   **SHERIFF'S FINDING**

Per Sheriff Gualtieri, Inmate Records Specialist Carolyn Hatt, #58098, will receive the following as a result of AI-17-025:

1. Written Reprimand
2. Mandatory Retraining at the Bureau Commander's Discretion

**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  
Carolyn Hatt

RW/kmm

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

**DATE: SEPTEMBER 22, 2017**

**TO: INMATE RECORDS SPECIALIST I CAROLYN HATT, #58098**

**FROM: SHERIFF BOB GUALTIERI**

**SUBJECT: CHARGES RE: AI-17-025**

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:

On July 21, 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.

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

While assigned to Inmate Records, you were responsible for receipt and review of documentation provided through criminal court records, used in the verification of the custody status of inmates.

Your failure to follow agency established procedures in the custody verification process resulted in an over-stay and an inmate, authorized for release from the Pinellas County Jail, remained in custody for an additional six (6) days.

The Administrative Review Board determined you violated the above policy.

Disciplinary Points and Recommended Discipline Range:

You were found to have violated one (1) Level Three Rule/Regulation, totaling fifteen (15) points. This point total, affected by no carryover points from previous discipline, resulted in fifteen (15) progressive discipline points. At this point level, the recommended discipline is a Reprimand to a 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.

INS 17-0057

*Paul Halle*

COLONEL PAUL HALLE  
DEPARTMENT OF DETENTION AND CORRECTIONS  
FOR BOB GUALTIERI, SHERIFF

I have received a copy:

Date 9/26/17

Time 5:30 PM

Carolyn Hatt 58028  
SIGNATURE

BG:JLL:kmm