

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

DATE: DECEMBER 21, 2016

TO: DISTRIBUTION

FROM: CAPTAIN RAY WHITELEY *RW*
Professional Standards Bureau

SUBJECT: SHERIFF'S FINDING

Per Sheriff Gualtieri, Inmate Records Specialist I Heather Higgins, #59255, will receive the following as a result of AI-16-028:

1. Educational Based Discipline: A review of Applicable Protocols, Policies and Standard Operating Procedures.
2. Notation of incident to be placed in Performance Management Plus (PMP).

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
Captain Dennis Fowler
Director Jennifer Crockett
Director Nancy Duggan
Director Susan Krause
Director Jason Malpass
Director Julie Upman
Shannon Lockheart, General Counsel
Payroll
Purchasing-Uniform Supply
Heather Higgins

RW/kmm

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

DATE: DECEMBER 16, 2016

TO: INMATE RECORDS SPECIALIST I HEATHER HIGGINS, #59255

FROM: SHERIFF BOB GUALTIERI

SUBJECT: CHARGES RE: AI-16-028

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 October 18, 2016, 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, you were responsible for receiving, reviewing and acting on documentation received through criminal court records. On October 18, 2016, you received and failed to take action on court paperwork documenting a No-Information filed, authorizing the release of an inmate at the Pinellas County Jail.

Your failure to take action resulted in the inmate remaining in custody for an additional six (6) days.

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.

INS 16-0156

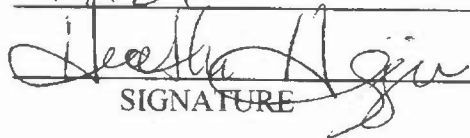


COLONEL PAUL HALLE
DEPARTMENT OF DETENTION AND CORRECTIONS
FOR BOB GUALTIERI, SHERIFF

I have received a copy:

Date 12/20/16

Time 14:27


SIGNATURE

BG:TLR:kmm