

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

DATE: **OCTOBER 3, 2017**

TO: **DISTRIBUTION**

FROM: **CAPTAIN RAY WHITELEY** *Sgt. J. Love 55224*
 Professional Standards Bureau *for Captain Whiteley*

SUBJECT: **AI-17-027 SHERIFF'S FINDINGS**

Per Sheriff Gualtieri, Paralegal Lori Gustofik, #58145, will receive the following as a result of AI-17-027:

1. Demotion from Paralegal to ARMS Clerk

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
Payroll
Purchasing-Uniform Supply
Lori Gustofik

RW/kmm

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

DATE: OCTOBER 2, 2017

TO: PARALEGAL LORI GUSTOFIK, #58145

FROM: SHERIFF BOB GUALTIERI

SUBJECT: CHARGES RE: AI-17-027

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, August 7, 2017 through August 24, 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 several areas including, but not limited to: you failed to communicate, to be attentive to detail, to successfully complete tasks promptly, and to follow instructions or ask for clarification.

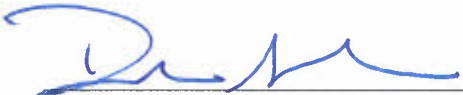
1. You violated Pinellas County Sheriff's Office General Order 3-1.1, Rule and Regulation 5.4, Duties and Responsibilities:
 - a. You failed to proof read, submitting documentation which contained typographical and redaction errors.
 - b. You failed to communicate with attorneys regarding the status of assignments, timelines and failed to clarify supervisory direction in the performance of tasks and assignments common for Paralegals.
 - c. You failed to successfully complete tasks assigned to you by the due date, causing attorneys to assume your duties and responsibilities and relieve you of the assigned tasks.
 - d. You failed to follow instructions on routine Paralegal tasks, which you have successfully completed in the past.

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 twenty-five (25) carryover points from previous discipline, resulted in seventy-five (75) progressive discipline points. At this point level, the recommended discipline range is from ten (10) 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 10/3/17

Time 9:00

Bob Gualtieri # 58145
SIGNATURE

BG:MHH:kmm