

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

DATE: FEBRUARY 27, 2024
TO: DISTRIBUTION
FROM: CAPTAIN ROBERT OSTERLAND ^{RO}
Professional Standards Bureau
SUBJECT: SHERIFF'S FINDING

Per Sheriff Gualtieri, Inmate Records Specialist I Shirley Barrett, #54408, will receive the following as a result of AI-23-030:

1. Written Reprimand

DISTRIBUTION:

Sheriff Bob Gualtieri
Chief Deputy Paul Halle
Assistant Chief Deputy Dave Danzig
Assistant Chief Deputy Dennis Komar
Colonel Paul Carey
Major Deanna Carey
Major Dennis Garvey
Major Joe Gerretz
Major Nick Lazaris
Major Jennifer Love
Director Jennifer Crockett
Director Susan Krause
Director Tom Lancto
Director Jason Malpass
Director Michelle Posewitz
Shannon Lockheart, General Counsel
Payroll
Purchasing-Uniform Supply
Inmate Records Specialist I Shirley Barrett

RO/blb

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

DATE: FEBRUARY 23, 2024

TO: INMATE RECORDS SPECIALIST I SHIRLEY BARRETT, #54408

FROM: SHERIFF BOB GUALTIERI

SUBJECT: CHARGES RE: AI-23-030

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, but not limited to, October 25, 2023, 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: On October 25, 2023, while on duty as an Inmate Records Specialist I (IRS I) at the Pinellas County Jail, you were assigned to the Papers, Printers, and Faxes (PPF) position during the second shift. The PPF position is responsible for monitoring, reviewing, printing, and processing emails and faxes received from the Clerk of the Court regarding Criminal Court Records.

In this case, the Inmate Records Section received a Criminal Court Record from the Clerk's Office indicating the State Attorney's Office was filing a No Information on a felony case involving an inmate incarcerated in the Pinellas County Jail.

You were responsible for reviewing and verifying the information from the Clerk's Office was properly logged and processed. During your verification review, you failed to identify and report to your supervision a discrepancy in the logs. This discrepancy, and your failure to identify it led to the inmate remaining in custody for six days beyond their ordered release date.

During your Administrative Interview, you testified that this overstay error was a direct result of you not following the established workflow process for the PPF position.

You admitted to this violation.

Disciplinary Points and Recommended Discipline Range:

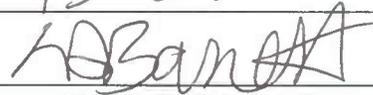
You were found to be in violation of one (1) Level Three Rules and Regulation violation, totaling fifteen (15) points. These points, which were affected by no modified points from previous discipline, resulted in fifteen (15) progressive discipline points. At this point level, the recommended discipline range is a Reprimand to a twenty-four (24) hour suspension.

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



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

I have received a copy:

Date 2.27.24
Time 15:58

SIGNATURE

BG:JAM:blb