

PROFESSIONAL STANDARDS DIVISION

Professional Conduct Review Section



ANNUAL REPORT

2020



Professional Conduct Review Section

The mission of the Professional Conduct Review Section is to determine employee compliance with Sheriff's Office written directives in a fair and impartial manner while maintaining the trust and confidence of Sheriff's Office personnel and the citizens and visitors of Seminole County.



Professional Conduct Review Section

TABLE OF CONTENTS

Section I	Introduction
Section II	Personnel Complaints
Section III	Supervisory Inquiries
Section IV	Administrative Investigations
Section V	Telecommunications



Professional Conduct Review Section

SECTION I

Introduction

The Professional Conduct Review Section has as its major function the receiving, processing and investigating of administrative complaints made against Sheriff's Office employees. All Administrative Investigations are conducted by this section. This report outlines the investigative process and includes an analysis of the personnel complaints investigated during the 2020 calendar year.

(This space intentionally left blank)



Professional Conduct Review Section

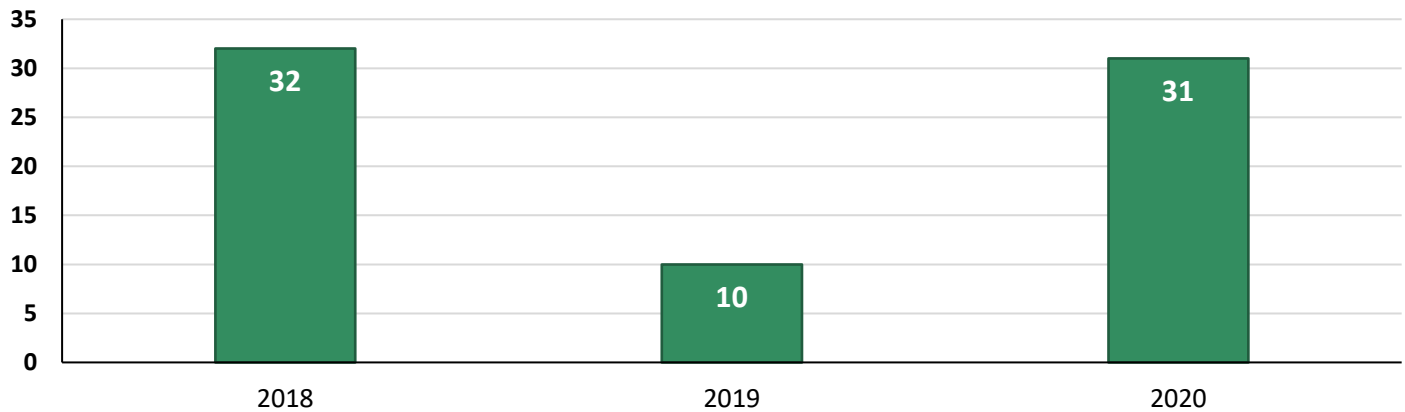
SECTION II

Personnel Complaints

The Professional Conduct Review Section received 31 formal complaints from the public in 2020. Of those, 1 resulted in formal investigation. During the same period in 2019, the section received 10 formal complaints from the public, 0 of which resulted in formal investigations.

This represents a 210% increase in formal complaints and a 100% decrease in formal complaints resulting in investigations received by this section.

Formal Complaints
2018 - 2020



Complaints against employees of the Sheriff's Office are classified according to the nature of the complaint. If not resolved informally, they may be categorized as Supervisory Inquiries or Administrative Investigations. There are specific procedures for investigating complaints, which are determined by the seriousness of the allegation(s).

The following information provides the reader with a summary of the complaint process as it applies to Supervisory Inquiries and Administrative Investigations. Also, an analysis of each category is provided to show comparisons based upon the cases investigated and the resulting disposition of those cases.

SUPERVISORY INQUIRIES

Supervisory Inquiries are investigations of allegations of discourtesy or other less serious violations of Sheriff's Office policy. They are generally conducted by a supervisor who has received specialized training and has been approved to conduct supervisory inquiries. These cases require limited investigation by the supervisor, who determines whether or not a violation of policy occurred.

If the supervisor determines through investigation that a violation of policy occurred and the allegation(s) are sustained, the Sheriff may elect to convene a Disciplinary Review Board. The Board considers the incident and recommends disciplinary action.

If the inquiry establishes the policy violation is more substantial than originally believed, or that it would become too time consuming for the supervisor to conduct, the Sheriff may order an Administrative Investigation be conducted by the Professional Conduct Review Section.



Professional Conduct Review Section

ADMINISTRATIVE INVESTIGATIONS

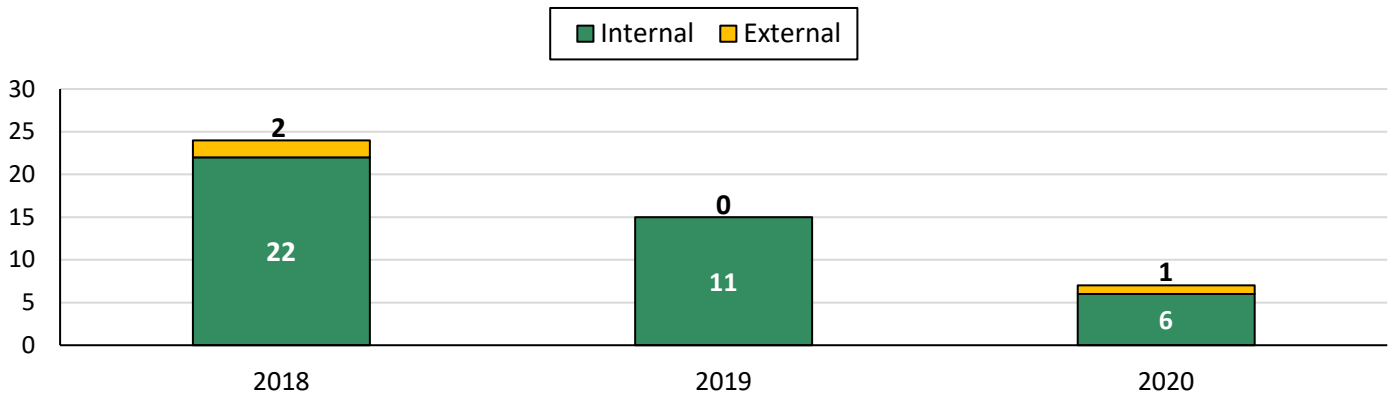
Administrative Investigations are investigations of major violations of Sheriff's Office policies, rules, procedures, or law. They are investigated by the Professional Conduct Review Section, only at the direction of the Sheriff or, in his absence, a Chief. When the investigation is completed, each allegation is assigned one of the following conclusions: Sustained; Not Sustained; Unfounded; Exonerated; or Policy Failure. The completed investigation is forwarded to the Sheriff for his review and approval. Upon the Sheriff's approval, the investigation becomes public record. Disciplinary action is at the sole discretion of the Sheriff.

NOTE: The Professional Conduct Review Section is a fact-finding body only and makes no recommendations concerning discipline.

FORMAL INVESTIGATIONS CONDUCTED

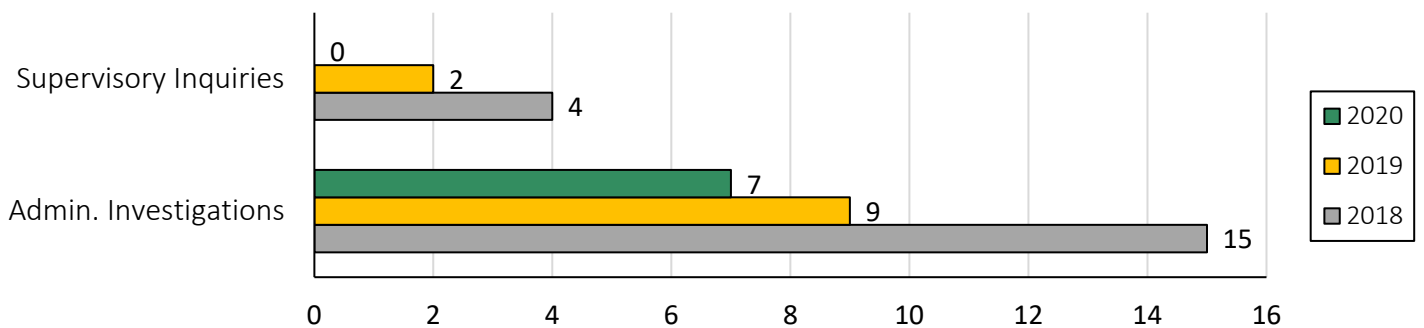
Administrative Investigations and Supervisory Inquires are derived from formal complaints received from the public or internally authorized investigations within the Sheriff's Office. The following graph conveys the number of formal investigations conducted with a distinction between external (public) complaints and internally (agency) authorized investigations.

Formal Investigations



Analysis of Investigations

	2019	2020	CHANGE
Administrative Investigations	9	7	-29%
Supervisory Inquiries	2	0	-200%
Total Number of Investigations	11	7	-57%



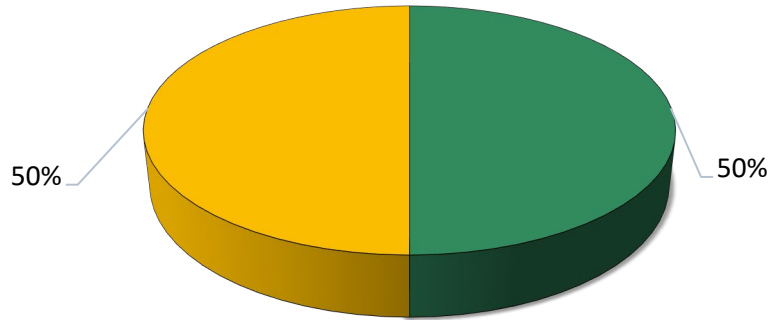


Professional Conduct Review Section

Service Related Investigations for 2020

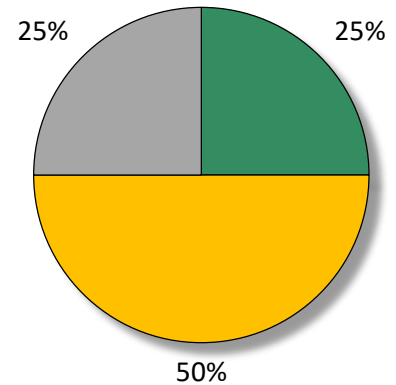


Service Related	4
Non-Service Related	4
Total	8



EMPLOYEE CLASSIFICATION

	TOTAL	PERCENTAGE
Enforcement	2	25%
Corrections	4	50%
Civilian	2	25%
Total Number of Employees Investigated*	8	100%



* Some investigations involved multiple employees, and some employees were the subjects of multiple investigations.

DIGITAL VIDEO EVIDENCE

In 2020, there were 4 formal investigations that involved the use of digital video evidence.

In-Car Camera (SCSO)	0
In-Car Camera (Outside Agency)	0
Body Worn Camera (SCSO)	0
Body Worn Camera (Outside Agency)	2
Security Video (SCSO)	2
Security Video (Outside Agency)	0
Security Video (Other)	0

In 3 cases, video evidence was used to sustain violations and in 1 case video evidence did not influence the findings. In 2020, there were 14 formal citizen complaints that were able to be informally resolved as a direct result of available digital video evidence.

This represents a 71% increase over 2019 when 4 complaints were able to be resolved as a result of video evidence.



Professional Conduct Review Section

AGENCY PRACTICES

Recommendations for changes to agency practices was made in 1 formal investigation.

PC-20-0011

P&P 05.04 – Permanent Logs and Incidents Reports is the policy which involves ELIS and reporting at the JEPCF. The Professional Conduct Review Section offers a revision to ELIS programming for enhanced documentation. The Professional Conduct Review Section proposes the ELIS program add a recording field where the operator enters the actual time a count was conducted, not solely the time it is entered into ELIS. Additionally, it should be codified in policy that any delay in the reporting of a count be included in the ELIS entry along with the reason for the delay. This will ensure counts are conducted according to the listed timing requirements in policy, and any delay in reporting will not affect future count timing. This further enhances the ability for corrections supervisors to review their subordinates ELIS entries as required by policy. For example, if a detention deputy has any delay in entering a count, a supervisor may have to spend extensive time reviewing security camera footage in order to locate and confirm that the count was performed as listed in ELIS.

To this end, a proposal is offered regarding the ease of entry for these checks. Currently, all inmates have a face sheet, which is usually physically attached near the cell they occupy. There have been previous proposals regarding the use of barcodes and scanning to simplify count entry in ELIS. Alternatively, the use of QR codes could be used, as the practice is already implemented elsewhere at the Sheriff's Office. Currently, the Sheriff's Office has implemented QR codes associated with business checks for patrol deputies. These QR codes are scanned, and an entry is automatically uploaded. A similar program may assist in entering these counts in pods where inmates are more often confined to their cell.

(This space intentionally left blank)



Professional Conduct Review Section

SECTION III

Supervisory Inquiries

There were no Supervisory Inquiries conducted during the 2020 calendar year

(This space intentionally left blank)



Professional Conduct Review Section

SECTION IV

Administrative Investigations

The following is an analysis of Administrative Investigations conducted during the 2020 calendar year. This information is based upon 7 investigations which are analyzed for Violations Charged, Findings, and Disciplinary Actions.

Sheriff's Office Administrative Investigations:	7
Total Number of Alleged Violations/Charges Investigated:	20
Total Number of Employees Investigated:	8
Deputy Sheriff Involved Shootings:	0
Dangerous Animal Shootings:	1

** Some investigations involved multiple employees.*

VIOLATIONS CHARGED

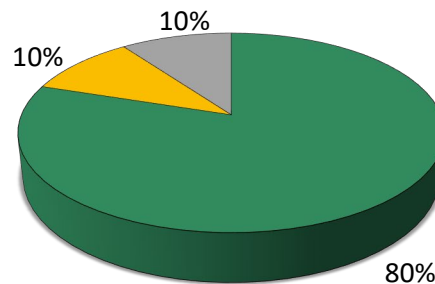
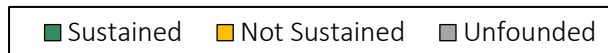
Of the 20 alleged violations of Sheriff's Office written directives investigated by the Professional Conduct Review Section, the following table shows the types and percentages of alleged misconduct.

VIOLATION	TOTAL	%
Conduct Unbecoming	3	15%
False Statements & Reports	5	25%
Knowledge/Obedience of Laws	3	15%
Duty Responsibilities, Sheriff's Office Objectives	1	5%
Duty Responsibilities, Performance of Duty	1	5%
Carelessness	2	10%
Drug Possession	2	10%
Corrections P/P Supervision Procedures	1	5%
Corrections P/P Headcounts	1	5%
Unacceptable Uses of Sheriff's Office Info. Equip.	1	5%

FINDINGS

Of the 20 alleged violations of Sheriff's Office policies and procedures investigated by Professional Standards, the table below provides a comparison, by category, of the findings assigned to each of the alleged violations investigated.

Sustained	16
Not Sustained	2
Unfounded	2





Professional Conduct Review Section

DISCIPLINARY ACTION

As a result of the 16 sustained violations of policy, involving 7 employees, the following disciplinary actions were taken. The table below provides a comparison, by category, of the numbers and percentages of the resulting disciplinary actions.

DISCIPLINE	TOTAL	PERCENT
Written Reprimand	1	14%
Suspension	2	29%
Demotion	0	0%
Resignation	2	29%
Termination	2	29%

(This space intentionally left blank)



Professional Conduct Review Section

SECTION V

Telecommunications

During the 2020 calendar year, there was 0 Administrative Investigation involving personnel assigned to the Telecommunications Division.

**Required by the Association of Public-Safety Communications Officials, the organization that oversees accreditation of the Telecommunication Section.*