

PROFESSIONAL STANDARDS DIVISION

Professional Conduct Review Section



Annual Report
2023



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

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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 2023 calendar year.

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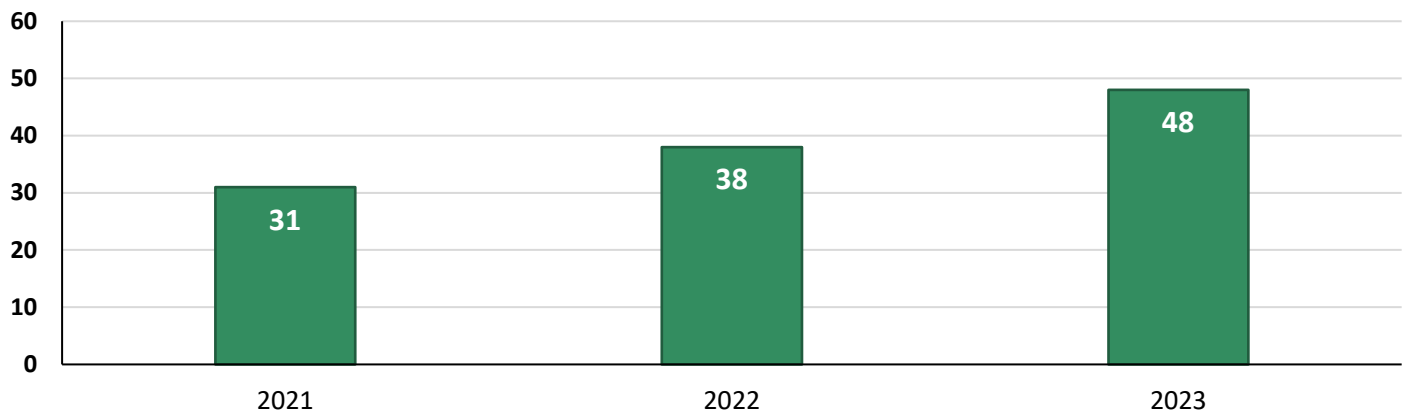
SECTION II

Personnel Complaints

The Professional Conduct Review Section received 48 formal complaints from the public in 2023. Of those, 1 resulted in a formal investigation. During the same period in 2022, the section received 38 formal complaints from the public, 1 of which resulted in a formal investigation.

This represents a 26% increase in formal complaints and a 0% in formal complaints resulting in investigations received by this section.

Formal Complaints
2021 - 2023



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.



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ADMINISTRATIVE INVESTIGATIONS

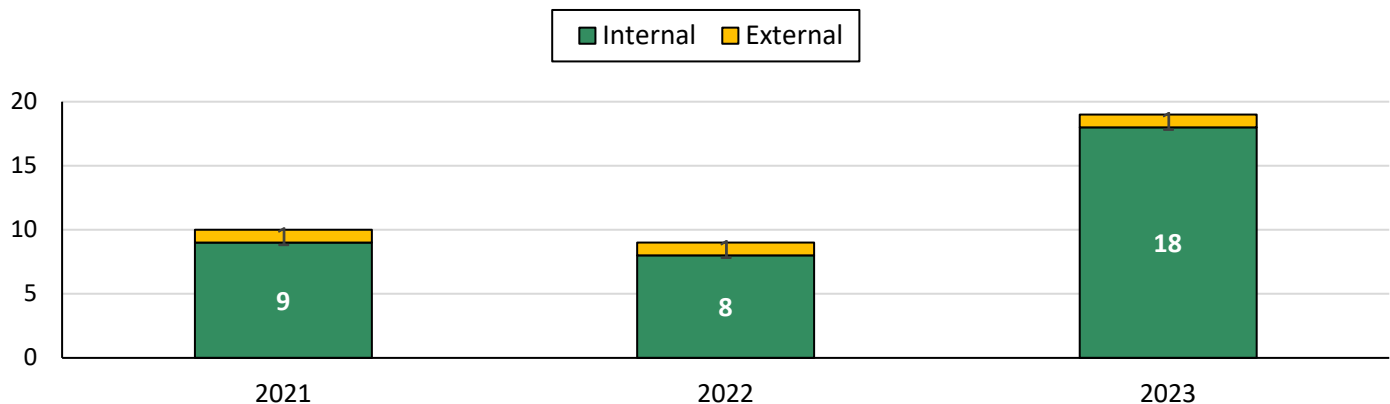
Administrative Investigations are investigations of major violations of Sheriff's Office policies, rules, procedures, or law. They are investigated by the Professional Conduct Review Section, only at the direction of the Sheriff or, in his absence, a Chief. When the investigation is completed, each allegation 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

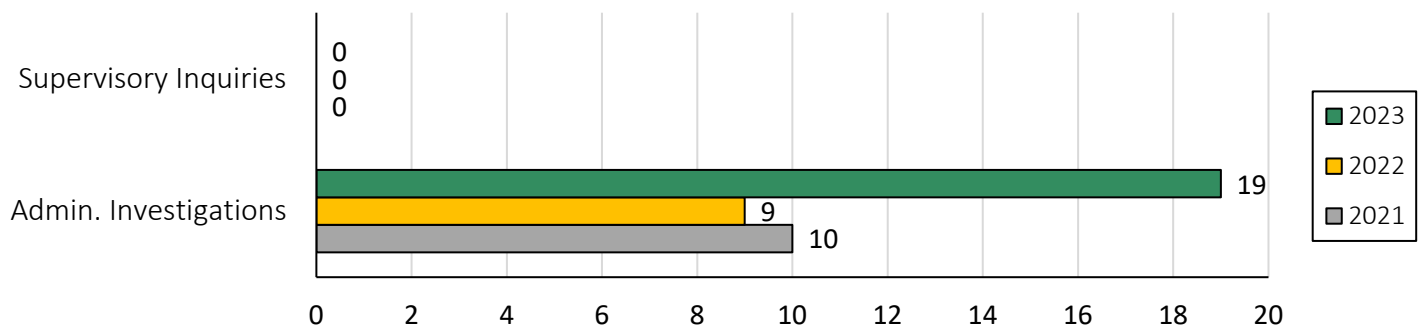
Administrative Investigations and Supervisory Inquires are derived from formal complaints received from the public or internally authorized investigations within the Sheriff's Office. The following graph conveys the number of formal investigations conducted with a distinction between external (public)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

Formal Investigations



Analysis of Investigations

	2022	2023	CHANGE
Administrative Investigations	9	19	111%
Supervisory Inquiries	0	0	0%
Total Number of Investigations	9	19	111%



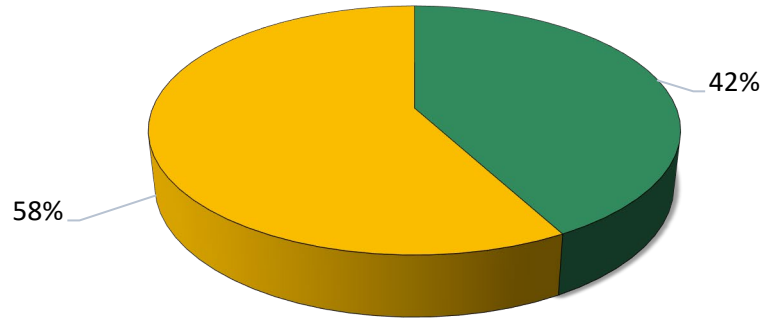


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Service Related Investigations

■ Service Related ■ Non-Service Related

Service Related	8
Non-Service Related	11
Total	19

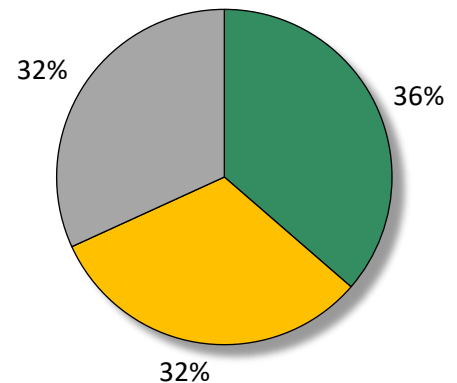


EMPLOYEE CLASSIFICATION

	TOTAL	PERCENTAGE
Enforcement	8	36%
Corrections	7	32%
Civilian	7	32%
Total Number of Employees Investigated*	22	100%

* One investigation involved multiple employees.

■ Enforcement ■ Corrections ■ Civilian



DIGITAL VIDEO EVIDENCE

In 2023, there were 10 formal investigations that involved the use of digital video evidence.

In-Car Camera (SCSO)	1
In-Car Camera (Outside Agency)	0
Body Worn Camera (SCSO)	3
Body Worn Camera (Outside Agency)	7
Security Video (SCSO)	2
Security Video (Outside Agency)	0
Security Video (Other)	1

In 4 cases, video evidence was used to sustain violations. In 0 cases, video evidence was used to exonerate the employee. In 6 cases, video evidence did not influence the findings.

This represents a 20% decrease from 2022, when 5 investigations were able to be resolved as a result of video evidence.



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AGENCY PRACTICES

Recommendations for changes to agency practices were made in 3 formal administrative investigation.

PC-23-0003

During the course of the investigation, SCSO Corrections modified their current Transport Hold Notification Form. The form now shows an additional line for the Intake Release Specialist to complete, labeled, "Hold placed in jail management system," with the option to select, Yes, No, or N/A (Inmate has no holds). In addition to this form modification, the form was distributed to employees with a training bulletin which describes how to complete this new form. This form modification and bulletin satisfies all recommendations the Professional Conduct Review Section would have issued. (Section XIV) **Adopted and Implemented.**

PC-23-0007

P&P 05.04 – Permanent Logs and Incident 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 whether they completed a physical segregation check or a visual segregation check of the Medical holding cell inmates. Currently, the user can only enter a segregation check and must enter a physical walkthrough separately into ELIS, which not all users do. This would further enhance the ability of corrections supervisors to review staff ELIS entries. For example, if a detention deputy simply enters a segregation check into ELIS without entering a physical walk-through, a supervisor may have to review security camera footage in order to confirm whether a physical segregation check or a visual segregation check was completed. **Policy Updated.**

Post Order 98.36 – Medical Deputy assigned to Inmate Medical Services. The Professional Conduct Review Section offers a proposal to the medical deputy post order for enhanced security and safety within the Inmate Medical section. The Professional Conduct Review Section recommends adding a second medical deputy during the day shift hours when the number of inmates and providers seems to be at the highest numbers. Currently, the sole assigned medical deputy is responsible for conducting physical walk-throughs, recording all activities in ELIS, assisting medical staff with the inmate medications by handcuffing and un-handcuffing some inmates, and anything else security related that may present. A second medical deputy during the day shift hours would allow for there to be a regular presence in the lobby while ensuring the safety of the inmates housed in Medical. **Adopted and Implemented in part. Change in number of patients seen at one time, established a clinical appointment workflow to increase efficiency.**

The Professional Conduct Review Section also recommends changing the vent covers within all Medical holding cells. The vent covers should be replaced by covers that would prevent inmates from being able to attach blankets, or other materials through the vent cover holes. **Adopted and Implemented.**

PC-23-0020

Modification to Post Order 98.17 - Inmate presence while deputy deposits money into kiosk. Change from inmate depositing their own money into kiosk. **Adopted and Implemented. Policy updated, additional security camera added to the property room location for complete coverage.**



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SECTION III

Supervisory Inquiries

There were no Supervisory Inquiries conducted during the 2023 calendar year

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SECTION IV

Administrative Investigations

The following is an analysis of Administrative Investigations conducted during the 2023 calendar year. This information is based upon 19 investigations that were analyzed for Violations Charged, Findings, and Disciplinary Actions.

Sheriff's Office Administrative Investigations:	19
Total Number of Alleged Violations/Charges Investigated:	58
Total Number of Employees Investigated:	22
Deputy Sheriff Involved Shootings:	1
Dangerous Animal Shootings:	1

** One administrative investigation involved multiple (4) employees.*

VIOLATIONS CHARGED

Of the 58 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	%
Abuse of Position	1	2%
Association/Fraternization with Criminals	1	2%
Body Worn Camera Systems	1	2%
Carelessness	1	2%
Conduct of Investigations	2	3%
Conduct Toward the Public	1	2%
Conduct Unbecoming	17	29%
Duty Responsibilities	5	9%
False Statements & Reports	3	5%
In-Car Camera	1	2%
Initial Processing	1	2%
Knowledge/Obedience of Laws	12	21%
Misuse of Sheriff's Office Information Systems	1	2%
Restricted Systems	3	5%
Sheriff's Office Objectives	1	2%
Substandard Performance	5	9%
Taser Policy	1	2%
Weapons Policy	1	2%

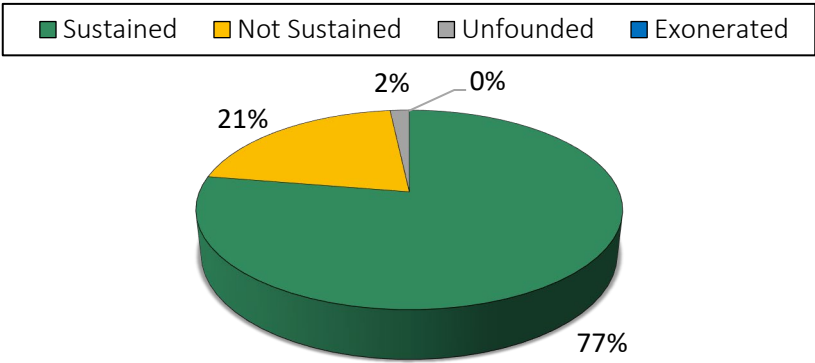


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FINDINGS

Of the 58 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	45
Not Sustained	12
Unfounded	1
Exonerated	0



DISCIPLINARY ACTION

As a result of the 45 sustained violations of policy, involving 17 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	5	29%
Suspension	4	24%
Demotion	0	0%
Resignation	2	12%
Termination	6	35%

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SECTION V

Telecommunications

During the 2023 calendar year, there was (1) Administrative Investigation involving personnel assigned to the Communications Division.

**Data collection required by the Public Safety Communications Accreditation Program, the organization which oversees accreditation of the Communications Division.*

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