Chief Holloway Convenes Chain of Command Board

As a point of information, Chain of Command Boards are held whenever the Department’s Office of Professional Standards concludes the investigation of an allegation of misconduct against an employee.

On January 12th 2014, Chief Holloway convened a Chain of Command Board involving Officer Stephen Bollie and Office Systems Assistant Sheila Cunningham.

Officer Bollie and Office Systems Asst. Cunningham were accused of using improper procedures involving a traffic citation.

It was determined the allegation of Improper Procedures by Officer Bollie was not sustained; however he will receive remedial policy training.

It was determined that the allegation of Guilt or Conviction of a Felony or Misdemeanor by OSA Sheila Cunningham was not sustained.

The allegation of Improper Procedures by OSA Cunningham was sustained and she received an Employee Notice, a 20-workday Suspension and a Demotion to Clerk at the completion of her suspension.
TO: All Personnel

FROM: Anthony Holloway
Chief of Police

DATE: January 12, 2015

SUBJECT: Command Review Board for Officer Stephen Bollie and Office Systems Assistant Sheila Cunningham

On February 10, 2014, Officer Robert Arrison assisted with a traffic operation in the 800 block of 34th Street South. He stopped Mr. Vader Green for speeding and issued him a uniform traffic citation. On this same date, Officer Arrison began entering the citations into I/Leads but had several more to enter. On February 11, he received a telephone call from Office Systems Assistant Sheila Cunningham who is assigned to the Traffic Section. She asked Officer Arrison when he was going to enter the rest of his citations from the traffic operation he had worked the previous day. Officer Arrison felt this was odd because OSA Cunningham would not have any knowledge that he had additional citations to enter into I/Leads. During this week, he issued 52 citations and finished entering all of them on February 14, 2014. Officer Arrison entered the citation issued to Mr. Green into I/Leads on February 14. At that time, he thought about the phone call from OSA Cunningham and the potential that the ticket could go to Traffic Court; therefore, he sent a link to himself. At a later date, he went back into I/Leads, clicked on the link for the ticket and received an error message that the record could not be found. Officer Arrison notified his supervisor of the missing record and was eventually interviewed by detectives for the criminal and administrative investigations. The criminal investigation was closed due to no additional leads.

At the time of this incident, OSA Cunningham was responsible for processing all uniform traffic citations issued by Department members. She also had I/Leads privileges of unlocking citations until that was removed on January 22, 2014, by Lieutenant Cleven Wyatt, who felt this would improve efficiency and accountability. Officer Stephen Bollie was assigned to review all crash reports submitted by Department employees and still had privileges to lock and unlock both crashes and citation modules. Since OSA Cunningham could no longer unlock and correct citations, she requested Officer Bollie to unlock citations for her, which he did on several occasions. Officer Bollie was unaware that OSA Cunningham had these privileges removed. OSA Cunningham acknowledged she was not supposed to have citations unlocked but still had Officer Bollie do it for her.

According to I/Leads, the speeding citation issued to Mr. Green by Officer Arrison was deleted from the system on February 20, 2014. Both Officer Bollie and OSA Cunningham denied any knowledge of how the citation was deleted or the location of the hard copy of the citation.
On December 10, 2014, a Command Review Board was convened for Officer Stephen Bollie and OSA Sheila Cunningham consisting of:

Anthony Holloway, Chief of Police
Melanie Bevan, Assistant Chief of Police, Administrative Services Bureau
James Previtera, Assistant Chief of Police, Investigative Services Bureau
Luke C. Williams, Assistant Chief of Police, Uniform Services Bureau

It was determined that the allegation of Improper Procedures by Officer Stephen Bollie was **Not Sustained**; however, Officer Bollie would receive remedial policy training.

It was determined that the allegation of Guilt or Conviction of a Felony or Misdemeanor by OSA Sheila Cunningham was **Not Sustained**. The allegation of Improper Procedures by OSA Cunningham was **Sustained**.

OSA Sheila Cunningham was found in violation of the following:

**St. Petersburg General Order II-10, 1, D, #1, To Wit:**

"The integrity and efficiency of internal Department investigations are of paramount importance to the Department’s ability to be accountable to itself and to the public it serves. Therefore, all employees involved in Departmental investigations are required to cooperate truthfully and fully."

**St. Petersburg General Order II-17, IV, A, To Wit:**

"Employees who are assigned or have access to a Department computer shall use the equipment in professional manner for official business only and comply with all laws and City policies related thereto."

**St. Petersburg General Order IV-1, III, A, #2, To Wit:**

"Employees shall obey all lawful orders either written or oral."

**St. Petersburg General Order IV-1, III, A, #17, To Wit:**

"Employees shall be competent in their assigned duties."

**City of St. Petersburg Rules and Regulations of the Personnel Management System, Group II, #5, To Wit:**

"Negligence, incompetence, or inefficiency within the Group II level for overall seriousness, nature and significance of the misconduct including any negligence or omission in complying with the requirements as set forth in the Code of Ethics."
City of St. Petersburg Rules and Regulations of the Personnel Management System, Group II, #13, To Wit:

"Unauthorized use of City vehicles, equipment, or supplies."

City of St. Petersburg Rules and Regulations of the Personnel Management System, Group III, #3, To Wit:

"Falsification, including omissions, of personnel or other City records including employment applications, criminal history information, medical examination forms, accident records, insurance records, leave records, work records, purchase orders, time sheets, or any other report, record, or application."

City of St. Petersburg Rules and Regulations of the Personnel Management System, Group III, #5, To Wit:

"Insubordination by the refusal to perform work assigned, or to comply with written or verbal instructions of the supervisory force; may include the use of abusive language or behavior directed toward a supervisor."

OSA Sheila Cunningham received an **Employee Notice**, a **20-workday Suspension** and a **Demotion to Clerk** at the completion of her suspension.

Anthony Holloway  
Chief of Police