



## INTER-OFFICE MEMORANDUM

Department of Public Protection  
125 West New York Ave.  
DeLand, FL 32720  
386-740-5120

**TO:** Roy Rawlins, Captain  
Division of Fire Services

**FROM:** Mike Coffin, Director  
Department of Public Protection

**SUBJECT:** NOTICE OF DEMOTION

**DATE:** September 24, 2010

**FILE NO:** PP10-055

**REFERENCE:** NOI DTD 09/16/10  
FSD10-108

You are herewith notified of demotion to the rank of Fire Lieutenant. This action will be effective on September 24, 2010.

This action is being taken for the following reason(s):

### Background:

On August 25, 2010, the Department of Public Protection Internal Affairs Unit initiated an investigation into the circumstances surrounding the collection by you of the controlled substance Lorazepam from Volusia County Fire Services (VCFS) fire stations.

Specifically on June 2, 2010, you were tasked through your responsibility as the Logistics Officer/Designee to perform the quarterly exchange of Lorazepam, a controlled substance at each of the sixteen (16) Advanced Life Support VCFS fire stations. You improperly executed this task by not conforming to the existing procedures established in SOG 102.005 (Controlled Substance Accountability), #7 (Out of Date Controlled Substance).

In your sworn statement on September 7, 2010, you admitted that you knew the procedures you used to collect and dispose of the expired, controlled substance, Lorazepam, and to document its replacement, were not in accordance with SOG 102.005. Further, by requiring the paramedics from which it was collected to sign the controlled substance accountability form certified not only the one-for-one exchange, but also wasting the expired substance - when it had not been wasted but removed by you in a separate container - was also in violation of SOG 102.005.

The improper exchange of the controlled substance Lorazepam by you, and the improper documentation on the VCFS controlled substance accountability form by you that the controlled substance Lorazepam was properly wasted/destroyed in accordance with SOG 102.005 is corroborated in sworn statements received from the paramedics, who were on-duty at each of the sixteen (16) Advanced Life Support VCFS fire stations on June 2, 2010.

Based on the information obtained during this investigation, sworn statements from personnel involved, your admissions under oath, and other documents provided by VCFS, the allegation of improper collection and disposal of a controlled substance, in violation of Standard Operating Guideline (SOG) 102.005, Controlled Substance Accountability, is sustained.

### Violations:

Based on the findings of the Internal Affairs Investigation IA 2010-08-286, the following allegations have been sustained:

1. Improper collection, disposal and documentation of a controlled substance, Lorazepam, in accordance with SOG 102.005; and
2. Volusia County Merit System, Section 86-451(b): Conduct or actions which interfere with or prevent the effective and efficient performance of a department's responsibilities; and
3. Volusia County Merit System, Section 86-453 (1): Willful neglect in the performance of duties of the position to which the employee is assigned; and (2) Disregard for or frequent violations of county ordinances, departmental policies and regulations including safety rules.

**Conclusion:**

On September 17, 2010, you and I met along with Chief J. Pozzo at the Department of Public Protection Administration Conference Room. During this meeting, the events leading up to and those findings of the internal affairs investigation were discussed.

I have thoroughly reviewed all documented information concerning this investigation, and have given consideration to the oral information you presented during our meeting of September 17, 2010. Accordingly and based on the content and findings of internal affairs investigation *IA 2010-08-286*, which includes sustainment of the above noted violations, the notice of demotion to the rank of Fire Lieutenant is carried out effective the date of this letter.

I am aware of your mobilization with the Department of the Army, Florida National Guard which commenced on September 20, 2010. Further, I am aware this mobilization will be for 460 days unless you are sooner released by the proper authority. As such and in accordance with section 86-485 (a) (3) of the Merit System Rules and Regulations, you have ten (10) working days from the date of your return to full duty with Volusia County Fire Services to appeal this action through the County Personnel Board. Should you decide to exercise your right to appeal, submit your written request to the County Personnel Office, 230 N. Woodland Blvd., Suite 262, DeLand, FL. 32720. Additionally, should you desire to exercise your rights of appeal sooner while on Military Leave, and have the means to meet the obligations of the appeal process in accordance with the Merit System Rules and Regulations, you may submit your written request to the County Personnel Office, 230 N. Woodland Blvd., Suite 262, DeLand, FL. 32720.

Pursuant to Volusia County Merit System Rule Section 86-455, the Volusia County Legal Department and Personnel Director have reviewed and concur with this action.

UNABLE TO SIGN - ON MILITARY LEAVE  
SIGNATURE OF EMPLOYEE \_\_\_\_\_ DATE AND TIME RECEIVED \_\_\_\_\_  
*COPY LEFT WITH MRS. RAWLINS 9/24/2010*

cc: ☐ Joseph E. Pozzo, Director, Division of Fire Services  
☐ James R. Ryan, Deputy Director, Public Protection  
☐ Nancye Jones, Assistant County Attorney

*[Signature]*  
☐ Charles Hargrove, Assistant County Attorney  
☐ Tom Motes, Personnel Director  
☐ Chandra Gordon, EEO Coordinator



Department of Public Protection

On this date of September<sup>24</sup>, 2010, I have received and signed for an envelope addressed to Roy Rawlins, Division of Fire Services.

Carol Rawlins

Printed Name

Date

Carol Rawlins 9-24-10

Signature

Date




## INTER-OFFICE MEMORANDUM

Department of Public Protection  
125 West New York Ave.  
DeLand, FL 32720  
386-740-5120

**TO:** Roy Rawlins, Captain  
Division of Fire Services

**DATE:** September 16, 2010

**FROM:** Mike Coffin, Director   
Department of Public Protection

**FILE NO:** FSD10-108

**SUBJECT:** NOTICE OF INTENT TO DEMOTE

**REFERENCE:**

You are herewith notified of the intent to demote to the rank of Fire Lieutenant.

This action is being taken for the following reason(s):

### Background:

On August 25, 2010, the Department of Public Protection Internal Affairs Unit initiated an investigation into the circumstances surrounding the collection by you of the controlled substance Lorazepam from Volusia County Fire Services (VCFS) fire stations.

Specifically on June 2, 2010, you were tasked through your responsibility as the Logistics Officer/Designee to perform the quarterly exchange of Lorazepam, a controlled substance at each of the sixteen (16) Advanced Life Support VCFS fire stations. You improperly executed this task by not conforming to the existing procedures established in SOG 102.005 (Controlled Substance Accountability), #7 (Out of Date Controlled Substance).

In your sworn statement on September 7, 2010, you admitted that you knew the procedures you used to collect and dispose of the expired, controlled substance, Lorazepam, and to document its replacement, were not in accordance with SOG 102.005. Further, by requiring the paramedics from which it was collected to sign the controlled substance accountability form certified not only the one-for-one exchange, but also wasting the expired substance - when it had not been wasted but removed by you in a separate container - was also in violation of SOG 102.005.

The improper exchange of the controlled substance Lorazepam by you, and the improper documentation on the VCFS controlled substance accountability form by you that the controlled substance Lorazepam was properly wasted/destroyed in accordance with SOG 102.005 is corroborated in sworn statements received from the paramedics, who were on-duty at each of the sixteen (16) Advanced Life Support VCFS fire stations on June 2, 2010.

Based on the information obtained during this investigation, sworn statements from personnel involved, your admissions under oath, and other documents provided by VCFS, the allegation of improper collection and disposal of a controlled substance, in violation of Standard Operating Guideline (SOG) 102.005, Controlled Substance Accountability, is sustained.

### Violations:

**Based on the findings of the Internal Affairs Investigation IA 2010-08-286, the following allegations have been sustained:**

1. Improper collection, disposal and documentation of a controlled substance, Lorazepam, in accordance with SOG

102.005; and

2. Volusia County Merit System, Section 86-451(b): Conduct or actions which interfere with or prevent the effective and efficient performance of a department's responsibilities; and

3. Volusia County Merit System, Section 86-453 (1): Willful neglect in the performance of duties of the position to which the employee is assigned; and (2) Disregard for or frequent violations of county ordinances, departmental policies and regulations including safety rules.

**Conclusion:**

Accordingly and based on the content and findings of internal affairs investigation *IA 2010-08-286*, which includes sustainment of the above noted violations, the notice of intent to demote to the rank of Fire Lieutenant is carried out effective the date of this letter.

As stated in section 86-455 (E) of the Merit System Rules and Regulations you may respond to this Notice of Intent to Demote either orally or in writing. If you wish to respond, such response will not be accepted after September 21, 2010 at 1700 hours. If you do not contact me by the date indicated it will be assumed that you have waived this right. Should your response be inadequate or should you fail to respond in a timely manner, this action will proceed.

Pursuant to Volusia County Merit System Rule Section 86-455, the Volusia County Legal Department and Personnel Director have reviewed and concur with this action.

  
\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

1630 16 SEPT 2010  
DATE AND TIME RECEIVED

cc: Joseph E. Pozzo, Director, Division of Fire Services  
James R. Ryan, Deputy Director, Public Protection  
Nancye Jones, Assistant County Attorney

Charles Hargrove, Assistant County Attorney  
Tom Motes, Personnel Director  
Chandra Gordon, EEO Coordinator