



INDIAN RIVER COUNTY SHERIFF'S OFFICE
MEMORANDUM

Sheriff Deryl Loar

August 15, 2018

TO: Deputy Tatiana Levenar

VIA: Chain of Command

FROM: Lieutenant Steven Stoll

A handwritten signature in black ink, appearing to read "Steven Stoll".

SUBJECT: Letter of Counseling regarding general proficiency

This memorandum constitutes a Letter of Counseling in regards to the following conduct:

Failure to Appear/Tardiness Sheriff's personnel shall promptly report for duty properly prepared at the time and place required by assignments, subpoenas, or orders. (Group I Offense)

On August 15, 2018 at 1500hrs., B3/B4 platoon met in the Uniform Briefing room for their scheduled detail briefing. At 1504 hrs., it was brought to my attention that Trainee Deputy Tatiana Levenar had not reported for duty as directed by her FTO, Cpl. Le, who notified her via email on August 12, 2018 at 0606 hrs. The email directed Deputy Levenar to report to the Uniform Briefing room on Wednesday August 15, 2018 at 1445 hrs. Cpl. Le confirmed Deputy Levenar did receive and read the email on August 12, 2018 0930 hrs. Upon contacting Deputy Levenar at 1505 hrs., via phone, it was learned she was still in transit to the Sheriff's Office and passing through Fort Peirce. Deputy Levenar indicated she miss read the email and believed she was to report for duty at 1545 hrs.

Lt. Luther was contacted and informed of the tardiness.

You are required to cease this conduct immediately and not engage in this conduct in the future. Any further violation(s) may result in progressive disciplinary action.

A handwritten signature in black ink, appearing to read "Tatiana Levenar".
Employee Signature

August 15, 2018
Date

A handwritten signature in black ink, appearing to read "Lt. Steven Stoll".
Supervisor's Signature

August 15, 2018
Date

SS

CC: Captain Milo Thornton
Sergeant David Bailey
Internal Affairs

Quang Le - Phase 1

From: Quang Le
To: Tatiana Levenar
Date: 8/12/2018 6:06 AM
Subject: Phase 1
Attachments: Trainee Task Completion Checklist.dotx; REPORTING TEMPLATE 2.docx; 09 Unit Zone Boundaries 110405.doc; 04 Call Type Revised 121515.doc; 05 10 Codes and Signals.doc; 07 Phonetic Alphabet.doc; Clearing Reports.pdf

Wednesday August 15th, 2018 please report to Uniform briefing room at 1445 hours. Have all of your issued equipment with you (preferably in a duffel bag). Have the attached Trainee Task Completion Checklist printed, you can use the agency printer if you print it from you laptop. Also, I have attached important documents for you to review. Know General Orders 4091.00 and 4091.10!

If you have any questions I can be reached at [772-594-9918](tel:772-594-9918).

Corporal Quang "Tony" Le
Law Enforcement Operations
4055 41st Ave.
Vero Beach, FL 32960
[772-569-6700](tel:772-569-6700)



INDIAN RIVER COUNTY
SHERIFF'S OFFICE
WWW.IRCSHERIFF.ORG ★

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Message Id: 5B70069F.92D : 130 : 24606
 Subject: Phase 1
 Created By: qle@ircsheriff.org
 Scheduled Date:
 Creation Date: 8/12/2018 6:06 AM
 From: Quang Le

Recipients:

Recipient	Action	Date & Time	Comment
 PO1.IRC SO	Delivered	8/12/2018 6:06 AM	
To: Tatiana Levenar(tlevenar@ircsheriff.org)	Read	8/12/2018 9:39 AM	

Post Offices

Post Office	Delivered	Route
PO1.IRC SO	8/12/2018 6:06 AM	ircsheriff.org

Files

File	Size	Date & Time
04 Call Type Revised 121515.doc	36 KB (37376 Bytes)	3/23/2016 12:01 PM
05 10 Codes and Signals.doc	29 KB (29696 Bytes)	5/26/2015 8:14 AM
07 Phonetic Alphabet.doc	23 KB (24064 Bytes)	10/3/2006 11:27 AM
09 Unit Zone Boundaries 110405.doc	33 KB (34304 Bytes)	2/3/2009 4:21 PM
Clearing Reports.pdf	278 KB (284695 Bytes)	9/20/2016 8:42 PM
IMAGE.jpg	18 KB (19385 Bytes)	
MESSAGE	2 KB (2256 Bytes)	8/12/2018 6:06 AM
REPORTING TEMPLATE 2.docx	12 KB (12451 Bytes)	5/21/2015 1:31 AM
TEXT.htm	2 KB (2616 Bytes)	8/12/2018 6:06 AM
Trainee Task Completion Checklist.dotx	16 KB (17294 Bytes)	6/19/2018 4:49 AM

Options

Auto Delete: No
 Concealed Subject: No
 Expiration Date: None
 Notify Recipients: Yes
 Priority: Standard
 Reply Requested By: None
 Security: Standard
 To Be Delivered: Immediate

Record Id

Record Id: 5B6FCE5F.IRC SO.PO1.100.16D7434.1.32ED.1
 Common Record Id: 5B6FCE5F.IRC SO.PO1.200.2000082.1.D489B.1