



Brevard County Sheriff's Office
Titusville, Florida

MEMORANDUM

DATE: March 7, 2016
TO: Chief Michael J. Lewis
FROM: Agent Kraig Hupfer, Staff Services Unit ^{KH} 230
RE: Administrative Investigation 2016-CI-003

I. Summary

During the weekend of January 29, 2016 through January 31, 2016, Property Agent Michala Kellerup was assigned to work the Detention Center Property Room. Over the course of the weekend, P.A Kellerup failed to properly process inmate property bags and complete her duties of sorting the weekend mail. On February 01, 2016, Lieutenant Haman learned specifically that P.A. Kellerup failed to process thirty-eight inmate property bags and she failed to make any entries into the property room electronic logbook. Furthermore, P.A. Kellerup did not complete her weekend duties of sorting inmate legal correspondence from inmate general mail.

P.A. Kellerup's substandard job performance has been a recurring issue of concern as she has been spoken to several times by Major Dodson, Major Tomblin and Lieutenant Haman. Beginning in February 2015, P.A. Kellerup has received four Written Counseling's (2015-A-030, 2015-A-072, 2015-A-124 & 2016-A-007) and one Letter of Reprimand (2015-A-128) in reference to her substandard job performance.

On February 08, 2016, Major Tomblin received documentation from Lieutenant Haman of P.A. Kellerup's most recent failure to complete her assigned duties from January 29, 2016, through January 31, 2016.

On February 16, 2016, Major Tomblin authored a Memorandum of Intent to Discipline P.A. Kellerup to Chief Michael J. Lewis. In his memorandum, he summarized P.A. Kellerup's most recent substandard performance.

On February 18, 2106, Chief Lewis authorized a formal Administrative Investigation.

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CONCISE -
PLS. PROVIDE THE
MS. KELLERUP FOR
OPPORTUNITY FOR
A NAME CLEARING
HEARING
3-15-16

On February 22, 2016, Agent Geweniger served P.A. Kellerup her "Notice of Administrative Investigation." After explaining the allegations to her, P.A. Kellerup tendered her letter of resignation from the Brevard County Sheriff's Office effective immediately.

II. Possible Policy Violations:

- *400.00 General Professional Responsibilities*
- *400.04 Substandard Performance*
- *400.27 Prohibited Acts while On-Duty*

IV. Witness Interview:

Jessica Joca
Property Agent/Mail Clerk
Jail Complex

On February 22, 2016, Agent Geweniger conducted an interview with Property Agent Jessica Joca at the Jail Complex property room. Details of the interview are as follows:

P.A. Joca advised part of her job description as a mail clerk was comprised of sorting all the incoming inmate mail into one of three categories; legal mail, privileged mail or regular mail. She stated that incoming legal correspondence was supposed to be delivered to the intended inmate within a seventy-two hour period. During the weekends, or P.A. Joca's off-duty days, the on-duty property agent assumes a part of her job assignment. The property agents are supposed to sort the legal correspondence from the regular mail and have it prepared and separated for Monday morning when P.A. Joca reports back to her assigned shift. This is to ensure that she can have the legal correspondence delivered within the allotted seventy-two hour time constraints. When P.A. Kellerup is assigned to work the weekend shift, P.A. Joca stated that the mail sorting is never completed as required. This immediately puts her behind on her Monday schedule of delivering the legal correspondence within the seventy-two hour time period. P.A. Joca stated that P.A. Kellerup is the only property agent that seems to have a problem completing this task.

V. Additional Investigative Efforts:

An audit of P.A. Kellerup's computer usage was conducted by the IT Unit of the Brevard County Sheriff's Office with a date range of December 28, 2015 through February 17, 2016. The audit revealed P.A. Kellerup continuously accessed unauthorized websites such as Facebook, You Tube and game sites while she was on-duty.

VI. Recommendation

This administrative investigation involved Property Agent Kellerup of the Brevard County Jail Complex. While working as a property agent, P.A. Kellerup has consistently exhibited a substandard performance of duty as has been documented in four previous written counselings and a letter of reprimand.

As detailed above, this Administrative Investigation determined that P.A. Kellerup provided a substandard level of performance during the weekend of January 29, 2016 through January 31, 2016. P.A. Kellerup failed to process inmate property bags, failed to make entries into the electronic logbook the entire weekend and failed to process the incoming inmate mail. Additionally, an audit of P.A. Kellerup's computer usage during the weekend revealed that she spent an exorbitant amount of time accessing unauthorized computer websites to include Facebook, You Tube and game sites when she was supposed to be completing her assigned tasks as a property agent.

Based on the facts set forth in the administrative investigation, I recommend sustaining the following administrative charges:

That the allegation against P.A. Kellerup that she violated **400.00, General Professional Responsibilities** be closed as "**Sustained.**"

That the allegation against P.A. Kellerup that she violated **400.04, Substandard Performance** be closed as "**Sustained.**"

That the allegation against P.A. Kellerup that she violated **400.27, Prohibited Activity While On-Duty** be closed as "**Sustained.**"

VII. Enclosures

- Memorandum from Chief Lewis to Commander Donn authorizing the Administrative Investigation
- Notice of Administrative Investigation served to P.A. Kellerup on February 22, 2016
- Memorandum of Intent to Discipline from Major Tomblin to Chief Lewis
- Copy of P.A. Kellerup's letter of resignation dated February 22, 2016
- Copy of audit of P.A. Kellerup's computer usage completed by the IT Unit
- Copy of P.A. Kellerup's four previous Written Counselings dated 02-18-15, 04-20-15, 05-29-15 & 01-11-16
- Copy of P.A. Kellerup's previous Letter of Reprimand dated 09-03-15
- Copy of audit by the IT Unit of P.A. Kellerup's computer usage