

Grabill, Marla

From: Grabill, Marla
Sent: Monday, March 21, 2016 3:15 PM
To: Holt, Debra
Subject: RE: Public Record Request

Hi Debbie,

In response to the PRR attached below, I have 13 pages. Let me know if you need anything else.

Marla

-----Original Message-----

From: Holt, Debra
Sent: Monday, March 21, 2016 2:03 PM
To: Grabill, Marla <marla.grabill@bcso.us>
Cc: Donn, Jimmy <jimmy.donn@bcso.us>; DeMorat, Michael <michael.demorat@bcso.us>; Waller, Douglas <douglas.waller@bcso.us>
Subject: FW: Public Record Request

Marla,

Below is a request from Volusia Exposed; he also called to verify receipt of the request and to clarify he is only interested in our Final Action Summaries. We just need to prepare an estimate at this time and I will request prepayment before we start production of the request.

Thanks,
Debbie

-----Original Message-----

From: VolusiaExposed.Com [mailto:volusiaexposed@cfl.rr.com]
Sent: Monday, March 21, 2016 1:55 PM
To: Holt, Debra <debra.holt@bcso.us>
Cc: Records <Records@bcso.us>
Subject: Public Record Request

To Whom It May Concern:

We (VolusiaExposed) submit this public record request (PRR) for any summaries of BCSO internal affairs (IA) investigations COMPLETED within the month of February 2016.

We ONLY request the final summaries of any IA investigations, and NOT the entire case files.

If these records are available, or can (will) be made available in electronic format - we request them to be emailed to the below email address.

Should there be any fees / costs for these records - we would request to be advised in advance, via an itemized invoice.

If there were no IAs COMPLETED within the month of February 2016 - a simple email stating such - will suffice as an answer to our PRR.

Please use the below email address as our point of contact.

Regards;

<http://www.volusiaexposed.com>

volusiaexposed@cfl.rr.com

<http://volusiaexposed.com/brevard/investigations/investigations.html>



BREVARD COUNTY SHERIFF'S OFFICE
Titusville, Florida

Memorandum

To: Chief Michael J. Lewis
From: Lieutenant George L. Fayson Jr. /117
Date: December 10, 2015
Re: Command Inquiry 2015-CI-037

I. Allegation:

On 3 August 2015, at approximately 0256 hours, Inmate Barbara Rosseau was released from the Brevard County Jail Complex. On 3 November 2015, three months after being released, Inmate Rosseau reported to court as required. A clerk from the office of Judge Atkins contacted the Jail Complex's Inmate Records section. She questioned Court Records Specialist Linda Howard, as to how and when Inmate Rosseau was released from custody. Howard then realized an error was made and notified her supervisor Jessica Vanatta. It is alleged Inmate Rosseau was released in error prior to paying a court ordered \$1,000.00 cash or surety set bond on case # 05-2015MM-036049A. On 6 November 2015, after review of Rosseau's release package, Major Ronald Tomblin requested a Formal Command Investigation into the possible premature release of Inmate Barbara Rosseau.

II. Possible Policy Violations:

- General Order 400.04 Substandard Performance – Carelessness
- General Order 600.09D Release Procedures
- General Order 600.09D (A) 7 Release Procedures
- General Orders 600.09 (B) (h) Release Procedures
- General Orders 600.09L Initial Inmate Records

III. Witness:

Major Ronald Tomblin, ID# 927
Brevard County Sheriff Office (Jail Complex)
Jail Administration

On 16 November 2015 at 1405 hours, I conducted an audio recorded sworn interview with complainant, Major Ronald Tomblin.

The following is a summary of the sworn testimony:

Wayne Ivey, Sheriff

Major Tomblin stated he was informed by Inmate Records Supervisor Jessica Vanatta the Jail may have had a bad release. Major Tomblin stated he reviewed the file of Inmate Barbara Rosseau and realized Vanatta was correct. Major Tomblin notified Chief Mike Lewis of the bad release and then directed Records Supervisor Vanatta to speak with the Court personnel concerning this matter. The Courts informed her that Inmate Rosseau would not be placed back into custody due to the length of time out of custody. They also informed Supervisor Vanatta the Inmate had been ROR'd (Released Own Recognizance) on the charge. Major Tomblin then assigned Lieutenant George Fayson, with the approval of Chief Mike Lewis, to conduct a formal command investigation. (For further details of the interview, refer to audio CD.)

**Manager Jessica Vanatta
Brevard County Sheriff Office (Jail Complex)
Inmate Records Manager**

On 25 November 2015 at 1638 hours, I conducted an audio recorded sworn interview with Inmate Records Manager Jessica Vanatta.

The following is a summary of the sworn testimony:

Inmate Records Manager Vanatta is an employee with the Brevard County Sheriff's Office (Jail Complex) with 20 years of experience. Vanatta has 5 years of Records managerial experience. Her duties entail being the custodian of active Jail Records or any Inmates in custody. Vanatta advised that she supervises the Court Records Specialists who are responsible for processing all paperwork that pertains to Inmates. She stated, the Court Records Specialists maintain the paperwork until an Inmate is released. When an Inmate's file is ready for release, the Court Records Specialists will document on the back sheet, computer, and deliver to the Releasing section for the next process.

Vanatta stated, she was informed of a possible premature release of Inmate Barbara Rosseau by Court Records Specialist Linda Howard. Howard notified Manager Vanatta, they may have had a bad release due to an error. She also stated the Courts had inquired as to why Inmate Rosseau was in court and not incarcerated. Vanatta said she then took it upon herself and conducted a search, confirming an error was made due to the differences of the case numbers. She contacted the Courts and the decision was made to ROR Inmate Rosseau. (For further details of interview, refer to audio recorded CD.)

IV. SUBJECT EMPLOYEE:

**Court Records Specialist Linda Howard
Brevard County Sheriff's Office Jail Complex
Court Records Specialist**

On 16 November 2015, I served Court Records Specialist Linda Howard with a Notice of Investigation in regards to the aforementioned alleged policy violations. In addition, she was advised her interview would be scheduled on 19 November 2015 at 1000 hours. On 19 November 2015 at approximately 1000 hours, I met with Court Records Specialist Linda Howard and her representative Al Boettjer in my office. They were afforded time to review all evidence of the investigation. At 1010 hours, I started the tape and interview by Linda Howard giving sworn oath to her testimony. I then read Howard her Administrative Warning (Garrity Warning), which she verbally stated she understood and initialed to the same.

The following is a summary of Howard's sworn testimony:

Wayne Ivey, Sheriff

Linda Howard is a Court Records specialist assigned to the Brevard County Sheriff's Office Jail Complex. She has been an employee for two years, all assigned to the Inmate Records Unit. Howard confirmed that she is familiar with 923.01 arrest reports. She also confirmed she understood the differences between a misdemeanor and felony arrest charge. Howard understood what a violation of injunction on domestic violence charge was and gave an explanation on what a Court issued "Notice of No Information" entailed. She stated, she is supposed to match the listed case number on the "Notice of No Information" to the case number the Inmate is currently incarcerated on. Howard admitted she incorrectly matched case number 05-2015-MM-036049A to the yellow back sheet with the Court ordered "Notice of No Information". She stated case number 2015-CF-030839A should have been listed instead. Howard also said she lined through the listed \$1,000.00 bond amount because of the "No Info'd" and the Court ordered G.P.S device was a condition of release for Inmate Rosseau. She also stated that on 3 November 2015, a clerk for Judge Atkin called asking how Inmate Rosseau was released. Howard then realized that an error may have occurred and reported the information to her supervisor Jessica Vanatta. Howard confirmed she violated BCSO Policy 600.09D Release Procedures. When asked how she failed to follow policy she stated "At the time I thought I was looking at the correct case but obviously in retrospect I was not". She also stated she did not double check the proper case number. I concluded the interview with Howard on 19 November 2015 at 1027 hours. (For further details of interview, refer to audio recorded CD.)

SUBJECT OFFICER(s):

**Corrections Deputy Veronica Shinholster ID# 908
Brevard County Sheriff's Office Jail Complex
Booking / Inmate Release**

On 19 November 2015 at 1047 hours, I served Corrections Deputy Veronica Shinholster with a Notice of Investigation in regards to the aforementioned alleged policy violations. In addition, she was advised that her interview date on the matter would be on 2 December 2015 at 1330 hours.

On 2 December 2015 at approximately 1325 hours, I met with Corrections Deputy Shinholster in my office for her interview. She waived any representation to accompany her. Also, she was provided time to review all evidence of the investigation, which she elected to review only the release package of Inmate Barbara Rosseau. At 1328 hours, I started the tape and interview by Shinholster giving sworn oath to her testimony. I then read Shinholster her Administrative Warning (Garrity Warning), which she verbally stated she understood and initialed the same.

The following is a summary of Shinholster's sworn testimony:

Shinholster is a Corrections Deputy assigned to the Brevard County Sheriff's Office Jail Complex. She has been an employee with the Sheriff's Office Jail Complex for eighteen years. In addition, she advised she has been working in the area of releasing Inmates for approximately (10) years. During that time, Shinholster confirmed she was trained in all aspects of Inmate release to include reviewing 923.01 arrest reports, bonding information and Court minutes/documentations, verifying everything prior to releasing an Inmate. Corrections Deputy Shinholster stated she understood the differences between a misdemeanor and felony arrest by giving an explanation of the differences. She confirmed that she was familiar with the Court order of "Notice of No Information". She gave an explanation of the Court order.

Wayne Ivey, Sheriff

As part of the release process, Shinholster confirmed she looks at case numbers all the time but did not accurately match the correct case numbers associated with Inmate Barbara Rosseau's release package. Shinholster acknowledged the documentation on the yellow back sheet listed case number 05-2015-MM-036049A as "Notice of No Information" and this was an incorrect case number related to Inmate Rosseau. She also acknowledged the correct case number was 05-2015-CF-030839A and therefore made an honest mistake in the release process. She stated, she added Inmate Rosseau's name to the list of Inmates to be released after reviewing and verifying all documentation. She stated the release package was delivered to Sergeant Michael Ingram who was being trained as the Unit 1 supervisor by Sergeant Emily Glaab.

Deputy Shinholster confirmed she violated BCSO Policy 600.09D (B) 2(h) Release Procedures. When asked how she failed to follow policy she stated, "I missed the case number and did not address the actual charge Inmate Rosseau was in Jail on". She confirmed she previously violated this same policy years ago.

I concluded the interview with Shinholster on 2 December 2015 at 1351 hours. (For further details of interview, refer to audio recorded CD.)

**Sergeant Emily Glaab ID# 340
Brevard County Sheriff's Office Jail Complex
Unit 1 Booking Supervisor**

On 19 November 2015, at 1106 hours, I served Sergeant Emily Glaab with a Notice of Investigation in regards to the aforementioned alleged policy violations. In addition, she was advised that her interview date on the matter would be 2 December 2015 at 1400 hours.

On 2 December 2015 at approximately 1405 hours, I met with Sergeant Emily Glaab in my office for her interview. She waived any representation to accompany her. Also, she was provided time to review all evidence of the investigation, which she elected to only review the release package of Inmate Barbara Rosseau. At 1410 hours, I started the tape and interview by Glaab giving sworn oath to her testimony. I then read Glaab her Administrative Warning (Garrity Warning), which she verbally stated she understood and initialed to the same.

The following is a summary of Glaab's sworn testimony:

Glaab is a Sergeant assigned to the Brevard County Sheriff's Office Jail Complex. She has been an employee with the Sheriff's Office Jail Complex for 29 years. She has 24 years of experience working in the Booking Unit.

Sergeant Glaab stated, as a Booking Officer she had been Field Trained as a processing and receiving officer, but never trained in the area of Inmate release. She also advised she was never trained to be a Unit 1 Supervisor by a Field Training Officer.

Glaab stated she has worked in the position of a Unit 1 Booking Sergeant and that she has reviewed and verified 923.01 arrest reports, Court minutes/documentation, Yellow back sheet information, violation of injunctions domestic violence, Notice of No Information Court orders as part of her Unit 1 Inmate release duties. She stated when she receives a release package of an Inmate who has a violation of injunction on domestic violence charge, she would make sure the charge matches up to the 923.01, Court minutes, Yellow back sheet and all documentations as they relate to an Inmate release package paperwork.

Wayne Ivey, Sheriff

Sergeant Glaab confirmed she remembers the 923.01 arrest report and release package on Inmate Barbara Rosseau on 3 August 2015. Glaab stated on this date, she was training Sergeant Michael Ingram as a Unit 1 Booking Sergeant. She also confirmed she understood what a Court ordered "Notice of No information" was and reviewed Inmate Rosseau's documentation. She stated after reviewing the "Notice of no information" and the Yellow back sheet, the case numbers did not match and were incorrectly documented.

She stated she reviewed all Court documents but the package presented does not appear to be the original documents. She explained how she marks all documents of a release package with checks, initials and her ID number, but cannot verify this "Notice of no information" and other included documents were a part of the original package without her and Sergeant Ingram's marks.

Sergeant Glaab said she feels she verified all documents and steps of the release process to the best of her ability. She said as a Sergeant "a lot of stuff comes down to us, and it is our job to catch the problem as a Sergeant". "But, a lot of errors start at the very beginning of the release process and it's our job to catch it". Glaab confirmed she did review the release package of Inmate Rosseau after Sergeant Ingram's verification.

I then concluded the interview with Glaab on 2 December 2015 at 1427 hours. (For further details of interview, refer to audio recorded CD.)

Sergeant Michael Ingram ID# 271
Brevard County Sheriff's Office
Unit 1 Booking Supervisor (Trainee)

On 19 November 2015, at 1057 hours I served Sergeant Michael Ingram with a Notice of Investigation in regards to the aforementioned alleged policy violations. In addition, he was advised that his interview date on the matter would be 8 December 2015 at 1130 hours.

On 8 December 2015 at approximately 1130 hours, I met with Sergeant Ingram in my office for his interview. He waived any representation to accompany him. Also, he was provided time to review all evidence of the investigation, which he elected to only review the release package of Inmate Barbara Rosseau. At 1136 hours, I started the tape and interview, by Ingram giving sworn oath to his testimony. I then read Ingram his Administrative Warning (Garrity Warning), which he verbally stated he understood and initialed to the same.

The following is a summary of Ingram's sworn testimony:

Ingram is a Sergeant assigned to the Brevard County Sheriff's Office Jail Complex. He has been an employee with the Sheriff's Office Jail Complex for 9 years. Ingram has 7.5 - 8 years of experience as a Booking officer and received Field Training in all aspects of booking to include Inmate release. Ingram stated he was trained and understood the proper release process of Inmates. He said he understood the 923.01 arrest reports, Court minutes and documentation, along with understanding the Yellow back sheet.

Ingram stated on the 3rd of August 2015, he was assigned as the Unit 1 Booking supervisor training under Sergeant Emily Glaab. Sergeant Ingram said he has been training in this position for less than a month. Ingram gave a verbal walk thru of the Inmate release process to include: receiving the release package from the releasing officer and looking for bond release information, warrant checks, time serves, yellow back sheet, Court minutes and making sure everything matches. He said the Unit 1 Supervisor does basically the same checks as the releasing officer.

Wayne Ivey, Sheriff

Sergeant Ingram confirmed he was familiar with the 923.01 arrest report of Inmate Barbara Rosseau. He confirmed his markings on the document made during the release process. He stated he was familiar with the Court order "Notice of No information" and gave an explanation of its meaning. He reviewed the Yellow back sheet on Inmate Rosseau's package and confirmed the 05-2015-MM-036049A did not match the 05-2015-CF-030839A listed on the "Notice of No information" document case number.

Sergeant Ingram confirmed the case numbers were incorrect and the misdemeanor charge had a bond amount of \$1,000.00 that was lined through. Ingram advised that he did not line through the bond amount. He said the felony charge should have been listed on the Yellow back sheet as "No info'd". Ingram stated after receiving the release package of Inmate Rosseau, he started with identifying the Inmate on the 923.01 matching the charges, Court minutes, yellow back sheet and the New World digital release wizard.

Ingram stated the release package of Inmate Rosseau did not have markings to include his ID number, circles and lines that he places on all documents during the release process. Ingram stated he reviewed Inmate Rosseau's release package to include Court documents and approved her release. He confirmed Sergeant Glaab reviewed and verified the release package and gave her approval for release.

Sergeant Ingram stated he feels he did not violate BCSO policy 600.09D Release Procedures. He based this on the presented release package not being the original but copies, and his not knowing if the "Notice of No information" was in the package because it was void of any of his marks. He confirmed he did complete the "Sergeants Release Checklist" making checks in all blocks that indicate Inmate Rosseau was approved for release. Sergeant Ingram feels he did not incorrectly release Inmate Rosseau.

I concluded the interview with Ingram on 8 December 2015 at 1215 hours. (For further details of interview, refer to audio recorded CD.)

EXHIBITS:

Memo to investigate
Case package

ADDITIONAL INVESTIGATIVE EFFORTS:

Copy of electronic Inmate Release Activity Log, dated 8/3/2015 (1pg.)
Copy of Howard's DMS signature sheet, (2pgs.)
Copy of Shinholster's DMS signature sheet, (2pgs.)
Copy of Glaab's DMS signature sheet, (3 pgs.)
Copy of Ingram's DMS signature sheet, (3pgs.)
Copy of Shinholster's Daily Observation Reports (DOR's), dated 8/15/05 - 9/8/05, (29 pgs.)
Copy of BCSO policy 400 -- Professional Standards

Wayne Ivey, Sheriff

Copy of BCSO policy 600.09D – Release Procedures
Copy of BCSO policy 600.09L – Initial Inmate Records

OFFICIAL RECORDS:

Notice of Investigation – Howard
Administrative Warning – Howard
Notice of Investigation – Shinholster
Administrative Warning – Shinholster
Notice of Investigation – Glaab
Administrative Warning – Glaab
Notice of Investigation – Ingram
Administrative Warning – Ingram
BCSO Administrative Investigator Affidavit of Compliance
Audio taped CD of sworn testimonies
Summary of Action

CONCLUSION SUMMARY:

Inmate Barbara Rosseau was arrested on 15 June 2015 charged with battery on a person 65 or older. Rosseau violated the conditions of her release on case number 05-2015-CF-030839. Due to her violation she was arrested on 28 July 2015 with No Bond and charged with the following:

FS: 741.31.4A (Violation of Injunction Protection Domestic Violence)
FS: 741.29.6 (Violation of Condition of Release Domestic Violence)

After Inmate Rosseau's initial Court appearance, her bond amount was decreased to \$1,000.00 on case number 05-2015-MM-036049A. On 3 August 2015, the State of Florida through the undersigned Assistant State Attorney gave notice to the Courts the state does not intend to file information. Therefore a "Notice of No Information" was assigned to case number 05-2015-CF-030839A.

The notice was Emailed and received in the Inmate Records Unit of the Brevard County Jail Complex. Court Records Specialist Linda Howard inserted and then prepared the release package of Inmate Rosseau. On the Yellow back sheet of the release package, Howard failed to correctly annotate the correct case number assigned the "Notice of No Information". Howard documented case number 05-2015-MM-036049A, when it should have been case number 05-2015-CF-030839A. She also made a line through the \$1,000.00 Bond amount associated with this misdemeanor case.

Howard then delivered the release package with the inadvertent documentation to the releasing section of booking. The releasing officer, Correction Deputy Veronica Shinholster reviewed the Court minutes and other documentations, but failed to verify the information for accuracy. Shinholster then delivered Inmate Rosseau's release package to Sergeant Michael Ingram for his review and approval.

Sergeant Ingram reviewed the release package documentations, but failed to verify the documentations for accuracy prior to forwarding the package to Sergeant Emily Glaab for her approval. Sergeant Glaab was training Ingram in the duties of a Unit one Booking Sergeant. Glaab received the package from Ingram, reviewed and approved the release of Inmate Barbara Rosseau. Glaab failed to verify the information for accuracy.

Wayne Ivey, Sheriff

It is my conclusion the premature release of inmate Barbara Rosseau was initiated with the receipt of the "Notice of No information" that referenced case number 05-2015-CF-030839A. This case number was not relevant to the case Inmate Barbara Rosseau was incarcerated on.

Howard did violate BCSO policy 600.09L – INITIAL INMATE RECORDS. She did not give attention to the proper documentation of the release of Inmate Barbara Rosseau. Howard's inattentiveness caused a premature release of Inmate Rosseau on 3 August 2015.

Howard did violate BCSO policy 400.04 SUBSTANDARD PERFORMANCE, section B – CARELESSNESS. Howard was careless and inattentive in documenting the proper case number of the "Notice of No Information" on the Yellow back sheet.

Shinholster did violate BCSO policy 600.09D – RELEASE PROCEDURES, She did not give attention to the case number error documented on the Yellow back sheet in reference to the "Notice of No information", therefore causing the premature release of Inmate Rosseau on 3 August 2015.

Shinholster did violate BCSO policy 400.04 – SUBSTANDARD PERFORMANCE, section B – CARELESSNESS. Shinholster was careless and inattentive in verifying the proper case number of the "Notice of No information" on the Yellow back sheet.

Glaab did violate BCSO policy 600.09D (A) (7) – RELEASE PROCEDURES, Glaab reviewed the Court documentation of the release package but did not give attention to correct the wrong case number associated with the "Notice of No information" on the Yellow back sheet.

Glaab did violate BCSO policy 400.04 – SUBSTANDARD PERFORMANCE, section B – CARELESSNESS. Glaab was careless and inattentive when reviewing and verifying the release package of Inmate Rosseau. Her inattentiveness caused the premature release of Inmate Rosseau.

Glaab did violate BCSO policy 600.09 (B) (h) – RELEASE PROCEDURES. She did not thoroughly review each step of the release process, therefore missed the incorrect case number on the Yellow back sheet.

Ingram did violate BCSO policy 600.09D (A) (7) – RELEASE PROCEDURES. Ingram reviewed the Court documentation of the release package but did not give attention to correct the wrong case number associated with the "Notice of No information" on the Yellow back sheet.

Ingram did violate Policy 400.04 – SUBSTANDARD PERFORMANCE, section B – CARELESSNESS. Ingram was careless and inattentive when reviewing and verifying the release package of Inmate Rosseau. Her inattentiveness caused the premature release of Inmate Rosseau.

Ingram did violate BCSO Policy 600.09 (B) (h) – RELEASE PROCEDURES. He did not thoroughly review each step of the release process, therefore missed the incorrect case number on the Yellow back sheet.

Wayne Ivey, Sheriff

FINDING OF FACT:

Court Records Specialist Linda Howard

BCSO Policy 600.09L INITIAL INMATE RECORDS SUSTAINED
BCSO Policy 400.04 – B SUBSTANDARD PERFORMANCE SUSTAINED

Corrections Deputy Veronica Shinholster

BCSO Policy 600.09D RELEASE PROCEDURES SUSTAINED
BCSO Policy 400.04 – B SUBSTANDARD PERFORMANCE SUSTAINED

Sergeant Emily Glaab

BCSO Policy 600.09D (A) 7 RELEASE PROCEDURES SUSTAINED
BCSO Policy 400.04 – B SUBSTANDARD PERFORMANCE SUSTAINED
BCSO Policy 600.09 (B) (h) RELEASE PROCEDURES SUSTAINED

Sergeant Michael Ingram

BCSO Policy 600.09D (A) 7 RELEASE PROCEDURES SUSTAINED
BCSO Policy 400.04 – B SUBSTANDARD PERFORMANCE SUSTAINED
BCSO Policy 600.09 (B) (h) RELEASE PROCEDURES SUSTAINED

OATH:

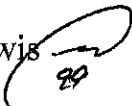
(See attached notarized Affidavit of Compliance)

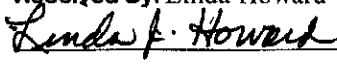

Wayne Ivey, Sheriff



Brevard County Sheriff's Office
Titusville, Florida

MEMORANDUM

TO: Court Records Specialist Linda Howard
FROM: Chief Michael J. Lewis 
DATE: February 19, 2016
RE: Final Action
 Administrative Investigation 2015-CI-037

A TRUE COPY	
TIME <u>02:10</u>	<u>PM.</u>
DATE <u>2-24-16</u>	
BREVARD COUNTY SHERIFF'S OFFICE	
Received By: Linda Howard	
	
Signature of Employee Served	
Served by:	
	
Signature of Agent/Deputy	

Administrative Investigation 2015-CI-037 is now closed. The final action regarding this matter is the determination of sustained charges and the application of appropriate corrective action.

The administrative investigation determined that you misread a notice of no information for an inmate that had multiple cases pending against her. As a result of this mistake, the inmate was mistakenly released from custody on one of her pending cases without posting bond on that case. It is imperative that mistakes such as this one are avoided so that no inmate is released without proper authorization. It is evident that this oversight is not reflective of your employment history as it is the only one of its nature you have committed. Although the mistake you made was an easy one to make, it is just as easily avoided. Based on my review of the completed investigation I have determined that your actions in this matter were in violation of **General Order 600.09L, Initial Inmate Records**. The other violations that you were noticed will be closed as "Not Sustained."

Lt. Fayson has reported to me that you have displayed a positive attitude during this investigation and have taken responsibility for your actions in this matter. Based on your positive attitude and acceptance of responsibility, I have decided to mitigate the potential disciplinary action in this matter down to a **Letter of Reprimand**.

This Final Action Letter will serve as your Letter of Reprimand.

cc: Manager Lisa Gillis, Human Resources
 Investigative File 2015-CI-037



Brevard County Sheriff's Office
Titusville, Florida

MEMORANDUM

TO: Corrections Deputy Veronica Shinholster
FROM: Chief Michael J. Lewis
DATE: February 19, 2016
RE: Final Action
Administrative Investigation 2015-CI-037

A TRUE COPY	
TIME <u>02:25</u>	P.M.
DATE <u>2-24-16</u>	
BREVARD COUNTY SHERIFF'S OFFICE	
Received By: Veronica Shinholster	
<i>Veronica Shinholster #908</i>	
Signature of Employee Served	
Served by	
<i>MAJOR James Dowler #93</i>	
Signature of Agent/Deputy	

Administrative Investigation 2015-CI-037 is now closed. The final action regarding this matter is the determination of sustained charges and the application of appropriate corrective action.

The administrative investigation determined that a court records specialist had misread a notice of no information for an inmate that had multiple cases pending against her. As a result of this mistake, the inmate was mistakenly released from custody on one of her pending cases without posting bond on that case. The mistake you made was not to catch the error made by the records clerk. Being assigned to the releasing unit, it is imperative that mistakes such as this one are caught before the inmate is released. It is evident that this oversight is not reflective of your employment history as it has only been documented one previous time. Based on my review of the completed investigation I have determined that your actions in this matter were in violation of **General Order 600.09D, Release Procedures**. The other violations that you were noticed of shall be closed as "Not Sustained."

Lt. Fayson has reported to me that you have displayed a positive attitude during this investigation and have taken responsibility for your actions in this matter. Based on your positive attitude and acceptance of responsibility, I have decided to mitigate the potential disciplinary action in this matter down to a **Letter of Reprimand**.

This Final Action Letter will serve as your Letter of Reprimand.

cc: Manager Lisa Gillis, Human Resources
Investigative File 2015-CI-037



Brevard County Sheriff's Office
Titusville, Florida

MEMORANDUM

TO: Corrections Sergeant Emily Glaab
FROM: Chief Michael J. Lewis *ML*
DATE: February 19, 2016
RE: Final Action
Administrative Investigation 2015-CI-037

A TRUE COPY	
TIME	02:20 P.M.
DATE	2-24-16
BREVARD COUNTY SHERIFF'S OFFICE	
Received By: Sgt. Emily Glaab	
<i>Emily Glaab</i>	
Signature of Employee Served	
Served by:	
<i>Mark James Duda #323</i>	
Signature of Agent/Deputy	

Administrative Investigation 2015-CI-037 is now closed. The final action regarding this matter is the determination of sustained charges and the application of appropriate corrective action.

The administrative investigation determined that one of your subordinate personnel had misread the court minutes for an inmate that had multiple cases pending against her. As a result of this mistake, the inmate was mistakenly released from custody on one of her pending cases without posting bond on that case. At the time this inmate was released, you were training another sergeant to work as the booking sergeant. The mistake that you made was that you failed to catch the mistake made by your subordinate employee. Based on my review of the completed investigation I have determined that your actions in this matter were in violation of **General Order 600.09D, Release Procedures**. The other violations that you were noticed of will be closed as "Not Sustained."

As we have discussed previously, as the Booking Sergeant, you are the last person in the process that can identify any problems or discrepancies in the paperwork prior to an inmate being released. In this case you failed to catch the mistake that was made by the Court Records Specialist.

Based on the fact that you are retiring from the agency in the near future, I have decided to mitigate the potential disciplinary action in this matter down to a **Letter of Reprimand**.

This Final Action Letter will serve as your Letter of Reprimand.

cc: Manager Lisa Gillis, Human Resources
Investigative File 2015-CI-037



Brevard County Sheriff's Office
Titusville, Florida

MEMORANDUM

TO: Corrections Sergeant Michael Ingram

FROM: Chief Michael J. Lewis *ML*

DATE: February 19, 2016 *99*

RE: Final Action
Administrative Investigation 2015-CI-037

A TRUE COPY	
TIME <u>02:40</u>	P.M.
DATE <u>2-24-16</u>	
BREVARD COUNTY SHERIFF'S OFFICE	
Received By: Sgt. Michael Ingram	
<i>Michael Ingram # 221</i>	
Signature of Employee Served	
Served by:	
<i>Michael Ingram # 373</i>	
Signature of Agent/Deputy	

Administrative Investigation 2015-CI-037 is now closed. The final action regarding this matter is the determination of sustained charges and the application of appropriate corrective action.

The administrative investigation determined that one of your subordinate personnel had misread the court minutes for an inmate that had multiple cases pending against her. As a result of this mistake, the inmate was mistakenly released from custody on one of her pending cases without posting bond on that case. At the time this inmate was released, you were being trained to work as the "Unit One" (Booking) sergeant. The mistake that you made was that you failed to catch the mistake made by your subordinate employee. Based on my review of the completed investigation I have determined that your actions in this matter were in violation of **General Order 600.09D, Release Procedures**. The other violations that you were noticed of shall be closed as "Not Sustained."

As the Booking Sergeant, you are the last person in the process that can identify any problems or discrepancies in the paperwork prior to an inmate being released. In this case you simply failed to catch the mistake that was made by the Court Records Specialist. Lt. Fayson has reported to me that you have displayed a positive attitude during this investigation and have taken responsibility for your actions in this matter. Based on your positive attitude and acceptance of responsibility, I have decided to mitigate the potential disciplinary action in this matter down to a **Letter of Reprimand**.

This Final Action Letter will serve as your Letter of Reprimand.

cc: Manager Lisa Gillis, Human Resources
Investigative File 2015-CI-037