


Letter of Resignation

Miranda Kemp



4-20-2026

Subject: Resignation

To whom it may concern,

After much consideration I have made the decision to resign as the Court Clerk /Records effective immediately. This was not an easy decision but in light of the recent events within the department, I believe this is best.

In response to the disciplinary report I received on April 17, 2026, I did upload all but one requirement left of the city hall audit. I was also in the middle of my own GCIC Audit and in the middle of the 'internal investigation' that the city conducted for accusations/statements made by Rachel Bryant and Amy Payne. We also were holding court on February 11, 2026. During all this I did miss the last upload document that was required.

I was asked by Megan Chastain about a deposit. I do recall telling her I do not handle money if I am in the middle of any other work. Which she said she understood and it was never indicated that this was a major issue. Just a 'no worries I understand'. I did have to wait for the money bag to be returned but I do not recall during what time that was.

For billing, I receive the numbers from Rachel Bryant to send to the companies. When I returned back from vacation the numbers were on my desk. I then started to confirm the numbers for each company before I sent out invoices as I was shown to do by the past court clerk. I have no control over when I receive the numbers. However, I did receive the numbers via Email for March from Rachel Bryant. However Rachel Blasberg and I were told we were moving to City Hall on March 27th and to start packing up our belongings. We started moving on March 30th. With this move I had no way to confirm the 2nd person check of the billing. We were still in the process of reconnecting to what we needed both on local, State and Federal levels. This move was not an easy one nor an easy fix. This has been a very stressful transition on top of the allegations made against Chief Chastain and the interactions with the City Manager I believe this is best for both myself and the city.

Thank you for your time.

Miranda Kemp


4/19/2026

Disciplinary Documentation Report

Employee Name: Miranda Kemp

Date: April 17, 2026

Department: Demorest Police Department

Supervisor: Casey Chastain

Subject: Failure to Complete Assigned Tasks and Maintain Required Procedures

Summary of Issues

This document serves to formally address multiple instances of incomplete tasks, delayed responses, and failure to follow established procedures.

Incident Details

1. Audit Document Submission Delays

- On February 11, 2026, the employee received an invitation to upload required documents for an audit via Smart Sheets.
- Follow-up requests were sent on:
 - February 26, 2026
 - March 5, 2026
 - March 9, 2026
- Despite multiple reminders, the employee did not complete the task in a timely manner.
- The required report was not submitted until March 11, 2026, and only after a direct request from the City Manager to the Chief.

Expectation: Timely completion of audit-related tasks and responsiveness to repeated requests.

Issue: Failure to meet deadlines and lack of timely communication.

2. Fines and Forfeitures Deposit Delays

- Deposits for fines and forfeitures for the months of September, October, November, and December 2025 were not submitted as required.
- The missing deposits were only addressed after inquiry from City Hall staff.
- All outstanding deposits were processed together on January 14, 2026.

Expectation: Monthly processing and submission of financial deposits.

Issue: Failure to follow required financial procedures and timelines.

3. GCIC Billing Lapse

- Billing and collections for GCIC services ceased after December 16, 2025.
- No billing was conducted from December 17, 2025 through April 16, 2026, despite the requirement for monthly billing.
- The employee has indicated plans to resume billing on April 17, 2026.

Expectation: Consistent monthly billing practices.

Issue: Extended lapse in billing, resulting in non-compliance with standard procedures.

Impact

- Delays in audit compliance and reporting.
- Financial processing inconsistencies and delayed deposits.
- Disruption in revenue collection due to missed billing cycles.
- Increased administrative burden due to required follow-ups.

Required Corrective Action

The employee is expected to:

1. Complete all assigned tasks by established deadlines.
2. Respond promptly to all supervisory requests and communications.
3. Adhere strictly to financial handling and reporting procedures.

4. Ensure all billing processes are completed on a consistent monthly basis without lapse.
5. Perform job responsibilities with diligence and efficiency, maintaining a consistently professional attitude at all times.
6. Remote work is no longer permitted for non-admin positions.

Consequences

Failure to demonstrate immediate and sustained improvement may result in further disciplinary action, up to and including additional corrective measures in accordance with organizational policy.

Acknowledgment

I acknowledge that I have reviewed this disciplinary documentation and understand the expectations outlined above.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

City Manager Signature: _____ Date: _____