

memo

To: Dexter Bonds, Deputy Chief of Staff
From: Ramona Toole, Deputy DA
CC: Recipient names
Date: January 15, 2022
Re: Amanda Tip

On September 9, 2021, Amanda Timpson was assigned as the Liaison between Record Restrictions and Pretrial Diversion. Her duties included assisting Valencia Younger with Record Restriction and assisting Epiffany Henry with Diversion. As soon as she was assigned to my Divisions, she immediately asked to be off from 9/13/2020 – 9/17/2020...which was approved.

I noticed immediately that she was unhappy and borderline disgruntled. I had a private meeting, the first of many, to encourage her and let her know that she was needed in the Unit. Amanda carried resentments from her previous supervisor and on 09/22/2021, she had a long exchanged of emails from her to him that was very unprofessional. I again immediately meet with her about those emails and encourage her to not take on that course of action again.

We met several times to plan for our launch day and her contributions were minimal. On the day of the launch, October 3, 2021, she asked for leave to meet her father for the first time, which was approved. After that day Amanda had a slew of late days and early leave days for various reasons, (ex. 10/19/2021, 10/20/2021, 11/22/2021...). On October 25, 2021, I had another private, pep talk meeting with Amanda in my office as she continued to struggle with her relationship with her former supervisor.

When it came to Epiffany and Diversion, Amanda struggled A LOT! Amanda would not complete some assignments or half do some assignments. She regularly missed deadlines too? Epiffany came to me on 11/18/2021 and advised the problems she was having with Amanda's work performance. I suggested Epiffany put the assignments in writing and give to Amanda with specific deadlines. The first email was sent to Amanda on 11/18/2021. That email lead to a chain of emails from Amanda to Epiffany where Amanda stated that her position in our office was to assist with Record Restrictions.

The emails led to a meeting with Madam DA on November 19th. In the meeting, Amanda cried and stated that she wanted to work. She later informed me in January 2022 that she regretted crying at the meeting and some of the things she said.

As time continue, Amanda became more and more disgruntled. She struggled with completing assignment correctly and timely. Epiffany continued to send emails to Amanda with work assignments, which Amanda would challenge. In December, Amanda started to make negative, almost jealous, comments about Epiffany. Amanda would say she had more experience, training degrees than Epiffany. Amanda stated she was tired of being a back-up dancer to the Epiffany show. I always tried to encourage her and to let her know that this was not the Epiffany show. I did have a private meeting with both Amanda and Epiffany so they could discuss their issues. I though the meeting was successful, but it was not. Amanda was becoming verbally aggressive with Epiffany.

On December 22, 2021, I sent Amanda home because the child of a co-worker had tested positive to COVID. I knew she was unvaccinated. She stated that she was feeling fine and had a COVID test the day before. Our office was closed on 12/23/2021 for extermination and for the holidays on 12/24/2021 12/26/2021. I was expecting Amanda to return on 12/27/2021, but she did not. She had not requested any time off work and did not call in sick. In fact, Amanda did not contact me until January 2nd where she made it sound like she had COVID. I called her and she told me she had seen three different doctors on those days off. I told her that I would need a doctor's notice since she was gone for more than three days. On January 6, 2022, Amanda emailed the Unit stating she would be out until 1/10/2022. On 1/9/2022, Amanda emailed the Unit stating she would be out until 1/12/2022

On January 10, 2022, I met with both of Amanda's supervisors – separately. Valencia Younger told me that Amanda was not doing work with Record Restrictions because Amanda told her was busy with Diversion. Epiffany stated Amanda was not doing work with Diversion because she was super busy with Record Restrictions. On January 14, 2022, I spoke privately with Amanda in my office, during that meeting she complained about Epiffany and her former supervisor. Amanda NEWER could let go of what happened between her and her former supervisor...it was as if she obsessed with him. She stated she did not like working with Epiffany and that she was so much better that Epiffany.

After a slew of missing days and/or hours from, her not completely and/or timely completing assignments, falsehoods (some as simple as denying she

had a county cellphone) and her growing animosity toward Epiffany, I request a meeting with Madam to discuss the problems with Amanda.