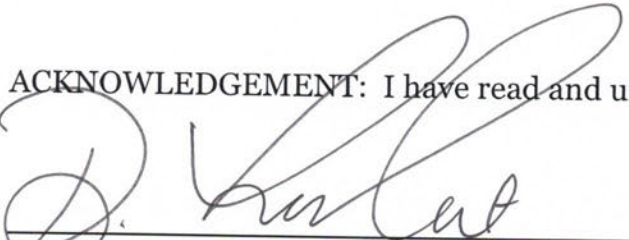


## STATEMENT OF RIGHTS

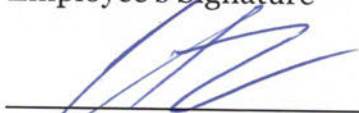
You are hereby ordered to fully cooperate with the investigating official(s). Your failure to cooperate will create an objective and subjective fear of termination. You have the following rights and responsibilities during this investigation:

1. You have the right to be informed of the allegations involved.
2. You will be asked questions specifically directed and narrowly related to the performance of your official duties.
3. Statements made during any interviews may be used as evidence of misconduct or as the basis for seeking disciplinary action against you.
4. Any statements made by you during these interviews cannot be used against you in any subsequent criminal proceeding, nor can the fruits of any of your statements be used against you in any subsequent criminal proceeding.
5. If you so request, a person of your choice may be present to serve as a witness during the interviews.
6. If you refuse to answer questions relating to the performance of your official duties, you will be subject to dismissal.

ACKNOWLEDGEMENT: I have read and understand the above notification.

  
Employee's Signature

2/16/23 14:38pm  
Date Time

  
Investigator's Signature

2/16/23 14:39  
Date Time

\_\_\_\_\_  
Investigator's Signature


\_\_\_\_\_  
Date Time

## STATEMENT OF RIGHTS

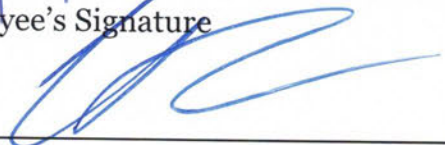
You are hereby ordered to fully cooperate with the investigating official(s). Your failure to cooperate will create an objective and subjective fear of termination. You have the following rights and responsibilities during this investigation:

1. You have the right to be informed of the allegations involved.
2. You will be asked questions specifically directed and narrowly related to the performance of your official duties.
3. Statements made during any interviews may be used as evidence of misconduct or as the basis for seeking disciplinary action against you.
4. Any statements made by you during these interviews cannot be used against you in any subsequent criminal proceeding, nor can the fruits of any of your statements be used against you in any subsequent criminal proceeding.
5. If you so request, a person of your choice may be present to serve as a witness during the interviews.
6. If you refuse to answer questions relating to the performance of your official duties, you will be subject to dismissal.

ACKNOWLEDGEMENT: I have read and understand the above notification.

  
\_\_\_\_\_  
Employee's Signature

2/16/23 1516  
Date Time

  
\_\_\_\_\_  
Investigator's Signature

2-16-23 1517  
Date Time

\_\_\_\_\_  
Investigator's Signature

\_\_\_\_\_  
Date Time

## STATEMENT OF RIGHTS

You are hereby ordered to fully cooperate with the investigating official(s). Your failure to cooperate will create an objective and subjective fear of termination. You have the following rights and responsibilities during this investigation:

1. You have the right to be informed of the allegations involved.
2. You will be asked questions specifically directed and narrowly related to the performance of your official duties.
3. Statements made during any interviews may be used as evidence of misconduct or as the basis for seeking disciplinary action against you.
4. Any statements made by you during these interviews cannot be used against you in any subsequent criminal proceeding, nor can the fruits of any of your statements be used against you in any subsequent criminal proceeding.
5. If you so request, a person of your choice may be present to serve as a witness during the interviews.
6. If you refuse to answer questions relating to the performance of your official duties, you will be subject to dismissal.

ACKNOWLEDGEMENT: I have read and understand the above notification.

  
\_\_\_\_\_  
Employee's Signature

2/16/23      4:08  
Date                      Time

\_\_\_\_\_  
Investigator's Signature

2-16-23      4:08  
Date                      Time

\_\_\_\_\_  
Investigator's Signature

\_\_\_\_\_  
Date                      Time

## ***Internal Investigation***

***Donte Levant***

***Mikayla Kirk***

***Manesha Shorter***

***Case# 02-056-23***

### **Background**

On 02/08/2023, Inv. Campbell was asked by Chief Deputy Bill Black to open an internal investigation on Jailers Donte Levant, Mikayla Kirk, and Manesha Shorter in regards to time theft. Inv. Campbell was made aware of certain days where the above stated employees were clocked in, but not at work. It should be noted that members Bulloch County Sheriff's Office command staff had received anonymous complaints from other jail staff about the above individuals' misappropriation of county time.

### **Supporting Documents**

On 02/08/2023, Inv. Campbell met with Lt. Greg Collins about the suspected time theft. Lt. Collins stated that he had received similar complaints, and had compiled a spreadsheet of the above individuals' clock in/out times starting on 12/13/2022. Lt. Collins was also able to capture Bulloch County Sheriff's Office security camera footage of the above mentioned individuals' arrival/departure times. On 02/16/2023, Inv. Campbell obtained a copy of an email sent out to all jail staff on 08/22/2022 which outlined time adjustments and approvals. The email also directs jail staff to not use their cell phones to clock in, with no exceptions.

### **Camera Footage & Time Review**

Inv. Campbell was provided screenshots from the security footage, along with the time spreadsheet. Inv. Campbell reviewed all of the supporting documents. The screenshots corroborated the information provided on the spreadsheet. It appeared that on many days, Jail Sgt. Donte Levant was clocked in by another jailer who was already at work. Levant would then be captured on camera coming into work at least an hour late on multiple occasions. This was also done by Jailer Mikayla Kirk as well, but not to the same extent. As far as Manesha Shorter, it appears she is responsible for clocking Kirk and Levant in on multiple occasions. This is corroborated by reviewing the clock in times of all three individuals on multiple dates. In total, it appeared that Jail Sgt. Levant was on absent from work but still clocked in for a total of 46 hours from the dates 12/13/2022-02/03/2023. Mikayla Kirk had 11.5 hours unaccounted for and Manesha Shorter had a total of 6.75 hours unaccounted for. This spreadsheet along with the security footage will be attached to this report.

### **Interview with Jail Sergeant Donte Levant**

On 02/26/2023 @ 1438, Inv. Campbell spoke with Levant about the aforementioned time. Levant was made aware of his Garrity rights, and was provided a copy upon his request. Levant signed his Statement of Rights form, noting that he understood.

After being presented with the basis of the allegations, Levant was asked if he instructed other Jailers, in particular, Manesha Shorter, to clock him in on any of the days listed in the spreadsheet. Levant stated that he did clock himself in on multiple times via his telephone, but did not direct anyone to clock him in when he was not present. Levant stated that he was aware that he was not supposed to be using his cellphone to clock in before actually arriving to work. Levant was given ample time to study the spreadsheet during the interview. Levant stated that he was the only one clocking himself in/out. Levant also stated that there were a few times in particular where his time had to be amended, which is not uncommon.

### **Interview with Jail Deputy Manesha Shorter**

On 02/26/2023 @ 1516, Inv. Campbell spoke with Shorter about the aforementioned time. Shorter was made aware of her Garrity rights. Shorter signed her Statement of Rights form, noting that she understood.

Shorter was made aware of the allegations and was presented with the spreadsheet evidence, which was explained to her by Inv. Campbell. Shorter was asked if she was directed to clock Levant and/or Kirk in at any point, which she answered to the affirmative. Shorter stated that she clocked Levant and Kirk in prior to their arrival at the jail. Shorter stated that on multiple occasions, she was asked to clock in Levant and/or Kirk when they had not yet arrived at work. Shorter stated that it was not uncommon for both Levant and Kirk to text her to clock them in when they were not yet at work.

### **Interview with Jail Deputy Mikayla Kirk**

On 02/26/2023 @ 1608, Inv. Campbell spoke with Kirk about the aforementioned time. Kirk was made aware of her Garrity rights. Kirk signed her Statement of Rights form, noting that she understood.

Kirk was made aware of the allegations and was presented with the spreadsheet evidence, which was explained to her by Inv. Campbell. Kirk later declined to physically look at the spreadsheet herself. Kirk was asked if she directed Shorter to clock her in on any of the dates in question, which she said she did not. Kirk stated that she used her phone to clock in on some occasions, but did not direct anyone physically at the jail to clock her in. Kirk also declined knowing about Levant asking Shorter to clock them (Kirk & Levant) in. Kirk was asked about the several days that her, Shorter, and Levant were clocked in at the exact same time. Kirk held that she had clocked in on her phone those days, and that it was a coincidence that all three of the clock ins were at the same time.

## Summarization of Facts

- 1) Between the dates of 12/13/2022 and 02/03/2023, there were at least 14 occurrences of the above three jailers being clocked in at the same time (+/- 3mins)
- 2) Both Donte Levant and Mikayla Kirk stated that they used their cell phone multiple times to clock in/out when they were not at work.
- 3) Manesha Shorter stated that on multiple occasions, she would clock both Levant and Kirk in after being asked to by both Levant and Kirk. This was contrary to the statements given by Levant and Kirk.
- 4) Both Levant and Kirk advised Inv. Campbell that they never asked anyone else to clock them in.
- 5) After review of the time spreadsheet and the security camera photos, there is supporting evidence that Levant had approximately 42 hours of time unaccounted for, Kirk had approximately 11.5 hours, and shorter had approximately 6.75 hours.

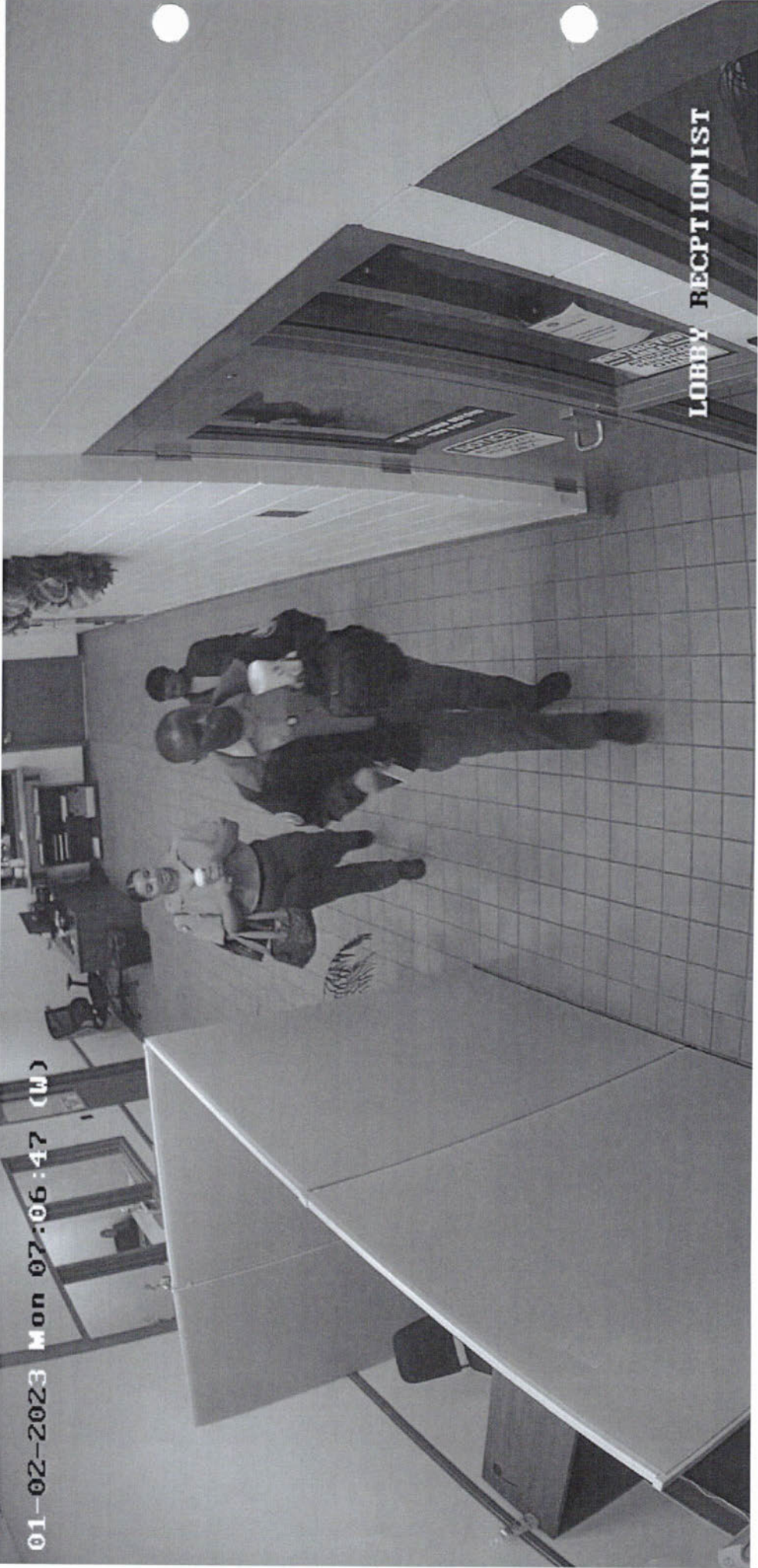
### Note

All supporting documents along with the interviews will be included in this case file. Refer to the above-mentioned spreadsheet for a detailed list of clock in/out times. It should be noted that on 02/03/2023, Levant shows a 4.15 hour clock in labeled "No Show". This particular time was accounted for, as there was a Jail Staff meeting not located at the jail in which Levant did attend. Therefore, that particular 4.15 time "theft" should be omitted when reviewing the spreadsheet and was omitted from the total listed in Fact #5.

Inv. Clint Campbell



01-02-2023 Mon 07:06:47 (W)



LOBBY RECEPTIONIST

01-04-2023 Wed 07:54:23 (W)



LOBBY RECEPTIONIST



01-04-2023 Wed 08:07:59 (M)



LOBBY RECEPTIONIST

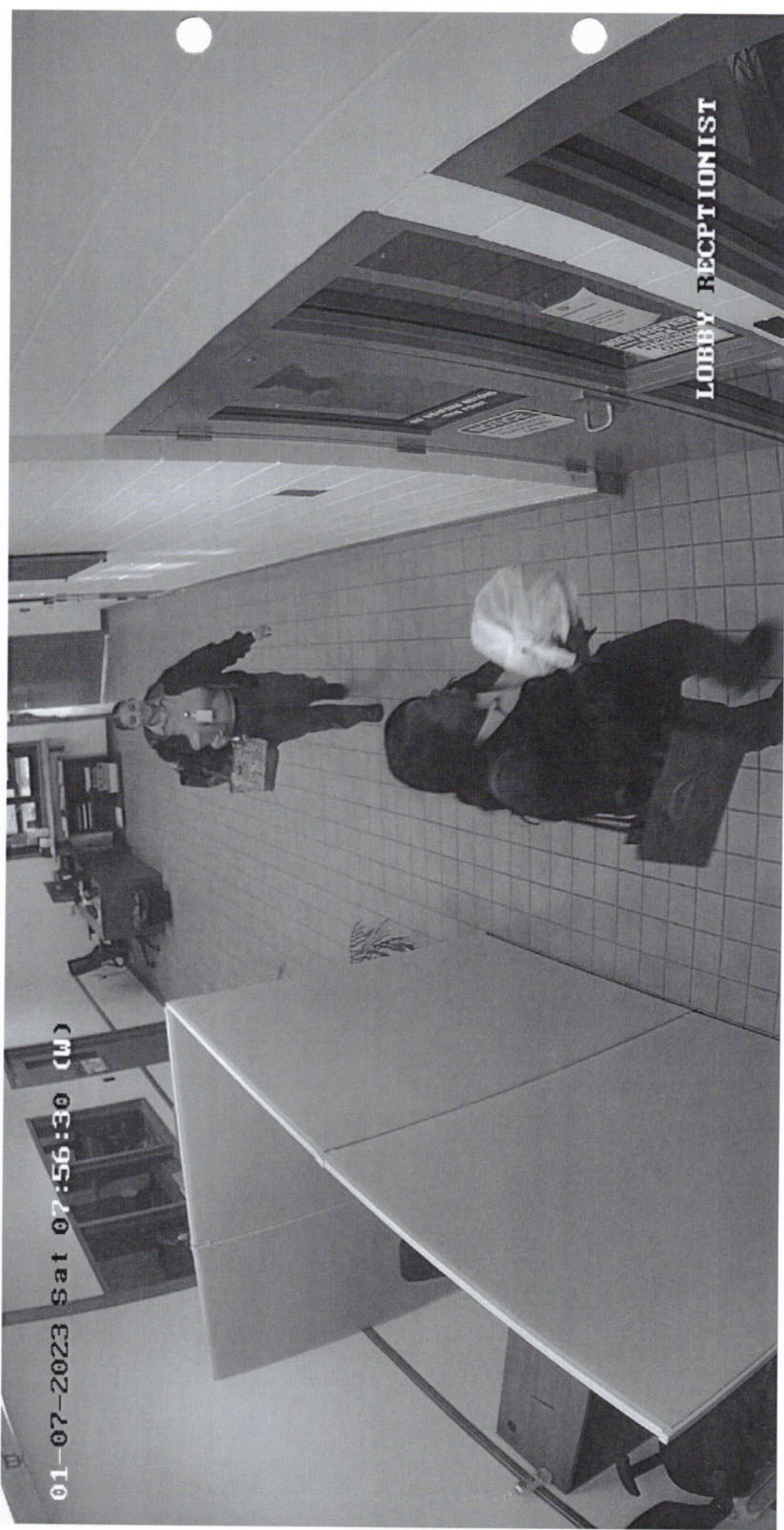
01-06-2023 Fri 07:40:24 (M)



LOBBY RECEPTIONIST

01-07-2023 Sat 07:56:30 (W)

LOBBY RECEPTIONIST



01-10-2023 Tue 09:26:25 (W)

LOBBY RECEPTIONIST



01-12-2023 Thu 07:48:53 (M)



LOBBY RECEPTIONIST

01-12-2023 Thu 17:13:01 (U)

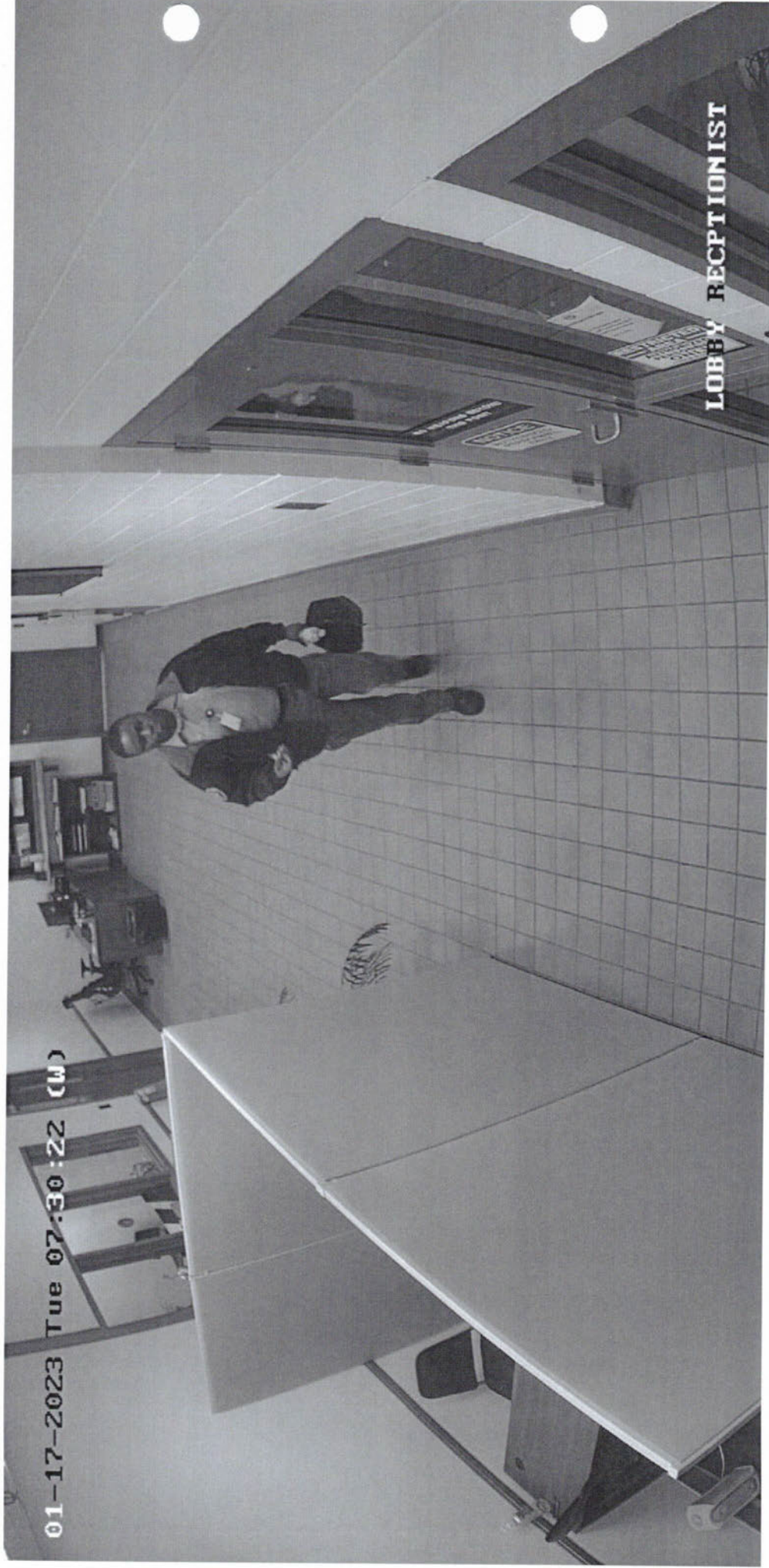


01-16-2023 Mon 07:30:46 (W)



LOBBY RECEPTIONIST

01-17-2023 Tue 07:30:22 (W)



LOBBY RECEPTIONIST





01-18-2023 Wed 07:41:18 (W)

LOBBY RECEPTIONIST

01-18-2023 Wed 08:07:30 (W)



LOBBY RECEPTIONIST

01-19-2023 Thu 07:31:51 (W)

LOBBY RECEPTIONIST

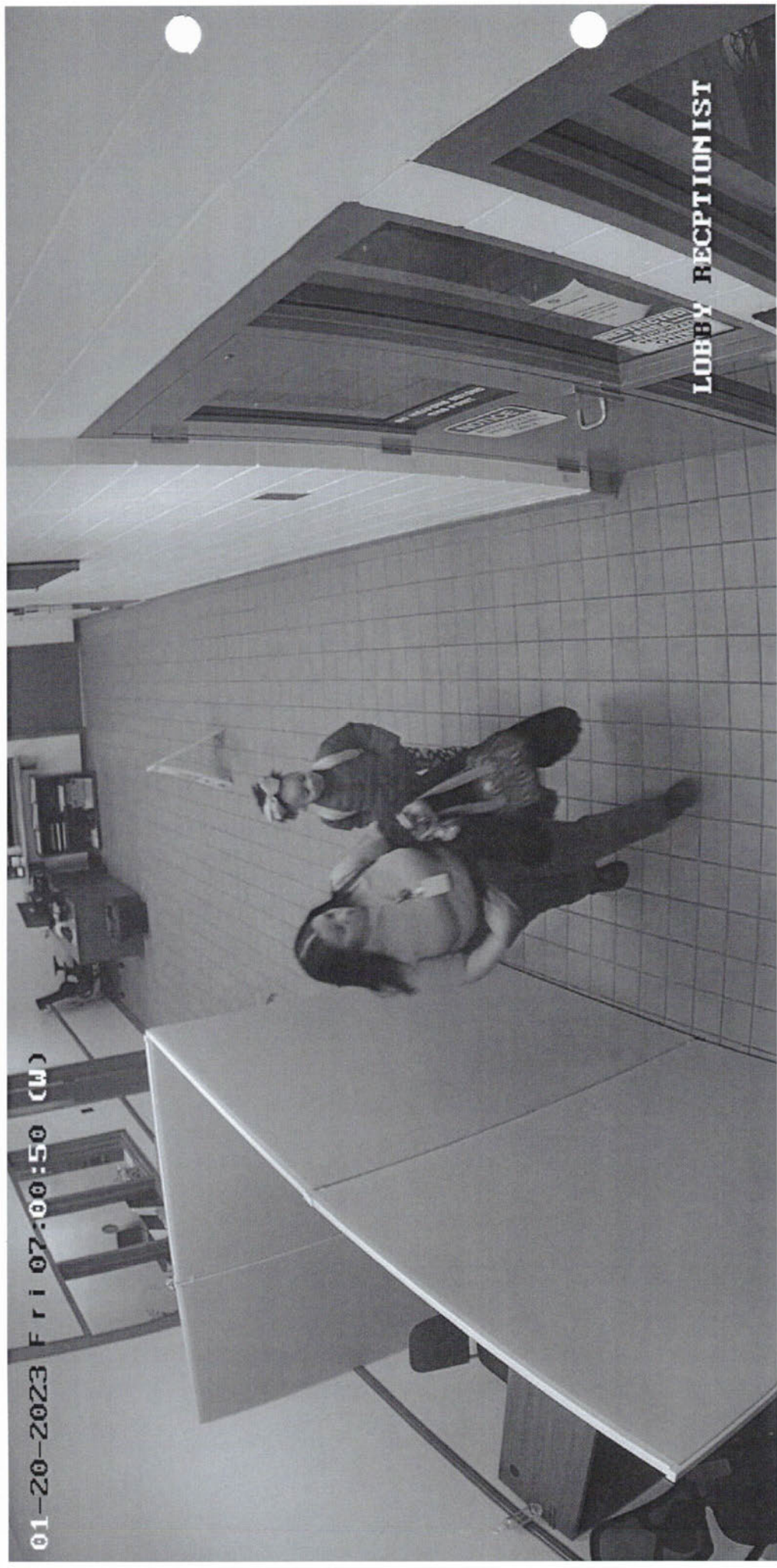


01-19-2023 Thu 08:04:19 (M)



LOBBY RECEPTIONIST

01-20-2023 Fri 07:00:50 (W)



LOBBY RECEPTIONIST

01-20-2023 Fri 07:29:51 (M)

LOBBY RECEPTIONIST



01-21-2023 Sat 09:39:36 AM



01-21-2023 Sat 16:23:04 (W)

LOBBY RECEPTIONIST

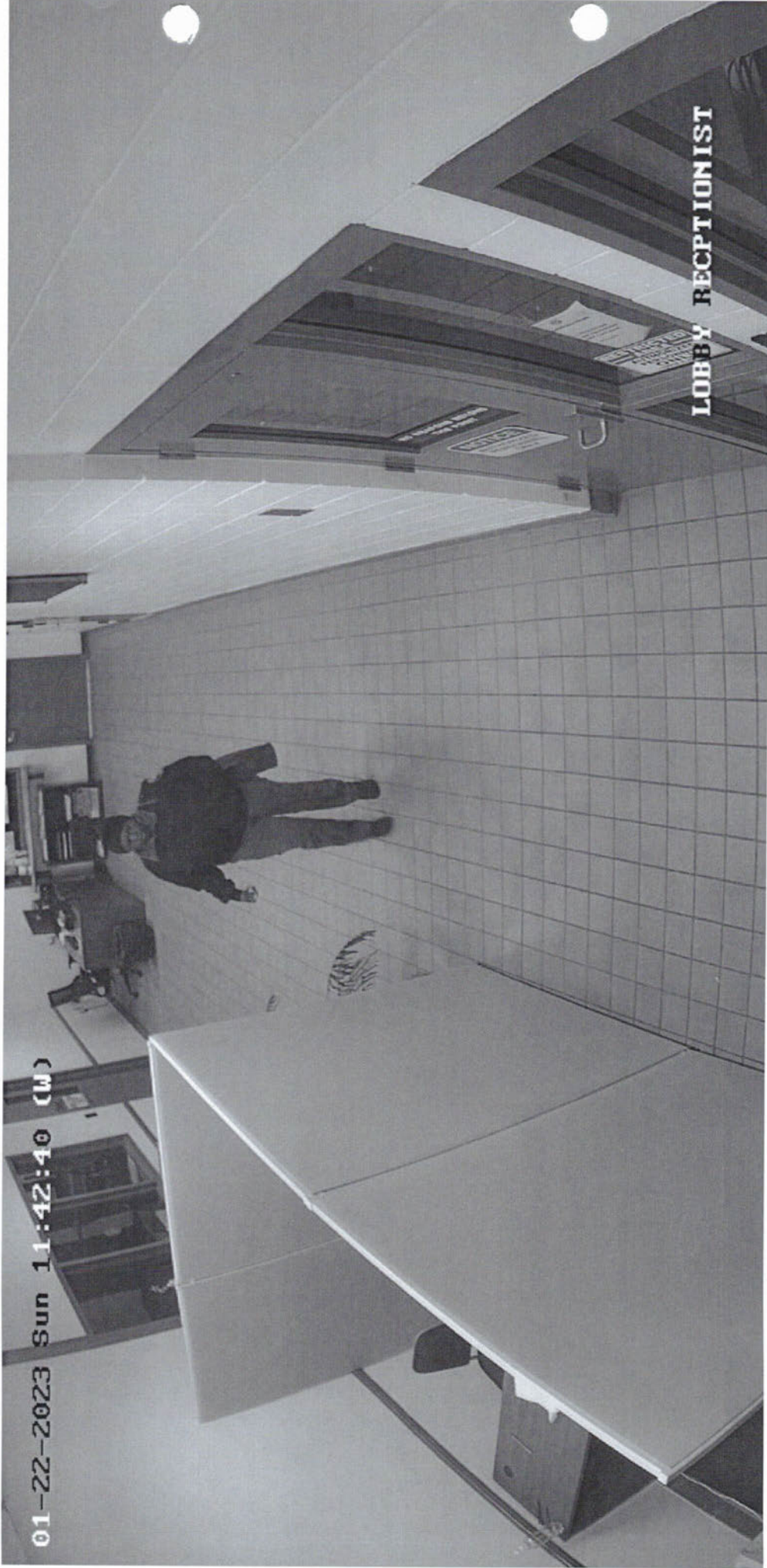




01-22-2023 Sun 07:02:27 (W)



01-22-2023 Sun 11:42:40 (W)



LOBBY RECEPTIONIST



01-22-2023 Sun 16:54:39 (U)

LOBBY

UNITED

01-30-2023 Mon 16:39:38 (W)

FRONT DOOR



01-30-2023 Mon 16:40:00 (W)

LOBBY RECEPTIONIST





FRONT PARKING

01-31-2023 Tue 17:08:51 (W)



FRONT DOOR

01-31-2023 Tue 17:09:22 (M)

02-01-2023 Wed 08:05:13 (W)



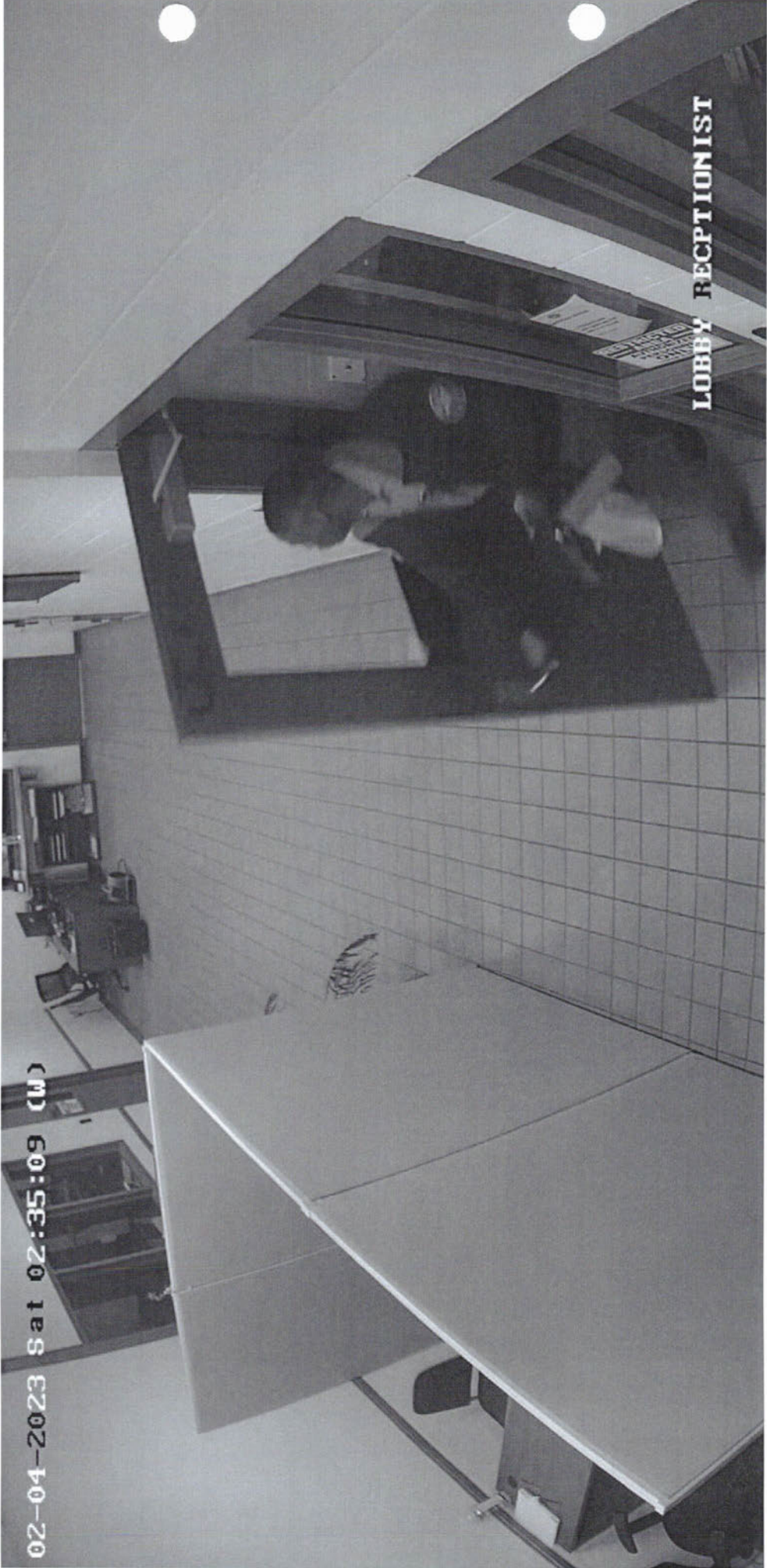
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02-01-2023 Wed 07:35:03 (W)

LOBBY RECEPTIONIST



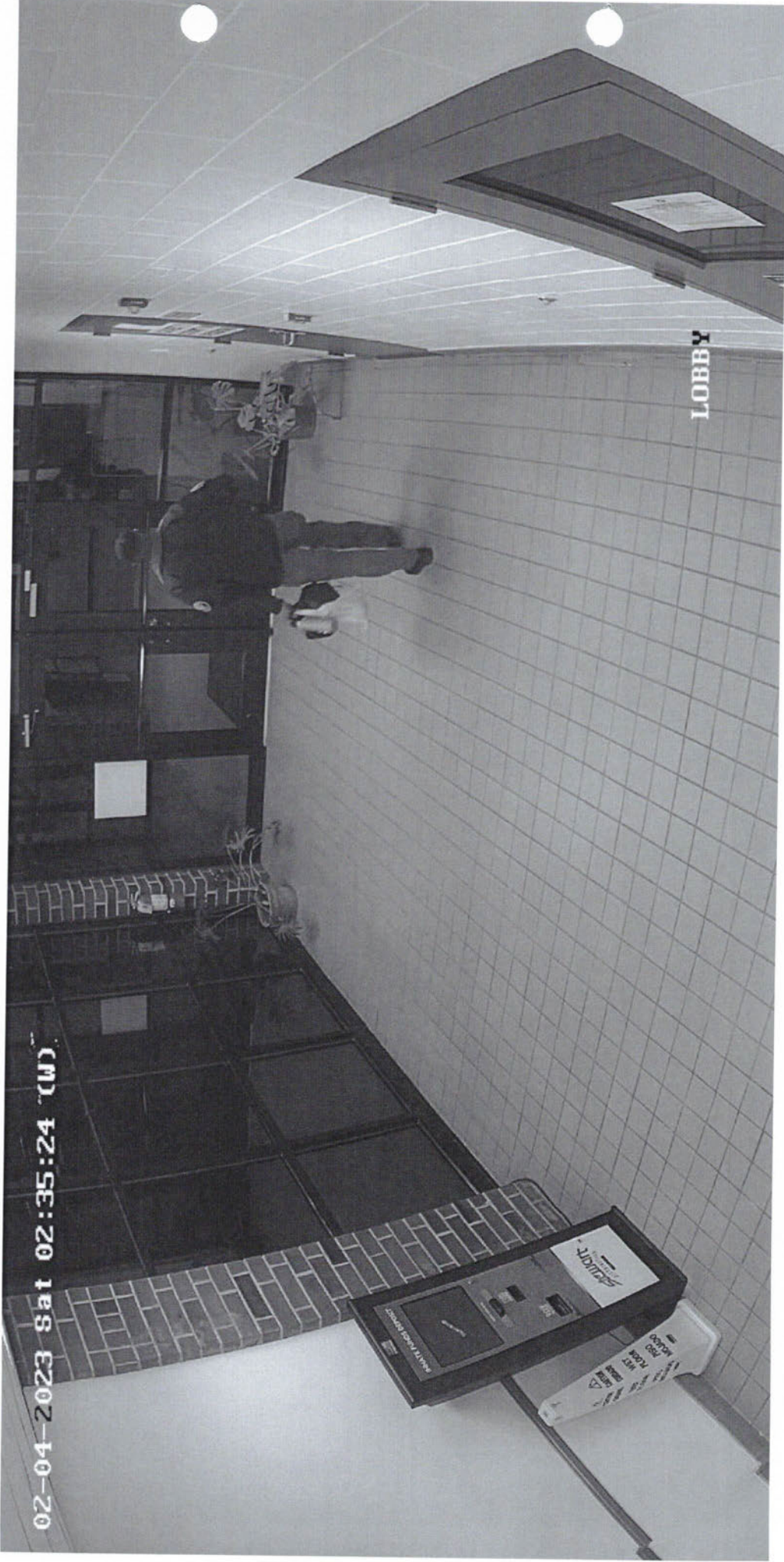


LOBBY RECEPTIONIST

02-04-2023 Sat 02:35:09 (W)

02-04-2023 Sat 02:35:24 (W)

LOBBY



	DATE	CLOCK IN	ARRIVAL	CLOCK OUT	LEFT AT	
DANTE	12/13/2022	7:46	7:45	16:16	16:18	
DANTE	12/14/2022	15:45	16:19	xxx		:30
DANTE	12/15/2022			4:59	4:59	
DANTE	12/20/2022	14:15	15:44	xxx		1:30
DANTE	12/21/2022			4:41	4:44	
DANTE	12/22/2022	8:30	8:39	16:18	16:22	:15
DANTE	12/28/2022	7:01	7:00	18:46	18:48	
MIKAYLA	12/28/2022	7:13	7:12	18:48	18:50	
MANESHA	12/28/2022	7:13		18:48		
DANTE	12/29/2022	7:08	7:08	18:48	17:06	1:45
MIKAYLA	12/29/2022	7:07	7:06	18:49	18:51	
MANESHA	12/29/2022	7:06		18:48		
DANTE	12/30/2022	8:24	8:24	14:51	14:53	
MIKAYLA	12/30/2022	8:25	8:30	14:05	14:09	
MANESHA	12/30/2022	8:24		17:12	17:12	
DANTE	1/2/2023	6:06	7:06	16:56	14:47	3:15
MIKAYLA	1/2/2023	6:07	7:06	18:52	18:55	1:00
MANESHA	1/2/2023	6:06	6:06	15:15	15:17	
DANTE	1/4/2023	7:11	7:54	14:24	14:25	:45
MIKAYLA	1/4/2023	7:12	8:08	14:25	14:26	1:00
MANESHA	1/4/2023	7:11	7:10	17:27		
DANTE	1/5/2023	7:51	7:50	16:04	14:05	2:00
MIKAYLA	1/5/2023	7:50	7:52	16:29	16:32	
MANESHA	1/5/2023	7:51		16:31		
DANTE	1/6/2023	7:01	7:40	17:38	17:40	:45
MIKAYLA	1/6/2023	7:02	7:01	18:50	18:51	
MANESHA	1/6/2023	7:02		18:50		
DANTE	1/7/2023	7:18	7:18	18:04	17:04	
MIKAYLA	1/7/2023	7:18	7:56	18:05	18:07	:45
MANESHA	1/7/2023	7:20	7:56	18:05		
DANTE	1/8/2023	5:56	5:55	15:11	15:12	

MIKAYLA	1/8/2023	OFF				
MANESHA	1/8/2023	7:49		9:31		
DANTE	1/9/2023	7:57	7:57	10:02	10:02	
MIKAYLA	1/9/2023	OFF				
MANESHA	1/9/2023	8:00		17:11		
DANTE	1/10/2023	8:13	9:26	13:59	14:02	1:30
MIKAYLA	1/10/2023	8:14	8:13	14:00	14:00	
MANESHA	1/10/2023	9:21	9:21	15:44		
DANTE	1/11/2023	7:00	7:45	18:01	14:33	4:15
MIKAYLA	1/11/2023	7:00	7:00	18:57	18:58	
MANESHA	1/11/2023	7:02	7:02	17:30	17:32	
DANTE	1/12/2023	7:17	7:48	18:44	17:13	2:00
MIKAYLA	1/12/2023	7:17	7:16	18:44	18:46	
MANESHA	1/12/2023	7:17	7:16	18:43	18:46	
DANTE	1/16/2023	OFF				
MIKAYLA	1/16/2023	7:00	7:30	19:00	19:00	:30
MANESHA	1/16/2023	9:03	9:02	12:55	12:56	
DANTE	1/17/2023	6:58	7:30	18:05	18:07	:30
MIKAYLA	1/17/2023	6:48	6:48	18:07	18:07	
MANESHA	1/17/2023	7:45	7:44	18:02	18:07	
DANTE	1/18/2023	6:15	7:41	15:03	12:58	3:30
MIKAYLA	1/18/2023	6:18	8:07	14:04	14:05	1:45
MANESHA	1/18/2023	6:15	6:14	17:30	17:31	
DANTE	1/19/2023	6:54	7:31	14:16	14:18	:30
MIKAYLA	1/19/2023	6:54	8:04	17:01	17:04	1:00
MANESHA	1/19/2023	6:53	6:52	17:02	17:04	
DANTE	1/20/2023	6:44	7:29	17:00	17:01	:45
MIKAYLA		6:44	7:00	16:59	16:59	:15
MANESHA		6:44	6:43	17:21	17:21	
DANTE	1/21/2023	6:36	6:35	18:00	16:23	1:30
MIKAYLA		7:15	9:39	19:00	19:01	2:30
MANESHA		9:01	9:39	17:47	17:47	:45
DANTE	1/22/2023	6:29	6:28	18:10	16:54	1:15
MIKAYLA		6:29	7:02	18:34	18:36	:30
MANESHA		8:43	11:42	18:10	16:54	4:15

DANTE	1/24/2023	8:32	8:31	14:09	14:10	
MIKAYLA	1/24/2023	8:14	8:13	14:56	14:58	
MANESHA	1/24/2023	7:37	7:37	17:26	17:27	
DANTE	1/25/2023	SICK				
MIKAYLA	1/25/2023	7:21	7:20	18:33	18:35	
MANESHA	1/25/2023	7:28	7:27	18:34	18:35	
DANTE	1/26/2023	SICK				
MIKAYLA	1/26/2023	7:06	7:06	18:03	18:04	
MANESHA	1/26/2023	7:26	7:25	19:08	19:10	
DANTE	1/30/2023	14:53	16:40	4:49	4:50	1:45
MIKAYLA	1/30/2023	6:53	6:52	19:04	19:15	
MANESHA	1/30/2023	6:58	6:57	19:00	19:01	
DANTE	1/31/2023	15:54	17:09	8:02	5:48	3:30
MIKAYLA	1/31/2023	6:53	6:53	19:00	19:03	
MANESHA	1/31/2023	7:18	7:18	19:00	19:03	
DANTE	2/1/2023	OFF				
MIKAYLA	2/1/2023	5:47	8:05			2:15
MANESHA	2/1/2023	5:47	7:35			1:45
DANTE	2/3/2023	6:55	NO SHOW	11:14		4:15
	2/3/2023	18:29	18:28	12:35	2:35	10:00
MIKAYLA	2/3/2023	6:55	6:54	19:16		
MANESHA	2/3/2023	6:55	7:10	19:17		
<b>TOTAL</b>						
DANTE						46
MIKAYLA						11.5
MANESHA						6.75

## Clint Campbell

---

**From:** Tarrasha B. Scarboro  
**Sent:** Thursday, February 16, 2023 4:06 PM  
**To:** Clint Campbell  
**Subject:** Fw: Employee Time Adjustments & Approvals  
**Attachments:** Employee Leave.pdf; Attendace Requirements.pdf

For your review...

Ms. Tarrasha B. Scarboro-Sergeant  
Bulloch County Sheriff's Office ~Jail Administration  
17257 US Hwy 301 North  
Statesboro GA 30458  
912-764-1752

---

**From:** Tarrasha B. Scarboro <tarrasha@bullochsheriff.com>  
**Sent:** Monday, August 22, 2022 11:31 AM  
**To:** Alexander Hill <alexander.hill@bullochsheriff.com>; Andrew Nay <andrew.nay@bullochsheriff.com>; April Todd <april.todd@bullochsheriff.com>; Beverly Prince <beverly.prince@bullochsheriff.com>; Bobbie Beckum <bobbie.beckum@bullochsheriff.com>; Brian Williams <brian.williams@bullochsheriff.com>; Brianna Edwards <brianna.edwards@bullochsheriff.com>; Chad Murray <chad.murray@bullochsheriff.com>; Charles Thomas <charles.thomas@bullochsheriff.com>; Chase Smith <chase.smith@bullochsheriff.com>; Christian McBride <christian.mcbride@bullochsheriff.com>; Christopher Brister <chris.brister@bullochsheriff.com>; Colby Lynn <colby.lynn@bullochsheriff.com>; Courtney Mann <courtney.mann@bullochsheriff.com>; Curmit Williams <curmit.williams@bullochsheriff.com>; Danny Tremble <danny.tremble@bullochsheriff.com>; Delano Vankuren <delano.vankuren@bullochsheriff.com>; Donte Levant <donte.levant@bullochsheriff.com>; Dustin Marsh <dustin.marsh@bullochsheriff.com>; Elena Roberts <elena.roberts@bullochsheriff.com>; Heidy Terrero <heidy.terrero@bullochsheriff.com>; Jamara Seals <jamara.seals@bullochsheriff.com>; James French <james.french@bullochsheriff.com>; James Sinclair <james.sinclair@bullochsheriff.com>; Jasper Oglesby <jasper.oglesby@bullochsheriff.com>; John Thompson <john.thompson@bullochsheriff.com>; Joseph Hall <joseph.hall@bullochsheriff.com>; Joshua Mannon <joshua.mannon@bullochsheriff.com>; Justin Girardeau <justin.girardeau@bullochsheriff.com>; Kelli Miles <kelli.miles@bullochsheriff.com>; Kenny Thompson <kennyt@bullochsheriff.com>; Keyanne C. Johnson <keyanne.johnson@bullochsheriff.com>; Kimberly Sutton <kimberly.sutton@bullochsheriff.com>; Latrell S. Zeigler <latrell.zeigler@bullochsheriff.com>; Lena Tremble <lena.tremble@bullochsheriff.com>; Manesha Shorter <manesha.shorter@bullochsheriff.com>; Margie Blair <kayleen.blair@bullochsheriff.com>; Mark Foreman <mark.foreman@bullochsheriff.com>; Michael B. Mcdaniel <michael.mcdaniel@bullochsheriff.com>; Mikayla Kirk <mikayla.kirk@bullochsheriff.com>; Mina Hendrix <mina.hendrix@bullochsheriff.com>; Miranda Hill <miranda.hill@bullochsheriff.com>; Natalie A. Harris <natalie.harris@bullochsheriff.com>; Nathan Wolfe <nathan.wolfe@bullochsheriff.com>; Nestor Reyes <nestor.reyes@bullochsheriff.com>; Raymond Braddy <raymond.braddy@bullochsheriff.com>; Robert Baldwin <robert.baldwin@bullochsheriff.com>; Ruby Balladares <ruby.balladares@bullochsheriff.com>; Sandra Kirkland <sandra.culbreth@bullochsheriff.com>; Savanna Spangler <savanna.spangler@bullochsheriff.com>; Shaun Stapleton <shaun.stapleton@bullochsheriff.com>; Shawn Zackary <shawn.zackary@bullochsheriff.com>; Sissy Carter <sissy.carter@bullochsheriff.com>; Sonja Mercer <sonja.mercer@bullochsheriff.com>; Stacy Kirk <stacy.kirk@bullochsheriff.com>; Steven Gwin <Steven.Gwin@bullochsheriff.com>; Tarrasha B. Scarboro <tarrasha@bullochsheriff.com>; Tonia R. Scroggins <tonia.scroggins@bullochsheriff.com>; Walter French <walter.french@bullochsheriff.com>; William Bryan <william.bryan@bullochsheriff.com>; Aneshia Hill <aneshiah@bullochsheriff.com>  
**Subject:** Employee Time Adjustments & Approvals

Good Morning All,

The majority of us have been using the ExecTime time clock system for the past 5 Months. If there are any adjustments that need to be made to your time, please let me know. Do not ask any other department to make adjustments to your time. This is unacceptable and not allowed. I, Sergeant Scarboro, am the time keeper for the jail. If I am unavailable to correct your time, then Captain Thompson will be able to make adjustments for you. There are time correction sheets provided for you beside the time clock. These sheets are to be used **ONLY** when **you forget to clock in/out, for Birthday's, Military Leave , Online Training, FMLA, and Bereavement.** These transactions must be entered by the time keeper. Your time off requests, for example, **Vacation & Sick** time, should be entered by you from this day forward in the ExecuTime System. This system was provided for us to enter our own Sick & Vacation time without the aggravation of asking someone to do it for us. If you are not familiar with navigating the system and you need help with learning how to enter in your time, please come see me and I will be glad to show you how to maneuver in the ExecuTime System properly. For your convenience, I have attached a copy of the County's policy for using leave. Please read it, learn it and understand it because this is the policy that I go by and none else.

**Reminders:**

1. **DO NOT** clock in/out from your phone or at home. **ALL** Jail Staff must clock in and out onsite at the Jail. **NO EXCEPTIONS!**
2. Approve your time the Friday before Payroll Monday. If you are unable to approve your time due to you being out sick, or out of town please let me know ASAP. If you do not approve your time your payroll for that time period may be delayed.
3. If you are working the night shift, make sure that you approve your time before you leave the building. I understand that you may be tired and forget to do so, but I hate calling and waking you up to tell you to come in and approve your time.

Finally, We are all Professionals and Adults. It is important that you communicate with me, be responsible, and let me know your situation when it comes to your time. Poor communication leads to a poor work environment. If you are not comfortable holding conversation, then you may text me @ [REDACTED] I do respond to text messages faster than a phone call.

***We cannot effectively be enforcers of rules, policies, and procedures, if we can not effectively follow the rules, polices, and procedures that we are given.***

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