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**MANITOWOC COUNTY SHERIFF'S DEPARTMENT
REPORT OF DISCIPLINARY ACTION TAKEN**

MANITOWOC COUNTY

Employee Name: Melia Prange	Division: Operations	Date: 04-25-07	APR 27 2007 PERSONNEL DEPT.
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This report serves as notification of a:

verbal warning written warning one (1) day *suspension* to be served on May 1, 2007

Summary of Facts: Administration was notified about an incident of a sequestered jury being exposed to an outside person against presiding judges' order.

On Saturday April 21, 2007 Deputy Prange was one of the deputies in charge of the jury and responsibility of upholding the guidelines provided by the judge along with guidelines provided by Deputy Inspector Ledvina. Investigation indicated that Deputy Prange allowed her husband into the secured area of the jury to deliver pizza and obtain drinks. This unauthorized person was on the secured area on and off from 2100hrs till after 0030hrs.

A review of the log book indicates that Deputy Prange did not log this unauthorized person in the log book during this time frame.

When a jury is sequestered it is done for security reasons and to make sure the jury is not prejudiced by any outside influences. This action taken by the court is very serious and a great amount of trust is placed in the officers working the security detail. While in this case it appears clear that the jury was not influenced by this unauthorized person, it still put into risk questions by counsel.

This incident was discussed with you on April 23, 24 & 25, 2007 and your response was:

(Date)

You were responsible to have your husband respond to the hotel to deliver pizza for the jury. Your intention was not for him to stay in the area, but learned that there would be no waitresses available to get drinks. You asked your husband to stay for several hours to stay in the bar area to assist with getting drinks to the jury floor. You assured administration along with the judge that your husband did not discuss or have conversation with the jury. You realized now that you your husband should have been logged into the log book.

You further stated that your intentions were not to cause discredit to yourself or the department and didn't originally realize that this action could cause questions from the court. You apologized for your actions stating that this will not happen again. You also thought that a 1 day suspension was fair.

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SHERIFF ROBERT C. HERMANN

This conduct violates various departmental rules/policies, including but not limited to:

- Section 1-7-38 - authorization should have been reviewed by a supervisor
- Violation of court orders in conjunction with sequestered jury.

You were aware of these rules because:

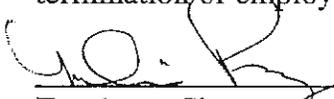
You have been given a copy of the policy and procedure manual.

All deputies working security for sequestered jury had copy of judges' order and guidelines.

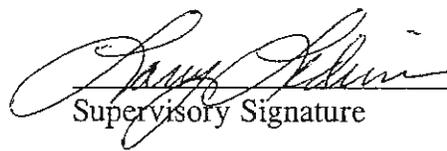
Your previous disciplinary record of similar offenses includes:

None

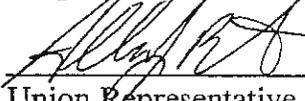
Any future misconduct may result in continued progressive discipline, up to and including termination of employment.



Employee Signature Date
(Required - denotes receipt only)



Supervisory Signature Date



Union Representative Signature Date
(Required - denotes receipt only)

Gregg Schetter 04-26-07

Sheriff/Inspector Date 

copy to: Employee, Supervisor, Union, Sheriff/Inspector, Personnel Department, Employee's Personnel File

Revised 8/25/00