

Employee Notice of Discipline

Employee: [REDACTED]	Department: DA	Job Title: Legal Support Clerk
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Violation

- Attendance Harassment Insubordination
 Unapproved Absence Safety Violation Violation of other County Policy
 Tardiness Misuse of County equipment

Violation Statement (attach any supporting documentation)

Date(s) of Violation: 6/2/23 - 6/15/23

County policy that was violated: 7) Behavior detrimental to the operation of the department or disruption to the workplace 13) Engaging in immoral, illegal, profane, or disrespectful conduct. 20) Misuse or unauthorized use of County property.

Statement of Violation:

Between June 1, 2023, and June 15, 2023, the Racine Police Department learned that during the course of their investigation into a shooting on June 1, 2023, that information and hard copies of police reports regarding the investigation were being leaked to the suspects who were using the leaked information to avoid capture. After a parallel investigation into the leak, it was discovered that the information came specifically from Racine County District Attorney's Office employee [REDACTED]

An audit of the Phoenix RMS System showed that beginning June 2, 2023, [REDACTED] used her Phoenix account to begin searching and printing the police reports without a legitimate justification related to her position, regarding the shooting.

- On June 2, 2023, she searched the complaint number 17 times, despite the fact that the case was not assigned to her. On June 2, 2023, she also printed from the case 5 times.
- On June 5, 2023, she searched the complaint number 21 times, despite the fact that the case was not assigned to her. On June 5, 2023, she also printed from the case 7 times.
- On June 6, 2023, she searched the complaint number 15 times, despite the fact that the case was not assigned to her. On June 6, 2023, she also printed from the case 4 times.
- On June 8, 2023, when DA Hanson asked [REDACTED] to prepare criminal complaints and arrest warrants for the suspects Gister and Koker, she did not access the case at all in Phoenix.
- On June 15, 2023, she searched the complaint number 3 times, despite the fact that the case was not assigned to her and no additional work was necessary. Following the arrest of the suspects. On June 15, 2023, she printed from the case 1 time.

Disciplinary Action

- Verbal Warning Written Warning Suspension without pay _____ days Termination

Corrective Action to be Taken:

Employee's Signature [Signature]
(Acknowledgment of Receipt)

Date: 6/30/23

Supervisor's Signature [REDACTED]

Date: 6/30/23

The employee assistance program is available 24 hours a day by calling (800) 638-3327 or by visiting myassistanceprogram.com/fei (use company code: racine).

Submit