



## MEMORANDUM

### Austin Police Department *Region II Patrol*

**TO:** Brenda Glasgow, Officer  
**FROM:** Jeremy Compton, Commander  
**DATE:** October 14<sup>th</sup>, 2021  
**SUBJECT:** Written Reprimand IA Case 2021-0473

This memorandum is in reference to an incident which occurred on April 25, 2021 and your conduct at that time. Specifically I am referring to your involvement involvement *with Family Disturbance call #21-1151436 where you failed to conduct a proper investigation, make proper arrests, and complete a fully detailed and accurate report.*

Your actions violated APD Policy

**401.7 Reporting Responsibilities** which states:

- (a) When the preliminary investigation is done, officers shall prepare an initial incident report detailing an accurate record of events...*
- (b) ... All other responding officers will be responsible for completing supplemental reports as outlined in General Order 402 (Incident Reporting and Documentation).*

And APD Policy

**418.2 Family Violence – Enforcement Guidelines, .1 Arrest Requirement for Assaultive Offenses** which states:

*The primary duties of an officer who investigates a family violence allegation, or who responds to a disturbance call that may involve family violence, are to protect any potential victim of family violence and enforce the law by making lawful arrests of violators.*

- .1 (c) Officers shall not use mediation at the scene as a substitute for appropriate reporting and enforcement action when physical violence has taken place.*
- (d) Officers shall arrest for assault by threat or assault by contact if no physical violence has occurred that resulted in bodily injury, but circumstances reasonably show that further violence is likely to happen. Supervisor approval is required when the arrest is made from inside a residence.*

You are hereby reminded that compliance with the Department's rules and regulations are a

condition of your continued employment as a police officer. Failure to comply with this policy in the future may result in more severe disciplinary action against you, up to, and including an indefinite suspension.

**I hereby acknowledge receipt of the foregoing Written Reprimand:**

Brenda Glasgow #7421  
Signature of Officer Receiving Reprimand

10/14/21 3:02 pm  
Date / Time

Josy Bess 4802  
Signature of COC Sergeant

10/14/21 1503  
Date / Time

[Signature] 4291  
Signature of COC Lieutenant

10/14/2021 3:03  
Date / Time

[Signature] 4509  
Signature of COC Commander

10/14/2021 3:05 p  
Date / Time

cc: Employee  
Employee's Supervisor  
Internal Affairs  
APD Human Resources