



## MEMORANDUM

### Austin Police Department *Region 1 Patrol*

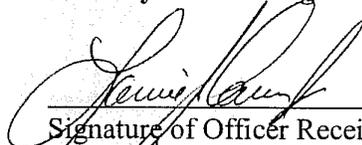
**TO:** Lonnie Cannon, Officer  
**FROM:** Jason Staniszewski, Commander  
**DATE:** July 21<sup>st</sup>, 2020  
**SUBJECT:** Oral Reprimand IA Case 2020-0279

This memorandum is in reference to an incident which occurred on February 28<sup>th</sup>, 2020 and your conduct at that time. Specifically I am referring to your involvement *when you responded to the collision scene you failed to provide both parties with a Driver/ Insurance Information Form (PD0023 / Brown Form)*.

Your actions violated APD Policy 346.3 Crash Investigation which states: (c) Provide the drivers involved with a Driver / Insurance Information Form (PD0023 / "Brown Form") to exchange information. Officer will ensure the forms are completely filled out with the correct information before the drivers exchange the forms.

The purpose of this memorandum is to document this oral reprimand. 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 Oral Reprimand:**

  
\_\_\_\_\_  
Signature of Officer Receiving Reprimand

7-21-20 11:26 Am  
Date / Time

  
\_\_\_\_\_  
Signature of COC Sergeant

072120 11:35  
Date / Time

  
\_\_\_\_\_  
Signature of COC Lieutenant

7-29-2020 9:55 Am  
Date / Time

  
\_\_\_\_\_  
Signature of COC Commander

7/30/2020 3:00pm  
Date / Time

cc: Employee  
Employee's Supervisor  
Internal Affairs