



MEMORANDUM

Austin Police Department *Region II Patrol*

TO: Vincent Heil, Officer
FROM: Lee Rogers, Commander
DATE: June 18th, 2020
SUBJECT: Written Reprimand IA Case 2020-0025

This memorandum is in reference to an incident which occurred on Dec 24, 2019 and your conduct at that time. Specifically I am referring to your involvement in *handling Incident #19-3580101 in which you did not write a supplement or document one of the involved subjects.*

Your actions violated **APD Policy 402.2.4 Report Writing** which states:

(a) All reports shall accurately reflect:

- 1. The identity of the persons involved.*
- 2. All pertinent information seen, heard, or assimilated by any other sense.*
- 3. Any action(s) taken.*

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:



Signature of Officer Receiving Reprimand

6/18/2020 2109
Date / Time



Signature of COC Sergeant

6/18/2020 2110
Date / Time

 4008

Signature of COC Lieutenant

6/18/20 2106

Date / Time

 4007

Signature of COC Commander

06-18-20 0800

Date / Time

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