



## **MEMORANDUM**

### **Austin Police Department *Region II Patrol***

**TO:** Justin Crook, Officer  
**FROM:** Lee Rogers, Commander  
**DATE:** August 31, 2020  
**SUBJECT:** Written Reprimand IA Case 2020-0136

This memorandum is in reference to an incident which occurred on August 17, 2019 and your conduct at that time. I am specifically referring to your involvement in an incident documented under APD case number 19-2282309. It is alleged that during this incident you failed to document in your Versadex Report the discovery of a controlled substance (Promethazine). Furthermore, it is alleged you failed to adequately document the process in which you received permission from a supervisor to dispose the suspected controlled substance.

Your actions violated APD Policy 402.2.2 Report Writing which states:

#### **402.2.2 REPORT WRITING**

- (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.
  4. Any property which the employee takes possession of, clearly documenting the:
    - (a) Events that led up to the taking possession of the property
    - (b) Purpose for taking the property
    - (c) Identification of the property by name and/or description
    - (d) Location where the property was taken
    - (e) Complete identifiers, as available, for anyone who may claim ownership of the property.

Your actions violated APD Policy 618.4.2 Submitting Narcotics and Narcotic Paraphernalia which states:

#### **618.4.2 SUBMITTING NARCOTICS AND NARCOTIC PARAPHERNALIA**

- (a) Narcotics and narcotic paraphernalia may be turned in as follows:

**1. Identified narcotics and narcotic paraphernalia may be turned in at the Evidence Section located at the East Substation or any temporary evidence drop box/locker location when:**

- (a) Charges have been direct filed (affidavit turned in at the time of the arrest); or**
- (b) A Field Release citation has been issued; or**
- (c) Charges will not be filed.**

**2. In cases involving a custody arrest and narcotic charges are pending:**

- (a) narcotics that cannot be identified will only be turned in to the Evidence Section located at the East Substation.**

**3. The temporary evidence drop box at Arrest Review is designated only for narcotics and narcotic paraphernalia that can be identified or unidentified items where no charges are filed.**

**(b) Officers with supervisor approval may authorize disposal of evidence in certain cases. Officers will document the approving supervisor's name and employee number in the offense report. Officers submitting narcotics evidence for disposal will follow the below procedure:**

**1. This section only applies to the below cases where evidence is being submitted for destruction:**

- (a) Possession of Drug Paraphernalia, after being photographed;**
- (b) Found Controlled Substances**
- (c) No charges filed cases having no identifiable suspect(s) (Titled "Found Controlled Substance")**

**2. When submitting evidence, the officer should notate the item status of "D" for "Disposal" on the individual Versadex Property Description Form to reflect which item(s) is being submitted for disposal and check the Evidence indicator box.**

**3. Under no circumstance will sworn personnel authorize the destruction of marijuana, drug paraphernalia, or other related property seized from a person potentially engaging or assisting in the lawful use of medical marijuana without a thorough investigation, direction from the County/District Attorney Offices, or a court order.**

**4. A supervisor may authorize the return of marijuana, drug paraphernalia, and other related property in cases where the items are being legally possessed, but were submitted into the Evidence Section for safekeeping, or as property not accepted by the jail.**

**(c) All narcotics and/or paraphernalia will be submitted in accordance with procedures established by the Evidence Section. This includes prescription medication.**

The purpose of this memorandum is to document this written 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 Written Reprimand:**

Justin Crook #8528  
Signature of Officer Receiving Counseling

9/3/20/10:05PM  
Date / Time

Richard Decker 6438  
Signature of COC Sergeant

9/3/20 / 10:05PM  
Date / Time

mta n 4006  
Signature of COC Lieutenant

9/3/20 10:07 PM  
Date / Time

[Signature] 4697  
Signature of COC Commander

9-4-20 0800  
Date / Time

cc: Employee  
Employee's Supervisor  
Internal Affairs