



MEMORANDUM

Austin Police Department Downtown Area Command

TO: Frank Castillo, Officer
FROM: Jason Bryant, Commander
DATE: January 2, 2020
SUBJECT: Written Reprimand IA Case 2019-0774

This memorandum is in reference to an incident which occurred on 7-29-19 and your conduct at that time. Specifically I am referring to your involvement *in an EDP Voluntary Call for Service*.

Your actions violated APD Policy:

301.2 IMPARTIAL ATTITUDE AND COURTESY

Employees are expected to act professionally, treat all persons fairly and equally, and perform all duties impartially, objectively, and equitably without regard to personal feelings, animosities, friendships, financial status, sex, creed, color, race, religion, age, political beliefs, sexual orientation, gender identity or gender expression or social or ethnic background.

(a) Employees will not express or otherwise manifest any prejudice concerning race, religion, national origin, age, political affiliation, sex, or other personal characteristics in the performance of their duties.

1. Employees will respect the rights of individuals and will not engage in discrimination, oppression, or favoritism whether by language, act, or omission.
2. The use of racial or ethnic remarks, slurs, epithets, words or gestures, which are derogatory or inflammatory in nature to or about any person or group of persons is strictly prohibited.

(b) Employees will be tactful in the performance of their duties, control their tempers, exercise patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation.

(c) Employees will make every effort to be courteous and respectful toward all persons.

301.3 CUSTOMER SERVICE AND COMMUNITY RELATIONS

APD constantly works to establish direct contacts with the community we serve. Without grassroots community support, successful enforcement of many laws may be difficult, if not impossible. Community involvement can be an effective means of eliciting public support, can

serve to identify problems in the making, and may foster cooperative efforts in resolving community issues. Input from the community can also help ensure that agency general orders accurately reflect the needs of the community.

(a) The conduct of each employee reflects on the agency as a whole and the burden of achieving the agency's community relations objectives is shared. A unified, coordinated effort requires the participation, enthusiasm, and skills of all agency personnel.

(b) Employees will extend reasonable assistance to the public when called upon. Employees must not neglect community services in the belief that the police function is restricted to crime control.

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:

Feb Cato 4877
Signature of Officer Receiving Reprimand

1-2-20 9:15A
Date / Time

N/A
Signature of COC Sergeant

N/A
Date / Time

Jason Niside
Signature of COC Lieutenant

1-2-20 9:18 AM
Date / Time

[Signature] 3432
Signature of COC Commander

1-2-20 @ 0918
Date / Time

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