



## MEMORANDUM

### Austin Police Department *Region 1 Patrol, DTAC*

**TO:** Ellis Schramm, Officer  
**FROM:** Jason Bryant, Commander  
**DATE:** January 26<sup>th</sup>, 2020  
**SUBJECT:** Written Reprimand IA Case 2019-1178

This memorandum is in reference to an incident which occurred on October 21<sup>st</sup> 2019 and your conduct at that time. Specifically I am referring to your involvement *during the arrest of a PI subject and the care of her personal belongings. After her arrest, you took custody of her belongings and failed to properly secure them. This action led to her belongings being lost.*

Your actions violated APD General Order 618.6 EVIDENCE PROCESSING AND SUBMISSION which states:

#### 618.6 EVIDENCE PROCESSING AND SUBMISSION

Employees will process and submit all property taken into their custody as expeditiously as possible while following established guidelines.

(a) Employees seizing property will be responsible for properly marking it to make it readily identifiable in court.

1. When evidence is marked, the mark shall be distinctive, but as small as practical; property will not be marked in a way that impairs its evidentiary value or reduces its monetary value.

2. Evidence will not be marked for later identification when:

(a) It bears a serial number; or

(b) It can be identified through distinctive markings and recorded information.

(b) Evidence that cannot be marked or identified by distinctive marking shall be packaged and sealed with a completed chain of custody label.

(c) Before submitting property, personnel will complete the following:

1. Enter each item into Versadex; and

2. Print a bar code for each item to be submitted; and

3. Complete any necessary chain of custody label(s); and

4. Package the item in a way that protects it from damage and ensures the item's

integrity as evidence; and

5. Attach the chain of custody label(s) to the item in an area that will reduce potential damage caused by the label. If the item can be placed in a bag, the chain of custody label should be placed on the outside of the bag.

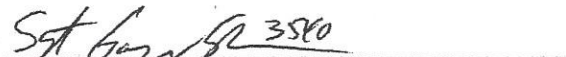
(d) Employees receiving evidence or property from another employee or agency will sign and notate the date and time on the chain of custody form.

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.

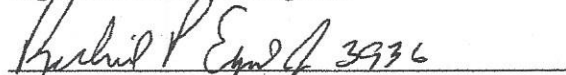
**I hereby acknowledge receipt of the foregoing Written Reprimand:**

  
Signature of Officer Receiving Reprimand

1/31/2020 22:08  
Date / Time

  
Signature of COC Sergeant

1/31/2020 22:08  
Date / Time

  
Signature of COC Lieutenant

1/31/20 2209  
Date / Time

  
Signature of COC Commander

1-31-20 @ 2046  
Date / Time

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