SHREVEPORT POLICE DEPARTMENT

PREDISCIPLINARY CONFERENCE RECORD

Employee's Name: B.D. MASON #341 Rank: OFFICER Bureau: PATROL

Alleged Violation(s): 301.5/APPEARANCE AT LEGAL PROCEEDINGS 2ND

Evidence: SEE ADMINISTRATIVE INVESTIGATION

Employee's Statement: RECORDED

Conference Findings & Personnel Action: FINE - $50.00 XX

Conference Certification: We, the undersigned, certify that the preceding account of this Conference, held on the 24 day of APRIL, 1997, at 1510 hours, to be true and correct:

Chief of Police: _____ Assistant City Attorney: [illegible]

Assistant Chief: Jack E. Miller City Personnel Analyst: [illegible]

Employee's Supervisor: Capt. [illegible] Police Human Resources: _____

TO THE EMPLOYEE: **Local Civil Service Board policy and State Law provides the following:**

You have fifteen (15) days after receipt of your personnel action documentation to file a written appeal, if applicable, with the Secretary of the Municipal Fire and Police Civil Service Board for a hearing and investigation by the Board to determine the reasonableness of the action. (Source: Local Municipal Fire & Police Civil Service Board policy.)

You have thirty (30) days, within which to file a written response to any adverse comment entered in your personnel file. Such written response shall be attached to and shall accompany the adverse comment. (Source: R.S. 40:2533)

Affixing your signature and date below only signifies that you were present at this Conference and were advised of your appeal and adverse comment rights.

Employee's Signature: W.E. Batte #259 BDM Date: 4/24/97

Ofc. B.D. Mason #341