CITY OF SHREVEPORT

505 TRAVIS STREET • SHREVEPORT • LOUISIANA • 71101
www.shreveportla.gov/dept/police

RECEIVED
MAY 28 2020
PERSONNEL

Sgt. Brent Mason

[redacted]

In accordance with the Shreveport Police Department Rules and Regulations, specifically; SPD 301.09 – Departmental Leave and Municipal Fire & Police Civil Service rules, you are hereby placed on Departmental Leave with pay, effective: **05/28/2020.**

Please familiarize yourself with SPD General Order 301.09. If you should have any questions, please do not hesitate to contact the Human Resources Bureau at 318-673-7150.

Your signature below indicates that you have received a copy of SPD 301.09 and have been advised of and understand the information supplied.

Brent D Mason
Signature

476
Witness

May 28, 2020
Date

Witness

"'To SERVE AND PROTECT"

INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
USD-Field Support Bureau

Phone: (318) 673-7256 Fax: (318) 673-7272

Cleat F. Temple, Captain James Bellotte, Lieutenant

DATE: January 7, 2016

TO: Willie Shaw Jr.
Chief of Police

1-11-16

FROM: Cleat F. Temple
Captain / FSB

RECEIVED
JAN 26 2016
PERSONNEL

SUBJECT: Crash Review Board (15-239373) **Sgt. Brent Mason** #341 (Support/Academy) 12/18/15

{According to report, Sgt. Mason was attempting to get the license plate information off of a hit & run vehicle when the vehicle back up into his unit.}

I recommend that this crash to be closed as **Non-Preventable** on member's behalf.

Member should be notified through their chain of command.

Cpt. [illegible] 185
Commander/Field Support Bureau
Chairman/Crash Review Board

Concur
DCP [illegible]
1/8/16

SHREVEPORT POLICE DEPARTMENT

1234 TEXAS AVENUE • SHREVEPORT • LOUISIANA 71101
www.shreveportla.gov/dept/police

CEDRIC B. GLOVER
MAYOR

WILLIE L. SHAW, JR
CHIEF OF POLICE

August 26, 2014

Sergeant Brent Mason
[redacted]

Dear Sergeant Mason:

This letter is to advise you that the Pre-disciplinary Conference that was scheduled for you on Friday, August 22, 2014 at 1330 hours has been postponed. This PDC is in regards to alleged violations of Shreveport Police Department Rules and Regulations specifically, SPD 304.05—Department Motor Vehicle Crash—. The above PDC has been rescheduled for Friday, August 29, 2014 at 1330 hours in the office of ACP Smith.

If you have any questions, please feel free to contact Human Resource Supervisor, Lieutenant Jonduke Bonanno at (318) 673-7153.

Sincerely,

J. Bonanno

Jonduke Bonanno, Lieutenant

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

PDC POSTPONED
LT. J.C. Bonanno

COMPLETE THIS SECTION ON DELIVERY

A. Signature: [signature] ☐ Agent ☐ Addressee

B. Received by (Printed Name): SGT. BRENT MASON C. Date of Delivery: 8-26-14

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☐ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number
(Transfer from service label)

SHREVEPORT POLICE DEPARTMENT
USD-Field Support Bureau

Phone: (318) 673-7256 Fax: (318) 673-7272

Cleat F. Temple, Captain James Bellotte, Lieutenant

DATE: August 7, 2014 8-12-14

TO: Chief Willie Shaw

FROM: Captain Cleat F. Temple

SUBJECT: Crash Review Board (14-135651) Sgt. Brent Mason #341 (USD/Area 3-A) 06/29/14

On Thursday August 7, 2014 the Crash Review Board reviewed all available information/documentation concerning **Sgt. Mason's** crash which occurred on 06/29/14. Sgt. Mason was not present for the hearing.

{According to the report, Sgt. Mason was in the right lane of Greenwood Rd. east bound and activated his emergency lights and made a U-turn to go west bound and was hit by the vehicle in the left lane.}

This crash was determined to be **Preventable** on member's behalf by a unanimous vote of the board members. **Sgt. Mason** was assessed (3) point for this collision.
(SPD General Order 304.05).

Member should be notified through their chain of command.

Capt Cleat F Temple DS
Captain Cleat F. Temple
USD/Field Support Executive Officer
Chairman/Crash Review Board

Concur.
DCP [illegible]
8/11/14

INTER-OFFICE MEMORANDI
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
USD-Field Support Bureau

Phone: (318) 673-7258 Fax: (318) 673-7272

Cleat F. Temple, Captain James Bellotte, Lieutenant

DATE: July 11, 2014

TO: Sgt. Brent Mason # 341– USD/Area 3-A

FROM: Captain Cleat F. Temple

SUBJECT: Crash Review Board Hearing (14-135651) 06/29/14

The Shreveport Police Crash Review Board will convene on **August 7, 2014.** Your recent accident will be considered during this meeting. Should you desire, you will have the opportunity to personally appear before the board to present any additional evidence or witnesses on your behalf. A debate with the board will not be allowed. Should you appear during your off-duty time, overtime will not be paid. Your appearance before the board is purely voluntary. Should you choose not to appear, it will not be held against you.

The meeting will be held at the Shreveport Police Building, USD Divisions Conference Room at 0900 Hours.

Capt. Cleat F. Temple 185
Captain Cleat F. Temple
USD/Field Support Commander
Chairman/Crash Review Board

Sgt. B. Mason 341
MEMBER: **Will / Will Not Attend**

July 17, 14 0200
DATE TIME

FORM DELIVERED TO _____ **07/08/14**

HAVE MEMBER SIGN AND RETURN

Department Vehicle Crash Action Form

Shreveport Police Department

CAD 14-135651

Involved Member: Sgt. Brent Mason Badge Number: 341

Date of Crash: 06/29/14 Location of Crash: 3200 Greenwood Rd.

Crash Review Board Hearing Date: 08/07/14 Board Chairman: Cpt. Cleat Temple

Disposition of Board: ☒ **Preventable** ☐ **Non-Preventable** ☐ **No Action Taken**

Department Vehicle Crash Board Matrix			Points
(Section A) Most Severe Injury to Any Person	None	0	0
	Treated at scene not transported	1	
	Transported not admitted	2	
	Transported and admitted	3	
	Fatal	11	
(Section B) Total Damage in Dollars to Involved Member's City and installed equipment	No Visible Damage	0	2 ($1329.42)
	<1000	1	
	1000-5000	2	
	5,000-10,000	3	
	10,000-15,000	4	
	15,000-25,000	5	
	25,0000+	6	
(Section C) Violation of law or General Order (Per violation)	Each violation 100.79	1	1
	Exceeding speed limit more than 20 mph	4	0
(Section D) Add points in Section A, B, and C to obtain subtotal		**Subtotal** →	3
(Section E) Reference Section D of Dept. Vehicle Crash Action Form for each crash event deemed preventable for this member for the last 36 months. Add each and place total on this form in Section E			0
Add Section **D** and Section **E**		**GRAND TOTAL POINTS** →	3
Discipline Guide			
Documented Counseling	**2 or less**		
Letter of Reprimand	**3-4**		
1 to 3 Day Fine	**5-6**		
3 to 6 Day Suspension	**7-8**		
6 to 9 Day Suspension	**9-10**		
10 day Suspension to Termination	**11+**		

The following actions were taken pursuant to the findings of the Vehicle Crash Review Board.

☐ **NO PDC Held - Documented Counseling by Supervisor.**

Supervisor conducting the counseling: _____ Date Completed: _____

☑ **PDC Held**

Date of PDC: 8-29-14 Disciplinary Action Taken: Driver Safety Course, 30 day loss of Home Storage vehicle, documented Counseling 4/2 to 10/2

Action Taken by: Cpt Wayne E Smith Date Completed: 8-29-14

Employee signature/ badge #: _____ Date Completed: _____

INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
USD-Operations / Patrol

Phone: (318) 673-7218 **Fax: (318) 673-7225**

DATE: **June 6, 2014**

TO: **Willie L. Shaw**
Chief of Police

FROM: **Capt. Steve Pierce**
Area Three Bureau Commander

SUBJECT: **Documented Counseling**

On this date, June 06, 2014 I had a documented counseling session with Sgt. Brent Mason in my office. This counseling was in reference to a pursuit which happened on 5/22/14. Several SPD Regulations were not followed and I and Sgt. Mason discussed the violations and what is expected of him in the future.

Capt. Steve Pierce

Capt. Steve Pierce
Area Three Bureau Commander

Sgt Brent Mason #341

c.c. SPD Human Resources
SPD IAB File

INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
USD-Field Support Bureau

Phone: (318) 673-7256

Fax: (318) 673-7272

Mark Jaudon, Captain

Larry Cunningham, Lieutenant

DATE: July 08, 2010

TO: Chief Willie Shaw FILE COPY

FROM: Captain Mark Jaudon

SUBJECT: Accident Review Board Findings (10-117521)

On Thursday, July 08, 2010, the Accident Review Board reviewed all available information/documentation concerning **Corporal Brent Mason's** crash which occurred on June 01, 2010. Corporal Mason was not present for hearing.

{According to report, Corporal Mason was backing from a CVS parking space located at 3300 Youree Drive. He did not see vehicle listed as vehicle # 2 on report and collision occurred.}

In conclusion of the hearing, the board voted unanimously and determined the crash to be **Preventable. The board assessed (1) point for this crash.**
Corporal Mason should be notified through his chain of command.

Mark C. Jaudon

Captain Mark C. Jaudon
Commander/Field Support Bureau
Chairman/Accident Review Board

I concur w Board Findings
7-16-10

cc: ACP Wayne Smith
ATC Duane Huddleston

Depart ent Vehicle Crash Actio. Form

Shreveport Police Department

CAD: 10-117521

Involved Member: Corporal Brent Mason Badge Number: 341

Date of Crash: 06/01/10 Location of Crash: 3300 Youree Dr. CVS Lot

Crash Review Board Hearing Date: 7/8/10 Board Chairman: Capt. Mark Jaudon

Disposition of Board: ☒ Preventable ☐ Non-Preventable ☐ No Action Taken

Department Vehicle Crash Board Matrix			Points
Total Damage in Dollars to All Vehicles and Property (Choose One)	No Visible Damage	0	-0-
	<1000	1	
	1000-5000	2	
	5,000-10,000	3	
	10,000-15,000	4	
	15,000-25,000	5	
	25,0000+	6	
Most Severe Injury to Any Person (Choose One)	None	0	-0-
	Minor	1	
	Moderate	2	
	Severe	3	
	Fatal	4	
Violation of law or General Order Other than 100.79 (Choose One)	One Violation	1	-0-
	Multiple Violations	2	
Number of Preventable Wrecks in 24 Months Preceding this Event			1
		TOTAL POINTS	1

Points Guide		
Possible Discipline Guide		
No Action to Documented Counseling	**<4**	✓
Letter of Reprimand	**5-6**	
1 to 3 Day Fine	**7-8**	
3 to 6 Day Suspension	**9-10**	
6 to 9 Day Suspension	**11-12**	
10 day Suspension to Termination	**13+**	

The following actions were taken pursuant to the findings of the Vehicle Crash Review Board.

☐ **NO PDC Held - Documented Counseling by Supervisor.**

Supervisor conducting the counseling: Sgt. D.E. Parsee Date completed: 07-21-10

☐ **PDC Held**

Date of PDC: _____ Disciplinary Action Taken: Supervisor Handbook Entry

Action Taken by: Sgt. D.E. Parsee #219 Date Completed: 07-21-10

INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
USD-Field Support Bureau

Phone: (318) 673-7256 Fax: (318) 673-7272

Mark Jaudon, Captain Larry Cunningham, Lieutenant

DATE: June 07, 2010

TO: Corporal Brent Mason – Support

FROM: Captain Mark Jaudon

SUBJECT: Accident Review Board Hearing (10-117521) 06/01/10

The Shreveport Police Accident Review Board will convene on **July 08, 2010.** Your recent accident will be considered during this meeting. Should you desire, you will have the opportunity to personally appear before the board to present any additional evidence or witnesses on your behalf. A debate with the board will not be allowed. Should you appear during your off-duty time, overtime will not be paid. Your appearance before the board is purely voluntary. Should you choose not to appear, it will not be held against you.

The meeting will be held at the Shreveport Police Building, Investigation Divisions Conference Room at 0900 Hours.

Captain Mark Jaudon
USD/Field Support Commander
Chairman/Accident Review Board

MEMBER: **Will / Will Not Attend**

6/28/10
DATE TIME

FORM DELIVERED TO _____ 06/07/10

HAVE MEMBER SIGN AND RETURN

INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
USD-Field Support Bureau

Phone: (318) 673-7256 Fax: (318) 673-7272

Mark Jaudon, Captain Larry Cunningham, Lieutenant

DATE: October 14, 2009

TO: Chief Henry L. Whitehorn

FROM: Captain Mark Jaudon

SUBJECT: Accident Review Board Findings (09-202484) Brent Mason

Report indicates that the Departmental vehicle #2 had been parked at 1401 Fairfield by Corporal B. Mason. This is a private lot. Vehicle 1 maneuvering on lot collided with the unoccupied Departmental vehicle #2.

I recommend that this crash be found non-preventable on Corporal Mason's behalf.

Corporal Mason should be notified through his chain of command pending the Chief's concurrence.

Concur with Board findings.
ATC Huddleston
10/18/09

Mark C. Jaudon

Captain Mark C. Jaudon
Shreveport Police Department
Commander/Field Support Bureau
Chairman/Accident Review Board

cc: ACP Wayne Smith
ATC Duane Huddleston

Brent Mixon
K.C. Williams

SHREVEPORT POLICE DEPARTMENT
PRIVATE PROPERTY ACCIDENT REPORT

CAD #	OFFENSE # (office use)
09-202484	10VM-2664

DATE	TIME	LOCATION OF ACCIDENT	DISTRICT
10-1-09	1155	1401 Fairfield	4

VEHICLE 1 INFORMATION

VEH YEAR	MAKE	MODEL	LICENSE PLATE	STATE
2009	Chev	PK	B696721	LA

VEHICLE IDENTIFICATION NUMBER: 1GCEC19X79Z271259

DRIVER'S NAME	DRIVER'S DATE OF BIRTH	DRIVER'S LICENSE NUMBER	STATE
Coppen, Victor	11-11-1970	5296231	LA

DRIVER'S ADDRESS: 614 Pickering St

OWNER'S NAME AND ADDRESS (OR SAME): Republic Contractors Inc / 6870 Bert Kouns Ind Loop

PASSENGER'S NAMES AND ADDRESSES

1 Robinson, Kevin / 119 Glendale Ln Haughton LA, 71037

2

3

4

List additional passengers in Brief Narrative

USE OF THIS REPORT IS SUBJECT TO THE LIMITATIONS OF 23 USC 409 and 402 (k) (1)

INSURANCE COMPANY	POLICY NUMBER
America First Insurance Comp	BA8647638

AGENT'S NAME	AGENT'S ADDRESS	AGENT'S PHONE NUMBER
Querbes		221-5241

Additional vehicle information on reverse

Depar..ent Vehicle Crash Actio.. Form

Shreveport Police Department

CAD: 09-202484

Involved Member: Corporal Brent Mason Badge Number: 341

Date of Crash: 10/01/09 Location of Crash: 1401 Fairfield (Private Lot)

Crash Review Board Hearing Date: N/A Board Chairman: Captain M. Jaudon

Disposition of Board: ☐ Preventable ☒ Non-Preventable ☐ No Action Taken

Department Vehicle Crash Board Matrix			
			Points
Total Damage in Dollars to All Vehicles and Property (Choose One)	No Visible Damage	0	
	<1000	1	
	1000-5000	2	
	5,000-10,000	3	
	10,000-15,000	4	
	15,000-25,000	5	
	25,0000+	6	
Most Severe Injury to Any Person (Choose One)	None	0	
	Minor	1	
	Moderate	2	
	Severe	3	
	Fatal	4	
Violation of law or General Order Other than 100.79 (Choose One)	One Violation	1	
	Multiple Violations	2	
Number of Preventable Wrecks in 24 Months Preceding this Event			
TOTAL POINTS			

Points Guide		
Possible Discipline Guide		
No Action to Documented Counseling	<4	
Letter of Reprimand	5-6	
1 to 3 Day Fine	7-8	
3 to 6 Day Suspension	9-10	
6 to 9 Day Suspension	11-12	
10 day Suspension to Termination	13+	

The following actions were taken pursuant to the findings of the Vehicle Crash Review Board.

☐ **NO PDC Held - Documented Counseling by Supervisor.**

Supervisor conducting the counseling: _____ Date completed: _____

☐ **PDC Held**

Date of PDC: _____ Disciplinary Action Taken: _____

Action Taken by: _____ Date Completed: _____

I ˈER-OFFICE MEMORANDU
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
USD-Field Support Bureau

Phone: (318) 673-7256 Fax: (318) 673-7272

Mark Jaudon, Captain Larry Cunningham, Lieutenant

DATE: May 07, 2009

TO: Chief Henry L. Whitehorn

FROM: Captain Mark Jaudon

SUBJECT: Accident Review Board Findings

On Thursday, May 07, 2009, the Accident Review Board reviewed all available information/documentation concerning **Corporal B. Mason's** crash which occurred on April 09, 2009. **{Corporal Mason was sitting in his vehicle on a private lot. A civilian vehicle began backing toward Mason's vehicle. Mason applied horn to attempt to warn driver of his presence. Driver continued to back colliding with Mason's parked vehicle.}**
In conclusion of the hearing, the board voted unanimously and determined the crash to be **Non-Preventable.**
Corporal Mason should be notified through his chain of command pending Chief's concurrence.

Mark C. Jaudon
Captain Mark C. Jaudon
Shreveport Police Department
Commander/Field Support Bureau
Chairman/Accident Review Board

I concur with the ARB
Chief Henry Whitehorn
5/11/09

Shreveport
All-America City

Shreveport Police Department

1234 Texas Avenue
Shreveport, Louisiana 71101
web site: www.ci.shreveport.la.us/dept/police

SHREVEPORT POLICE

KEITH P. HIGHTOWER
MAYOR

F.M. "MIKE" CAMPBELL
CHIEF OF POLICE

September 7, 2005

Corporal Brent Mason
108 Miriam Lane
Shreveport, LA. 71106

Corporal Brent Mason,

This communication regards your Pre-disciplinary Conference held on August 24, 2005, reference to alleged violations of department rules and regulations occurring on May 19, 2005, and the action taken.

On May 19, 2005, while on duty, you were dispatched to 7131 Burlingame Street in reference to a suspicious activity. You had Officer Norman March and Officer Robert Gordon contact you on the Goodwill parking lot in reference to checking the house for a juvenile suspect, Rodrickis Taylor, whom you were looking for. Rodrickis Taylor escaped from the rear of your patrol car a few days previous to you being dispatched back to this residence. Another juvenile opened the door and let him out, when you started chasing another juvenile. You made a plan that Officer Gordon and Officer March would approach the residence from the rear and you would approach the residence from the front. You had made numerous calls to 7131 Burlingame Street, and knew when you pulled up to the front of the residence, juveniles would run out the rear of the residence. A juvenile ran out of the residence as you were pulling up to the residence, and you began chasing the juvenile as you believed him to be Rodrickis Taylor. The juvenile ran through the neighborhood, and towards some adults, who you thought were going to become aggressive towards you. You made the decision to use your taser and you shot the juvenile suspect in the back. After you placed the handcuffs on the juvenile and rolled him over, you realized the juvenile suspect was not Rodrickis Taylor as you had first thought. You later identified the juvenile as Clarence Dock. You did a general pat down on the suspect before placing him in the rear of your vehicle, but did not do a full search because the juvenile had urinated on himself. You later transported the juvenile to the Juvenile Detention Center. Later officials from the Juvenile Detention Center called and reported they had discovered a loaded handgun on juvenile Clarence Dock when he was being processed into the facility. The juvenile stated you never searched him to begin with and he had never urinated on himself. Investigators from IAB went to the Juvenile Detention Center and looked at the juvenile's clothes. Juvenile Dock had not requested his clothes be cleaned when he was booked into the facility, and the clothes were in a plastic bag. The clothes did not smell of urine, nor were they wet, when the investigator checked them out. They were sealed in the plastic bag the entire time. You did not activate your Mobile Video System until after you had apprehended Clarence Dock. Your actions in the above incident places you in violation of **SPD 606.13VI - Operation of Mobile Video Systems Equipment; SPD 606.25 - Muscular Disruption Unit; and SPD 601.01 IV.D.1.a, 3 - Arrests.**

On August 24, 2005, a Pre-disciplinary Conference to address the above violations was conducted by Assistant Chief of Police Glenn A. Schach. As a result of this conference, he sustained the violations, **SPD 606.25 - Muscular Disruption Unit; and SPD 601.01 IV.D.1.a, 3 - Arrests,** and determined your actions warranted personnel action in the form of a **Two (2) Day Fine (reduction in pay).** However, he did find the complaint reference to **SPD 606.13VI - Operation of Mobile Video Systems Equipment, Not Sustained.**

Your conduct violated Municipal Fire and Police Civil Service Law and Departmental Rules and Regulations, specifically:

R.S. 33:2500 Corrective and Disciplinary Action for Maintaining Standards of Service

A. The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service, or take such disciplinary action as the circumstances warrant in the manner provided below for any one of the following reasons:

1. Unwillingness or failure to perform the duties of his position in a satisfactory manner.

Violation: On May 19, 2005, you responded to a suspicious activity call at 7131 Burlingame Street. You were looking for a juvenile suspect, Rodrickis Taylor who escaped from your patrol car a few days previously. Upon your arrival, a juvenile who you thought was Rodrickis Taylor took off running and you chased after him. After chasing him towards sone adults, you decided to use your taser on the juvenile, and you shot him in the back. After handcuffing the juvenile and turning him over, you discovered that it was not Rdrickis Taylor. You later identified the juvenile as Clarence Dock. You did a general pat down on the suspect before placing him in the rear of your vehicle, but did not do a full search because the juvenile had urinated on himself. Later you transported him to the Juvenile Detention Center and booked him into the facility. A short time later, you were notified that they found a loaded gun on his person when they searched him.

SPD 606.25 - Muscular Disruption Unit

V. Procedures:

E. Use and Handling:

1. *The Muscular Disruption Unit use is authorized as a <u>response option where force equal to or greater than empty hand or impact force is authorized to bring a violent confrontation to a rapid resolution</u> with reduced risk of subject or officer injury. (RE: 601.10 Subject Management).*

Reference 601.10 - Subject Management

Excessive Force *II. The application of an unreasonable amount of force in a given incident based on the totality of the circumstances.*

5. Muscular Disruption Unit.

<u>The deployment of the muscular disruption unit force option will be reasonable and based on the totality of the circumstances known by the officer at the time</u>. The officer must be able to <u>justify a hard empty hand technique in order to deploy the muscular disruption unit.</u>

6. *Intermediate Control Techniques - (Hard Empty Hand) Techniques with a higher probability of injury.*

III. *The use of hard empty hand techniques may be used in some situations involving passive resistance and defensive resistance. However, these situations must include specific, objective, and articulative factors that would indicate that the use of other options would be ineffective or would involve an unreasonable risk to the officer or others. In these scenarios, the officer should use extreme discretion and base the decision upon the totality of the circumstances. Alone, these levels of resistance are not justification for hard empty hand techniques. Officers should use common sense.*

Violation: The totality of the circumstances in this incident is determined not to meet the mandated criteria which would justify your deploying your taser into Juvenile, Clarence Dock. You thought you were chasing Rodrickis Taylor, whom you only had a suspected status offense of truancy.

SPD 606.01 - Arrests

IV. Guidelines

D. Searches of Persons (General):

1. *When an officer makes an arrest, the officer has the right to search the person of the individual taken into custody. The officer may also search the immediate surrounding area from which the arrestee could destroy evidence or secure a weapon. Searches **shall** be conducted when:*

   a. ***The person has committed or is suspected of having committed a crime***

3. All prisoners shall be searched prior to being transported from the scene.

Violation: Before placing the juvenile, Clarence Dock, into the rear of your patrol car, you stated you did a general pat down on the juvenile, but not a full search because he had urinated on himself. When the juvenile was processed into the Juvenile Detention Center a loaded handgun was found on his person. Juvenile Dock stated you did not search him at all, and he did not urinate on himself

Conduct required of employees of the Shreveport Police Department is quite clear in that you must perform to acceptable standards in accordance with all Municipal Fire and Police Civil Service Laws and Shreveport Police Department Rules & Regulations.

You were employed by the Shreveport Police Department on March 13, 1995, and have received the following discipline in the last seven years.

Date of Incident	Date of Action	Violation and Type of Discipline
February 2000 & May 2000	May 10, 2001	**SPD 100.68 - Incompetence; SPD 100.62 - Neglect of Duty; Five (5) Day fine, (reduction in pay).**
April 2001	August 27, 2001	**SPD 301.01 - Absenteeism; Letter of Reprimand.**
12/02 - 2/03	April 28, 2003	**SPD 403-05, IV, C, 3 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail, Computers, Use Of; Three (3) Day Fine, (reduction in pay).**
November 2, 2004	February 17, 2005	**SPD 403-05, IV, C, 3 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail, Computers, Use Of; Three (3) Day Fine, (reduction in pay).**

However, as a result of the stated violation, you are hereby issued **a Two (2) Day Fine (reduction in pay),** as provided by Section 16 of Article X of the Louisiana Constitution of 1974, and revised statues 33:2471, et. Seq; particularly R.S. 33:2500, paragraph (A) sub-paragraph (1), or take such disciplinary action as the circumstances warrant.

You are hereby advised that in accordance with local Municipal Fire & Police Civil Service Board policy:

> *Any regular employee in the classified service who feels that he has been discharged or subjected to any corrective or disciplinary action without just cause, may, within fifteen (15) days after receipt of the personnel action documentation, demand, in writing, a hearing and investigation by the board to determine the reasonableness of the action. The board shall grant the employee a hearing and investigation within thirty days, after receipt of the written request.*

Furthermore, you are hereby advised that the attached comment (s) will be made a part of your personnel record with this Agency and that Louisiana Revised Statute 40:2533 provides:

A. *No law enforcement officer shall have any comment adverse to his interest entered in his personnel file, or any other file used for any personnel purpose by his employer, without the law enforcement officer having first read and signed the instrument containing the adverse comment indicating he is aware of such comment, except that such entry may be made if, after reading such instrument, the law enforcement officer refuses to sign, that fact shall be noted on that document and signed by such officer.*

B. *A law enforcement officer shall have thirty (30) days, within which to file a written response to any adverse comment entered in his personnel file. Such written response shall be attached to and shall accompany the adverse comment.*

Respectfully,

F.M. (Mike) Campbell
Chief of Police

FMC/jpb

_____

Human Resources Officer Date

Shreveport
All-America City

KEITH P. HIGHTOWER
MAYOR

Shreveport Police Department

1234 Texas Avenue
Shreveport, Louisiana 71101
web site: www.ci.shreveport.la.us/dept/police

SHREVEPORT POLICE

F.M. "MIKE" CAMPBELL
CHIEF OF POLICE

March 01, 2005
Via Certified Mail

Corporal Brent Mason
108 Miriam Lane
Shreveport, LA 71106

Corporal Brent Mason,

This communication regards your Pre-disciplinary Conference held on February 17, 2005, reference to alleged violations of department rules and regulations occurring on November 02, 2004, and the action taken.

It was discovered on November 02, 2004, you had sent an e-mail to other Shreveport Police Officers while you were on duty, that were inappropriate and political in nature. Your actions in the above incident places you in violation of **SPD 403-05, IV, C, 3 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail, Computers, Use Of.**

On February 17, 2005, a Pre-disciplinary Conference was conducted by Chief of Police F. M. (Mike) Campbell, in reference to the above violation. As a result of the conference, he sustained the complaint reference to **SPD 403-05, IV, C, 3 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail, Computers, Use Of.**

Your conduct violated Municipal Fire and Police Civil Service Law and Departmental Rules and Regulations, specifically:

R.S. 33:2500 Corrective and Disciplinary Action for Maintaining Standards of Service.

(A) The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service, or take such disciplinary action as the circumstances warrant in the manner provided below for any one of the following reasons:

(1) Unwillingness or failure to perform the duties of his position in a satisfactory manner.

Violation: It was discovered on November 02, 2004, you had sent an e-mail to other Shreveport Police Officers while you were on duty, that were inappropriate and political in nature. The contents of these e-mails were inappropriate and non police business.

SPD 403-05, IV, C, 4 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail,

Computers, Use of

4. *M.D.C.s have also been programmed to allow for communication of official police business between police vehicles and between field units and Central Communications. No vulgar, obscene, or derogatory messages, racially and/or sexually derogatory remarks shall be transmitted via the M.D.C., nor shall any private, non police business conversations be conducted between units through the M.D.C.*

Violation: It was discovered on November 02, 2004, you had sent an e-mail to other Shreveport Police Officers while you were on duty, that were inappropriate and political in nature. The contents of these e-mails were inappropriate and non police business.

Conduct required of employees of the Shreveport Police Department is quite clear in that you must perform to acceptable standards in accordance with all Municipal Fire and Police Civil Service Laws and Shreveport Police Department Rules & Regulations.

You were employed by the Shreveport Police Department on March 19, 1995, and have received the following discipline in the last seven years.

Date of Incident:	**Date of Action:**	**Type of Violation and Discipline:**
February 2000 & May 2000	May 11, 2001	SPD 100.68 - Incompetence; SPD 100.62 - Neglect of Duty; **5 Day fine.**
April 2001	August 27, 2001	SPD 301.01 - Absenteeism; **Letter of Reprimand.**
December 10, 2002 April 10, 2003	April 28, 2003	SPD 403-05, IV, C, 4 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail, Computers, Use of: **3 Day fine**

However, as a result of the stated violations, you are hereby **issued a three (3) Day fine,** as provided by Section 16 of Article X of the Louisiana Constitution of 1974 and revised statues 33:2471, et. Seq; particularly R. S. 33:2500, paragraph (A), sub-paragraph (1), or take such disciplinary action as the circumstances warrant.

You are hereby advised that in accordance with local Municipal Fire & Police Civil Service Board policy:

Any regular employee in the classified service who feels that he has been discharged or subjected to any corrective or disciplinary action without just cause, may, within fifteen (15) days after receipt of the personnel action documentation, demand, in writing, a hearing and investigation by the board to determine the reasonableness of the action. The board shall grant the employee a hearing and investigation within thirty days, after receipt of the written request

Furthermore, you are hereby advised that the attached comment (s) will be made a part of your personnel record with this Agency and that Louisiana Revised Statute 40:2533 provides:

A. *No law enforcement officer shall have any comment adverse to his interest entered in his personnel file, or any other file used for any personnel purpose by his employer, without the law enforcement officer having first read and signed the instrument containing the adverse comment*

indicating he is aware of such comment, except that such entry may be made if, after reading such instrument, the law enforcement officer refuses to sign, that fact shall be noted on that document and signed by such officer.

B. A law enforcement officer shall have thirty (30) days, within which to file a written response to any adverse comment entered in his personnel file. Such written response shall be attached to and shall accompany the adverse comment.

Respectfully,

F. M. Campbell

F. M. (Mike) Campbell
Chief of Police

FMC/jvw

Jacqueline V. Willis 3/1/05
Human Resource Officer Date

Shreveport
All-America City

Shreveport Police Department

1234 Texas Avenue
Shreveport, Louisiana 71101
web site: www.ci.shreveport.la.us/dept/police

SHREVEPORT POLICE

KEITH P. HIGHTOWER
MAYOR

JAMES N. ROBERTS, JR.
CHIEF OF POLICE

April 29, 2003
Via Certified Mail

Corporal Brent Mason
[redacted]

Corporal Brent Mason,

This communication regards your Pre-disciplinary Conference held on April 28, 2003, reference to alleged violations of department rules and regulations occurring between December 10, 2002 - February 10, 2003, and the action taken.

It was discovered in February 2003, you had sent numerous e-mails to other Shreveport Police Officers while you were on duty, that were inappropriate, vulgar and obscene. Your actions in the above incident places you in violation of **SPD 403-05, IV, C, 3 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail, Computers, Use Of.**

On April 28, 2003, a Pre-disciplinary Conference was conducted by Assistant Chief of Police Stephen E. Franklin, in reference to the above violation. As a result of the conference, he sustained the complaint reference to **SPD 403-05, IV, C, 3 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail, Computers, Use Of.**

Your conduct violated Municipal Fire and Police Civil Service Law and Departmental Rules and Regulations, specifically:

R.S. 33:2500 Corrective and Disciplinary Action for Maintaining Standards of Service.

(A) The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service, or take such disciplinary action as the circumstances warrant in the manner provided below for any one of the following reasons:

(1) Unwillingness or failure to perform the duties of his position in a satisfactory manner.

Violation: It was discovered that between December 10, 2002, and February 10, 2003, you sent numerous e- mails to other Shreveport Police Officers, while you were on duty. The content of these e-mails were inappropriate, vulgar and obscene.

SPD 403-05, IV, C, 4 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, E-Mail, Computers, Use of

4.

M.D.C.s have also been programmed to allow for communication of official police business between police vehicles and between field units and Central Communications. No vulgar, obscene, or derogatory messages, racially and/or sexually derogatory remarks shall be transmitted via the M.D.C., nor shall any private, non police business conversations be conducted between units through the M.D.C.

Violation: It was discovered that between December 10, 2002, and February 10, 2003, you sent numerous e- mails to other Shreveport Police Officers, while you were on duty. The content of these e-mails were inappropriate, vulgar and obscene.

Conduct required of employees of the Shreveport Police Department is quite clear in that you must perform to acceptable standards in accordance with all Municipal Fire and Police Civil Service Laws and Shreveport Police Department Rules & Regulations.

You were employed by the Shreveport Police Department on May 6, 1991, and have received the following discipline in the last seven years.

Date of Incident:	Date of Action:	Type of Violation and Discipline:
August 12, 1996 & March 3, 1997	April 24, 1997	SPD 301.5 - Appearance at Legal Proceedings; **$50.00 fine.**
February 2000 & May 2000	May 10, 2001	SPD 100.68 - Incompetence; SPD 100.62 - Neglect of Duty; **5 Day fine.**
April 2001	August 27, 2001	SPD 301.01 - Absenteeism; **Letter of Reprimand.**

However, as a result of the stated violations, you are hereby **issued a three (3) Day Suspension without Pay, effective April 29, April 30, and May 1, 2003,** as provided by Section 16 of Article X of the Louisiana Constitution of 1974 and revised statues 33:2471, et. Seq; particularly R. S. 33:2500, paragraph (A), sub-paragraph (1), or take such disciplinary action as the circumstances warrant.

You are hereby advised that in accordance with local Municipal Fire & Police Civil Service Board policy:

Any regular employee in the classified service who feels that he has been discharged or subjected to any corrective or disciplinary action without just cause, may, within fifteen (15) days after receipt of the personnel action documentation, demand, in writing, a hearing and investigation by the board to determine the reasonableness of the action. The board shall grant the employee a hearing and investigation within thirty days, after receipt of the written request

Furthermore, you are hereby advised that the attached comment (s) will be made a part of your personnel record with this Agency and that Louisiana Revised Statute 40:2533 provides:

A. *No law enforcement officer shall have any comment adverse to his interest entered in his personnel file, or any other file used for any personnel purpose by his employer, without the law enforcement officer having first read and signed the instrument containing the adverse comment*

indicating he is aware of such comment, except that such entry may be made if, after reading such instrument, the law enforcement officer refuses to sign, that fact shall be noted on that document and signed by such officer.

B. *A law enforcement officer shall have thirty (30) days, within which to file a written response to any adverse comment entered in his personnel file. Such written response shall be attached to and shall accompany the adverse comment.*

Respectfully,

James N. Roberts, Jr.
Chief of Police

JNR/jpb

Eddy Ray Pauly 6-1-03
Human Resource Officer Date

Shreveport
All-America City

KEITH P. HIGHTOWER
MAYOR

Shreveport Police Department

P.O. DRAWER P.
Shreveport, Louisiana 71161
web site: www.ci.shreveport.la.us/dept/police

SHREVEPORT POLICE

JAMES N. ROBERTS, JR.
CHIEF OF POLICE

August 28, 2001
Via Certified Mail

Officer Brent D. Mason
[redacted]

Officer Brent D. Mason,

This communication regards your Pre-disciplinary Conference held on August 27, 2001, reference to alleged violations of department rules and regulations occurring on April 19, 20, and 21, 2001, and the action taken.

In February 2001, according to you, you requested comp time for April 19, 20, and 21, 2001, and were denied. On April 18, 2001, at approximately 2330 hours, you notified Lieutenant Willie Flynn that you would not be to work in the morning. You stated you hurt your back and you were taking some prescription medications and would not be in for your shift on April 19, 2001. You were off April 19, 20, and 21, 2001, and did not notify your immediate supervisor at all the entire time you were off. You came back to work on April 22, 2001, and went to your physician on April 25, 2001, and you were released to full duty effective April 22, 2001 (you were unable to get an earlier appointment). While on the medication you did not notify your supervisor in writing that you were taking the medication. Your actions in the above incidents places you in violation of: **SPD 300.01 - Absenteeism; and SPD 100.34 - Use of Drugs.**

On August 27, 2000, a Pre-disciplinary Conference was conducted by Assistant Chief of Police Stephen E. Franklin, in reference to the above violations. As a result of the conference, he sustained the complaint reference to **SPD 301.01 - Absenteeism.** However, he found the complaint reference to **SPD 100.34 - Use of Drug - Not Sustained.**

Your conduct violated Municipal Fire and Police Civil Service Law and Departmental Rules and Regulations, specifically:

R.S. 33:2500 Corrective and Disciplinary Action for Maintaining Standards of Service.

(A) The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service, or take such disciplinary action as the circumstances warrant in the manner provided below for any one of the following reasons:

(1) Unwillingness or failure to perform the duties of his position in a satisfactory manner.

Violation: According to you, you requested comp time

for April 19, 20, and 21, 2001 and were denied. On April 18, 2001, you notified graveyard supervisor Lt. Willie Flynn and advised him you would not be in to work the following morning as you hurt your back and were taking prescription medication that would knock you out. You were off April 19, 20, and 21, 2001.

SPD 301.01 - Absenteeism

F. Notification Requirement

Members are required to notify their supervisor, or designated person, they are going to be tardy or cannot report for work at the designated time or place. They are expected to explain or verify all absences. Furthermore, members must report unscheduled absences personally to their supervisor with as much advanced notice as possible, but no later than two hours prior to the beginning of their shift. Members may not rely on another person to make this report.....

Violation: According to you, you requested comp time for April 19, 20, and 21, 2001 and were denied. On April 18, 2001, you notified graveyard supervisor Lt. Willie Flynn and advised him you would not be in to work the following morning as you hurt your back and was taking prescription medication that would knock you out. You were off April 19, 20, and 21, 2001. While you were off sick for three days, you did not notify your immediate supervisor at all.

Conduct required of employees of the Shreveport Police Department is quite clear in that you must perform to acceptable standards in accordance with all Municipal Fire and Police Civil Service Laws and Shreveport Police Department Rules & Regulations.

You were employed by the Shreveport Police Department on March 13, 1995, and have received the following discipline since that time.

Date of Incident:	Date of Action:	Type of Violation and Discipline:
March 3, 1997	April 24, 1997	SPD301.5-Appearance at Legal Proceedings; **$50.00 fine.**
February 2000 & August 2000	May 11, 2001	**SPD 100.68 - Incompetence; SPD 100.62 - Neglect of Duty; Five (5) Day Suspension without Pay.**

However, as a result of the stated violations, you are hereby **issued a Letter of Reprimand,** as provided by Section 16 of Article X of the Louisiana Constitution of 1974 and revised statues 33:2471, et. Seq; particularly R. S. 33:2500, paragraph (A), sub-paragraph (1), or take such disciplinary action as the circumstances warrant.

Furthermore, you are hereby advised that the attached comment (s) will be made a part of your personnel record with this Agency and that Louisiana Revised Statute 40:2533 provides:

A. *No law enforcement officer shall have any comment adverse to his interest entered in his personnel file, or any other file used for any personnel purpose by his employer, without the law enforcement officer having first read and signed the instrument containing the adverse comment indicating he is aware of such comment, except that such entry may be made if, after reading such instrument, the law enforcement officer refuses to sign, that fact shall be noted on that document and signed by such officer.*

B. *A law enforcement officer shall have thirty (30) days, within which to file a written response to any adverse comment entered in his personnel file. Such written response shall be attached to and shall accompany the adverse comment.*

Respectfully,

James N. Roberts, Jr.
Chief of Police

JNR/jpb

Robbin James 10/18/01
Human Resource Officer Date

Shreveport
All-America City

Shreveport Police Department

P.O. DRAWER P.
Shreveport, Louisiana 71161
web site: www.ci.shreveport.la.us/dept/police

SHREVEPORT POLICE

KEITH P. HIGHTOWER
MAYOR

JAMES N. ROBERTS, JR.
CHIEF OF POLICE

May 18, 2001
Via Certified Mail

Officer Brent D. Mason
[redacted]

Officer Brent D. Mason,

This communication regards your Pre-disciplinary Conference held on May 10, 2001, reference to alleged violations of department rules and regulations occurring in February 2000 and August 2000, and the actions taken.

One day in February 2000, you arrived at your residence and found John Springer and Kandance Dunn alone and watching television. You had given John a key to your house to work out and watch the house while you are away with explicit instructions that he was not to bring anyone else with him to your residence. You asked him if he and Kandance had been engaging in sexual intercourse at your residence. He stated that they had been and you advised him that it was against the law for an adult to have sex with a fourteen-year-old. You also told John that he had to inform Kandance's parents that the two of you had been sexually active. On the following day, you did contact Kandance's parents, David and Rae Dunn and advised them that Kandance and John had been engaged in sexual activity at your residence. You also advised them that it was against the law for a minor to be sexually involved with an adult. They advised you that they already knew that their daughter was sexually active and it was personal family business and that they did not want to pursue the matter any further. You took no further action in this matter.

In August 2000, you were contacted at your residence by Kelli Boelter who is your step-sister-in-law. She was very angry and stated that her daughter, your niece, Bailey McDowell, had been involved in promiscuous activities while staying at your residence. Bailey McDowell often runs away from her residence after arguments with her mother and will go to your residence. Kelli stated she had received a letter from a friend of Bailey's (Sabra Peterson) stating that Bailey had sexual intercourse at your residence with another juvenile Barry Cox, who was staying at your residence. The letter also stated that Bailey and other juvenile girlfriends were left alone with adult males at your residence while you and your wife went to bed. Kelli Boelter stated she also advised you that Bailey and a friend Melissa McKelvian met up with a group of adult males in the woods near your residence and took off all their clothes as part of a gang initiation and then went to the Circle K and stole some beer. She stated two of the suspects John Springer and Mitchell Airender were at your residence at that time. You asked both of them if they had been involved in this incident and they denied it. Kelli Boelter became very angry at you for not doing anything about this incident. You offered to call the police and to have a report made, but Kelli Boelter just became more angry and began cussing at you and then left your residence. You took no further action in this matter. Your actions in the above incidents places you in violation of: **SPD 100.68 -Incompetence, and SPD 100.62 - Neglect of Duty.**

On May 10, 2000, a Pre-disciplinary Conference was conducted by Assistant Chief of Police James A. Herring, in reference to the above violations. As a result of the conference, he sustained the complaint reference to **SPD 100.68 - Incompetence and SPD 100.62 Neglect of Duty.**

Your conduct violated Municipal Fire and Police Civil Service Law and Departmental Rules and Regulations, specifically:

R.S. 33:2500 Corrective and Disciplinary Action for Maintaining Standards of Service.

(A) The tenure of persons who have been regularly and permanently inducted into positions of the classified service shall be during good behavior. However, the appointing authority may remove any employee from the service, or take such disciplinary action as the circumstances warrant in the manner provided below for any one of the following reasons:

(1) Unwillingness or failure to perform the duties of his position in a satisfactory manner.

Violation: In February and August of 2000, it was brought you your attention that illegal activities were occurring or may have occurred and you did nothing to report these incidents to the proper authority.

SPD 100.68 Incompetence

Employees shall perform their duties in a manner which will tend to establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the department...

Violation: In February 2000, you discovered that John Springer and Kandance Dunn were having sexual relations in your residence. You knew that John Springer was 18 years old and that Kandace Dunn was 14 years old. You did talk to Kandance's parents David and Rae Dunn but you did not report this incident to the proper authority. In August of 2000, you became aware of possible illegal sexual activities involving adults and juveniles at and near your residence. You did not report this to the proper authority.

SPD 100.62 - Neglect of Duty

Employees shall not read, play games, watch television or movies, or otherwise engage in any activity not directly related to official police operations while on their regular tour of duty, except as may be

required in the performance of duty. They shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty. Further examples include, but are not necessarily limited to: ***Failure to take appropriate action on the occasion of criminal offenses, disorder or other act or condition deserving police attention;*** *absence without leave, failure to report for duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any rule or regulation, general or special order; or failure to conform to department operation policies and/or procedures.*

Violation: In February 2000, you discovered that John Springer and Kandance Dunn were having sexual relations in your residence. You knew that John Springer was 18 years old and that Kandace Dunn was 14 years old. You did talk to Kandance's parents David and Rae Dunn but you did not report this incident to the proper authority. In August of 2000, you became aware of possible illegal sexual activities involving adults and juveniles at and near your residence. You did not report this to the proper authority.

Conduct required of employees of the Shreveport Police Department is quite clear in that you must perform to acceptable standards in accordance with all Municipal Fire and Police Civil Service Laws and Shreveport Police Department Rules & Regulations.

You were employed by the Shreveport Police Department on March 13, 1995, and have received the following discipline since that time.

Date of Incident:	Date of Action:	Type of Violation and Discipline:
March 3, 1997	April 24, 1997	SPD301.5-Appearance at Legal Proceedings; **$50.00 fine.**

However, as a result of the stated violations, you are hereby **issued a Five (5) Day Suspension without Pay, effective May 11 - 15, 2001,** as provided by Section 16 of Article X of the Louisiana Constitution of 1974 and revised statues 33:2471, et. Seq; particularly R. S. 33:2500, paragraph (A), sub-paragraph (1), or take such disciplinary action as the circumstances warrant.

Furthermore, you are hereby advised that the attached comment (s) will be made a part of your personnel record with this Agency and that Louisiana Revised Statute 40:2533 provides:

A. *No law enforcement officer shall have any comment adverse to his interest entered in his personnel file, or any other file used for any personnel purpose by his employer, without the law enforcement officer having first read and signed the instrument containing the adverse comment indicating he is aware of such comment, except that such entry may be made if, after reading such instrument, the law enforcement officer refuses to sign, that fact shall be noted on that*

document and signed by such officer.

C. *A law enforcement officer shall have thirty (30) days, within which to file a written response to any adverse comment entered in his personnel file. Such written response shall be attached to and shall accompany the adverse comment.*

Respectfully,

James N. Roberts, Jr.
Chief of Police

JNR/jpb

Robbin James 7/11/07
Human Resource Officer Date

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department

Human Resources Commander

Phone: (318) 673-7150 **Fax: (318) 673-7160**

DATE: August 26, 2014

TO: Wayne E. Smith, Assistant Chief of Police
Support

FROM: Jonduke Bonanno, Lieutenant
Human Resources Bureau

SUBJECT: **Pre-disciplinary Conference – Sergeant Brent Mason #341**
Scheduled for 1330 hours – August 29, 2014 – IAB # Crash Review Board

Under the provisions of Municipal Fire and Police Civil Service Law, R.S. 33:2500 - Corrective and Disciplinary Action for Maintaining Standards of Service, a Pre-disciplinary Conference has been scheduled for Sergeant Brent Mason, on Friday, August 29, 2014, at 1330 hours in reference to alleged violation of Shreveport Police Department Rules and Regulations specifically, SPD 304.05—Department Motor Vehicle Crash—(Reference Section SPD 304). Employees shall operate official vehicles in a careful and prudent manner, and shall obey all laws of the State and all departmental orders pertaining to such operation. Short Synopsis of Incident: Sgt. Mason was in the right lane of Greenwood Road, east bound and activated his emergency lights and made a U-turn to go west bound and was hit by the vehicle in the left lane. This violation was reported to have occurred on June 29, 2014.

The Conference will take place in the office of ACP Wayne Smith.

The attached notification needs to be hand-delivered to the employee ***no later than 1330 hours – August 26, 2014.*** The ***signed personnel copy*** is to be returned to the Human Resources Bureau in a sealed envelope. If undeliverable within this timetable you should contact the Human Resources Supervisor to re-schedule.

Thank you for your assistance. If you have any questions, please feel free to call.

J. Bonanno

Jonduke Bonanno, Lieutenant
Human Resources Bureau

JB/jlt

Attachments: (3)

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department

Human Resources Commander

Phone: (318) 673-7150 **Fax: (318) 673-7160**

DATE: August 26, 2014

TO: William Nelson, Captain
Human Resources Bureau

FROM: Jonduke Bonanno, Lieutenant
Human Resources Bureau

SUBJECT: **Pre-disciplinary Conference – Sergeant Brent Mason #341**
Scheduled for 1330 hours – August 29, 2014 – IAB # Crash Review Board

Under the provisions of Municipal Fire and Police Civil Service Law, R.S. 33:2500 - Corrective and Disciplinary Action for Maintaining Standards of Service, a Pre-disciplinary Conference has been scheduled for Sergeant Brent Mason, on Friday, August 29, 2014, at 1330 hours in reference to alleged violation of Shreveport Police Department Rules and Regulations specifically, SPD 304.05—Department Motor Vehicle Crash—(Reference Section SPD 304). Employees shall operate official vehicles in a careful and prudent manner, and shall obey all laws of the State and all departmental orders pertaining to such operation. Short Synopsis of Incident: Sgt. Mason was in the right lane of Greenwood Road, east bound and activated his emergency lights and made a U-turn to go west bound and was hit by the vehicle in the left lane. This violation was reported to have occurred on June 29, 2014.

The Conference will take place in the office of ACP Wayne Smith.

The attached notification needs to be hand-delivered to the employee ***no later than 1330 hours – August 26, 2014.*** The ***signed personnel copy*** is to be returned to the Human Resources Bureau in a sealed envelope. If undeliverable within this timetable you should contact the Human Resources Supervisor to re-schedule.

Thank you for your assistance. If you have any questions, please feel free to call.

J. Bonanno

Jonduke Bonanno, Lieutenant
Human Resources Bureau

JB/jlt
Attachments: (2)