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: Brent Mason, Sergeant
Support/HRB/Training Academy

THROUGH: 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.

We have forwarded this notification to your Commander through interoffice distribution requesting that **he/she ensure and advise that your presence is required.**

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

Affixing your signature and date below only signifies that you are in receipt of this notice and were advised that your presence is required.

Brent T Mason	8/26/14	1430	LT. J.C. Bonanno
Employee Signature	*Date*	*Time*	*Administering Supervisor*

PERSONNEL'S COPY

RETURN TO HRB WHEN COMPLETED

PDC SCHEDULING FORM

*(The following information is **REQUIRED** to schedule a pre-disciplinary conference. Please **DO NOT** leave any blank spaces. One form per employee)*

Captain / Supervisor requesting PDC: William Nelson

Name of Employee: Sgt. Brent Mason

Assignment: Division / Bureau / Area / Shift: Support/HRB/Training Academy

East Side *(circle one)* **West Side**

IAB Complaint # Crash Review Board

Date(s) of Alleged Violation: June 29, 2014

Alleged Violation #1: SPD 304.05 – Department Motor Vehicle Crash
(Example) *SPD 100.39 Insubordination*

Alleged Violation #2: _____

Alleged Violation #3: _____

Short Synopsis of Incident: Alleged Violation #1
(Example: You were given a direct order by your supervisor to report to LSUMC to guard a prisoner. You advised your supervisor that you were not going to go because it was not your turn and he should send another officer instead.)

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.

PDC must be conducted by (60-day limit) Date: N/A

Approving Assistant Chief: ACP Wayne E. Smith

***Re-schedule PDC for Friday, August 29, 2014 at 1:30 pm in ACP Smith's Office**

Human Resources Bureau

PDC Notifications Tracking Log

PDC – Sgt. Brent Mason
PDC Date: Friday, August 29, 2014
PDC Time: 1330 Hours

<u>Log to be completed by each person taking possession of file</u>

Date	Delivered By:	Received By:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This Log Stays With File

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department

Human Resources Commander

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

DATE: August 18, 2014

TO: Brent Mason, Sergeant
Support/HRB/Training Academy

THROUGH: William Nelson, Captain
Human Resources Bureau

FROM: William Nelson, Captain
Human Resources Bureau

SUBJECT: **Pre-disciplinary Conference – Sergeant Brent Mason #341**
Scheduled for 1030 hours – August 22, 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 22, 2014, at 1030 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.

We have forwarded this notification to your Commander through interoffice distribution requesting that **he/she ensure and advise that your presence is required.**

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

HPA William Nelson, Captain

William Nelson, Captain
Human Resources Bureau

WJN/jlt

Affixing your signature and date below only signifies that you are in receipt of this notice and were advised that your presence is required.

B Mason #341	8/19/14	1330	Sgt. Gregory P. Jackson #241
Employee Signature	*Date*	*Time*	*Administering Supervisor*

PERSONNEL'S COPY

RETURN TO HRB WHEN COMPLETED

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department

Human Resources Commander

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

DATE: August 18, 2014

TO: William Nelson, Captain
Human Resources Bureau

FROM: William Nelson, Captain
Human Resources Bureau

SUBJECT: **Results of Pre-disciplinary conference – Sergeant Brent Mason #341**
Scheduled for 1030 hours – August 22, 2014 – CAD Crash Review Board

Enclosed, in a sealed envelope, is documentation pertaining to the results of the Pre-disciplinary Conference that was completed for Sergeant Brent Mason on the above date and time.

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 22, 2014, at 1030 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 sealed envelope needs to be hand-delivered to the employee, and both Sergeant Brent Mason and the Administering Supervisor must sign the statement below, authenticating delivery and receipt.

Once signed, this IOC is to be returned to the Human Resources Bureau in a sealed envelope.

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

William Nelson, Captain
Human Resources Bureau

WJN/jlt

Affixing your signature and date below only signifies that the sealed envelope was delivered to you.

Employee Signature	*Date*	*Administering Supervisor*

PERSONNEL'S COPY

RETURN TO HRB WHEN COMPLETED

PDC SCHEDULING FORM

*(The following information is **REQUIRED** to schedule a pre-disciplinary conference. Please **DO NOT** leave any blank spaces. One form per employee)*

Captain / Supervisor requesting PDC: William Nelson

Name of Employee: Sgt. Brent Mason

Assignment: Division / Bureau / Area / Shift: Support/HRB/Training Academy

East Side *(circle one)* **West Side**

IAB Complaint # Crash Review Board

Date(s) of Alleged Violation: June 29, 2014

Alleged Violation #1: SPD 304.05 – Department Motor Vehicle Crash
(Example) *SPD 100.39 Insubordination*

Alleged Violation #2: _____

Alleged Violation #3: _____

Short Synopsis of Incident: Alleged Violation #1
(Example: You were given a direct order by your supervisor to report to LSUMC to guard a prisoner. You advised your supervisor that you were not going to go because it was not your turn and he should send another officer instead.)

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.

PDC must be conducted by (60-day limit) Date: N/A

Approving Assistant Chief: ACP Wayne E. Smith

***Schedule PDC for Friday, August 22, 2014 at 10:30 am in ACP Smith's Office**

Jaunda Taylor - PDC-B. Mason

From: Robbin James
To: Jaunda Taylor
Date: 08/20/2014 3:36 PM
Subject: PDC-B. Mason
CC: William Nelson

The PDC time for Brent Mason has been changed from 10:30 on Friday to 1:30 pm. Also, ACP Smith said that he will not need anyone from City Attorney's office or City Personnel.

Thanks

SHREVEPORT POLICE DEPARTMENT
PRE-DISCIPLINARY CONFERENCE RECORD

Employee's Name: Brent Mason **Rank:** Sgt **Bureau:** Human Resources

Alleged Violation(s): municipal Fire and Police civil Service Law 33:250c Corrective And Disciplinary Action for maintaining standard of Service, SPD. 100.79 - operation of vehicles (Reference SPD 606.01; SPD 304.04).

Evidence: Administrative Investigation **Employee's Statement:** Recorded

Conference Findings & Personnel Action:

Finding - Sustained for SPD 100.79 - operation of vehicle. Action - Attend Drivers Course. Documented couseling will be scheduled by commander and Removal of take home storage unit for 30 days starting 9/01/14 to 10/01/14

Conference Certification: We, the undersigned, certify that the preceding account of this Conference, held on this 29 day of August ,2014 at 1355 hours to be true and correct:

Chief of Police: _____ **Assistant City Attorney:** [signature]

Deputy Chief: _____ **Assistant Chief - Investigations:** _____

Assistant Chief – USD/ West: _____ **City Personnel Analyst:** [signature]

Assistant Chief - USD/East: _____ **Assistant Chief -Support:** _____

Employee's Supervisor: [signature] **Police Human Resources:** Sgt. Joseph G. Odom

Employee's Representative: _____ **Chief Administrative Assistant:** _____

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 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: Sgt Brent Mason 341 ***Date:*** 8-28-14

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: Results of Pre-disciplinary conference – Sergeant Brent Mason #341
Scheduled for 1330 hours – August 29, 2014 – CAD Crash Review Board

Enclosed, in a sealed envelope, is documentation pertaining to the results of the Pre-disciplinary Conference that was completed for Sergeant Brent Mason on the above date and time.

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 sealed envelope needs to be hand-delivered to the employee, and both Sergeant Brent Mason and the Administering Supervisor must sign the statement below, authenticating delivery and receipt.

Once signed, this IOC is to be returned to the Human Resources Bureau in a sealed envelope.

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

Affixing your signature and date below only signifies that the sealed envelope was delivered to you.

B Mason 341 — *Employee Signature*

8-28-14 — *Date*

Administering Supervisor

PERSONNEL'S COPY

RETURN TO HRB WHEN COMPLETED

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: August 09, 2005

TO: Brent D. Mason, Corporal
Uniform Services Division / Patrol Shift B

THROUGH: Cheryl Jeter, Captain
Uniform Services Division / Bureau Commander

FROM: Jacqueline V. Willis, Lieutenant
Human Resources Commander

SUBJECT: **Pre-disciplinary Conference - Corporal Brent D. Mason**
Scheduled for 1330 hours - August 24, 2005 (IAB #A05-086)

A Pre-disciplinary Conference has been scheduled for Corporal Brent D. Mason at **1330 hours, August 24, 2005,** in reference to alleged violation of The Shreveport Police Rules & Regulations specifically: SPD 606.13 VI - Operation of Mobile Video Systems Equipment, SPD 606.25 V.A.1. - Muscular Disruption Unit and SPD 601.01 IV.D.1.a. and 3. - Arrests (General), which occurred on May 19, 2005.

The Conference will take place in the office of ACP Glenn Schach.

We have forwarded this notification to your Commander through interoffice distribution requesting that **he/she ensure and advise that your presence is required.**

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

Jacqueline V. Willis

Jacqueline V. Willis, Lieutenant
Human Resources Commander

JVW/gbw

Affixing your signature and date below only signifies that you are in receipt of this notice and were advised that your presence is required.

Cpl. Brent Mason #341 8-15-05 0815

Employee Signature *Date* *Time* *Administering Supervisor*

RETURN TO HRB WHEN COMPLETED

C.S. Form No. 3
(City of Shreveport Automated Version)

TO THE MUNICIPAL FIRE AND POLICE SERVICE BOARD

Shreveport, Louisiana

PERSONNEL ACTION

Date August 24, 2005

1. Employee Name	2. Department	3. Personnel Action (see below)	4. Effective Date of Action
Brent Mason Date of Birth [redacted]	Police	Two (2) Day Fine -Reduction in Pay	August 24, 2005

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Police Corporal		

8. Remarks

Employee is hereby issued a **Two (2) Day Fine, (Reduction in Pay),** effective August 24, 2005, for violation of departmental rules and regulations

Saw

Recommended:

1. _____, Chief
F.M. "Mike" CAMPBELL

2. _____, Supervisor
ASSISTANT CHIEF OF POLICE

Approved:

_____, Chairperson
Municipal Fire and Police Civil Service Board
LT. JOHN W. deVRIES

Approved:

_____
Appointing Authority
MAYOR KEITH HIGHTOWER

NOTES:
FOR COMPLETION AND USE OF THIS FORM, REFER TO THE STATE OF LOUISIANA OPERATION OF A MUNICIPAL FIRE AND POLICE CIVIL SERVICE SYSTEM. AFTER THE ORIGINAL IS SIGNED, MAKE FOUR (5) COPIES; FOUR (4) ON WHITE PAPER AND ONE (1) ON BLUE PAPER. DISTRIBUTE THE ORIGINAL TO THE CHAIRMAN OF BOARD, THE BLUE COPY TO THE STATE EXAMINER, AND THE REMAINING WHITE COPIES TO THE APPOINTING AUTHORITY, SECRETARY TO THE BOARD, SPD FINANCE, AND EMPLOYEE.

MARK COPIES BY CIRCLING, CHECKING OR HIGHLIGHTING BELOW:

Chairman of Board (Original)	*Secretary to the Board*	*Appointing Authority*	*SPD Finance*	*State Examiner (Blue Copy)*	*Employee*

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: February 14, 2005

TO: Mark Rogers, Captain
Uniform Services / Patrol / Shift B

FROM: Jacqueline V. Willis, Lieutenant
Human Resources Commander

SUBJECT: **Results of Predisciplinary Conference - Brent Mason**
Conducted 1500 hours - February 17, 2005 [IAB# Z12-0194]

Enclosed, in a sealed envelope, is documentation pertaining to the results of the Predisciplinary Conference that was conducted on the above date and time.

Under the provisions of Municipal Fire and Police Civil Service Law, R.S. 33:2500 - Corrective and Disciplinary Action for Maintaining Standards of Service, the Predisciplinary Conference was conducted for Brent Mason, in reference to alleged violation of Shreveport Police Rules and Regulations specifically SPD 403.5 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, (E-Mail), which occurred on November 2, 2004.

The sealed envelope needs to be **hand-delivered to the employee and both Brent Mason and the Administering Supervisor must sign the statement below, authenticating delivery and receipt.**

Once signed, this IOC is to be returned to the Human Resources Bureau in a sealed envelope.

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

Jacqueline V. Willis

Jacqueline V. Willis, Lieutenant
Human Resources Commander

RECEIVED
MAR 21 2005
POLICE PERSONNEL

JVW/ckr

Affixing your signature and date below only signifies that the sealed envelope was delivered to you.

#341	3-20-05	153
Employee Signature	*Date*	*Administering Supervisor*

RETURN TO HRB WHEN COMPLETED

C.S. Form No. 3
(City of Shreveport Automated Ve

TO THE MUNICIPAL FIRE AND POLICE SERVICE BOARD

Shreveport, Louisiana

PERSONNEL ACTION

Date February 22, 2005

1. Employee Name	2. Department	3. Personnel Action (see below)	4. Effective Date of Action
Brent Mason [redacted]	Police	**Three (3) Day Fine (Reduction in Pay)**	February 17, 2005

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Police Corporal		

8. Remarks

Employee is hereby issued a **Three (3) Day Fine (Reduction in Pay)**, effective February 17, 2005, for violation of departmental rules and regulations.

saw

Recommended:

1. _____, Chief
F.M. "Mike" CAMPBELL

2. _____, Supervisor
ASSISTANT CHIEF OF POLICE

Approved:
_____, Chairperson
Municipal Fire and Police Civil Service Board
JAMES C. GARDNER, JR.

Approved:
_____
Appointing Authority
MAYOR KEITH HIGHTOWER

NOTES:
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MARK COPIES BY CIRCLING, CHECKING OR HIGHLIGHTING BELOW:

Chairman of Board (Original)	*Secretary to the Board*	*Appointing Authority*	*SPD Finance*	*State Examiner (Blue Copy)*	*Employee*

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: February 14, 2005

TO: Brent Mason
Uniform Services / Patrol / Shift B

THROUGH: Mark Rogers, Captain
Uniform Services / Patrol / Shift B, Commander

FROM: Jacqueline V. Willis, Lieutenant
Human Resources Commander

SUBJECT: **Predisciplinary Conference - Brent Mason**
Scheduled for 1500 hours - February 17, 2005 [IAB# Z12-0194]

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 Predisciplinary Conference has been scheduled for you on the above date and time, in reference to alleged violation of Shreveport Police Rules and Regulations specifically SPD 403.5 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, (E-Mail), which occurred on November 2, 2004.

The Conference will take place in the library of Chief F.M. "Mike" Campbell.

We have forwarded this notification to your Commander through interoffice distribution requesting that **he ensure and advise that your presence is required.**

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

RECEIVED
FEB 15 2005
POLICE PERSONNEL

Jacqueline V. Willis

Jacqueline V. Willis, Lieutenant
Human Resources Commander

JVW/ckr

Affixing your signature and date below only signifies that you are in receipt of this notice and were advised that your presence is required.

Brent Mason	2-14-05	1820	
Employee Signature	*Date*	*Time*	*Administering Supervisor*

C.S. Form No. 3
(City of Shreveport Automated Version)

Bml
BDM

TO THE MUNICIPAL FIRE AND POLICE SERVICE BOARD

Shreveport, Louisiana

PERSONNEL ACTION

Date September 11, 2003

1. Employee Name	2. Department	3. Personnel Action (see below)	4. Effective Date of Action
Brent D. Mason Date of Birth [redacted]	Police	**1. Recision of Three (3) Day Suspension without Pay** **2. Issued Three (3) day Fine (Reduction in Pay)**	April 29, 2003

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Police Officer		

8. Remarks

The Municipal Fire and Police Civil Service Board met on September 10, 2002, and rescinded the discipline of the **Three (3) Day Suspension Without Pay**, received by the employee on April 29, 2003, for violation of departmental rules and regulations between December 10, 2002 and February 10, 2003. The Board modified the discipline and issued the employee **a Three (3) Day fine (reduction in pay)**, effective April 29, 2003.

erp

Recommended:

1. F.M. Campbell, Chief
F.M. "Mike" CAMPBELL

2. Charles R. Clement, Supervisor
ASSISTANT CHIEF OF POLICE

Approved:

James C. Gardner, Chairperson
Municipal Fire and Police Civil Service Board
JAMES C. GARDNER, JR.

Approved:

Appointing Authority
MAYOR KEITH HIGHTOWER

NOTES:

FOR COMPLETION AND USE OF THIS FORM, REFER TO THE STATE OF LOUISIANA OPERATION OF A MUNICIPAL FIRE AND POLICE CIVIL SERVICE SYSTEM. AFTER THE ORIGINAL IS SIGNED, MAKE FOUR (5) COPIES; FOUR (4) ON WHITE PAPER AND ONE (1) ON BLUE PAPER. DISTRIBUTE THE ORIGINAL TO THE CHAIRMAN OF BOARD, THE BLUE COPY TO THE STATE EXAMINER, AND THE REMAINING WHITE COPIES TO THE APPOINTING AUTHORITY, SECRETARY TO THE BOARD, SPD FINANCE, AND EMPLOYEE.

MARK COPIES BY CIRCLING, CHECKING OR HIGHLIGHTING BELOW:

Chairman of Board (Original)	*Secretary to the Board*	*Appointing Authority*	*SPD Finance*	*State Examiner (Blue Copy)*	*Employee*

C.S. Form No. 3
(City of Shreveport Automated Version)

FILE

BWR
JA

TO THE MUNICIPAL FIRE AND POLICE SERVICE BOARD

Shreveport, Louisiana

PERSONNEL ACTION

Date May 8, 2003

1. Employee Name	2. Department	3. Personnel Action (see below)	4. Effective Date of Action
Mason, Brent D. Date of Birth [redacted]	Police	**Three (3) Day Suspension Without Pay**	April 29, April 30 and May 1, 2003

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
Permanent Police Officer		

8. Remarks

Employee is hereby issued a **Three (3) Day Suspension Without Pay**, effective April 29, April 30 and May 1, 2003, for violation of departmental rules and regulations, as described in the attached letter.

rsj

Recommended:

1. James Roberts Jr., Chief
JAMES N. ROBERTS, JR.

2. W Wilson, Supervisor
ASSISTANT CHIEF OF POLICE

Approved:

James C Gardner Jr., Chairperson
Municipal Fire and Police Civil Service Board
JAMES C. GARDNER, JR.

Approved:

Appointing Authority
MAYOR KEITH HIGHTOWER

NOTES:

FOR COMPLETION AND USE OF THIS FORM, REFER TO THE STATE OF LOUISIANA OPERATION OF A MUNICIPAL FIRE AND POLICE CIVIL SERVICE SYSTEM. AFTER THE ORIGINAL IS SIGNED, MAKE FOUR (5) COPIES; FOUR (4) ON WHITE PAPER AND ONE (1) ON BLUE PAPER. DISTRIBUTE THE ORIGINAL TO THE CHAIRMAN OF BOARD, THE BLUE COPY TO THE STATE EXAMINER, AND THE REMAINING WHITE COPIES TO THE APPOINTING AUTHORITY, SECRETARY TO THE BOARD, SPD FINANCE, AND EMPLOYEE.

MARK COPIES BY CIRCLING, CHECKING OR HIGHLIGHTING BELOW:

Chairman of Board (Original)	*Secretary to the Board*	*Appointing Authority*	*SPD Finance*	*State Examiner (Blue Copy)*	*Employee*

SHREVEPORT POLICE DEPARTMENT

PERSONNEL ORDER

DATE ISSUED:	EFFECTIVE DATE:	ISSUED BY:	PERSONNEL ACTION NUMBER:
May 8, 2003	April 29, 30 and May 1, 2003	James N. Roberts, Jr.	PAN-03-134

EMPLOYEE'S NAME:	BADGE NUMBER:	ACTION CODES:	PAGE 1 OF 1 PAGES
Corporal Brent Mason	341	03	

WAS A CIVIL SERVICE ACTION FORM COMPLETED?	ARE PAYROLL DOCUMENTS TO BE PREPARED?
[X] YES [ ] NO	[X] YES [ ] NO
WAS A PRE-DISCIPLINARY CONFERENCE CONDUCTED?	**APPLICABLE RULE(S) / GENERAL ORDER(S):**
[X] YES [ ] NO	

ACTION CODES:

01 - TERMINATION	04 - FINE	07 - LETTER OF INSTRUCTION	10 - TRANSFER
02 - DEMOTION	05 - LETTER OF REPRIMAND	08 - COMMENDATION / AWARD	11 - RESIGNATION
03 - SUSPENSION	06 - COUNSELING STATEMENT	09 - PROMOTION	12 - RETIREMENT
			13 - OTHER ACTION

C O R R E C T E D C O P Y

Employee is hereby issued a **Three (3) Day Suspension Without Pay**, effective April 29, April 30 and May 1, 2003, for violation of departmental rules and regulations, as described in the attached letter.

JNR,jr./bjr

cc: Chief James N. Roberts, Jr.
ACP W. T. Wilson
ACP S. Franklin
Captain S. Spalding
Captain M. Rogers
Tonya Franks
Member's File

SHREVEPORT POLICE DEPARTMENT
PRE-DISCIPLINARY CONFERENCE RECORD

Employee's Name: Brent Mason Rank: Corporal Bureau: Operations Services

Alleged Violation(s): SPD 403.05 - Paragraph V.C.4 - Computers Laptop Computers, Mobile Data Computers, Electronic Mail (E Mail)

Evidence: See Administrative Invest. Employee's Statement: Recorded

Conference Findings & Personnel Action: Sustained - 3 day Suspension w/out pay April 29, April 30, May 3, 2003

Conference Certification: We, the undersigned, certify that the preceding account of this Conference, held on this 28th day of April, 2003 at 1425 hours to be true and correct:

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

Assistant Chief: Steve Franklin City Personnel Analyst: Birdie Byrd

Employee's Supervisor: LT S. Walker Police Human Resources: Joy Bellotto

Employee's Representative: _____

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 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: [signature] Date: 4-28-03

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: April 16, 2003

TO: Corporal Brent Mason
Uniform Services Division / West Side Patrol

THROUGH: Mark Rogers, Captain
Uniform Services Division / West Side Patrol Commander

FROM: Scott Spalding, Captain
Human Resources Commander

SUBJECT: **Predisciplinary Conference - 1400 hours, April 28, 2003, for Corporal Brent Mason (IAB Y03-0039)**

A Predisciplinary Conference has been scheduled for you on the above date and time, in reference to alleged violation of Shreveport Police Rules and Regulations specifically SPD 403.05, Paragraph IV.C.4 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail (EMail), which occurred between December 1, 2002 and March 4, 2003.

The Conference will take place in the office of ACP Franklin.

We have forwarded this notification to your Commander through interoffice distribution requesting that **he ensure and advise that your presence is required.**

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

Scott Spalding (JPB

Scott Spalding, Captain
Human Resources Commander

SS/bjr

Affixing your signature and date below only signifies that you are in receipt of this notice and were advised that your presence is required.

Cpl. B Mason #341	04-20-03	0750	Lt J. Rogers #965
Employee's Signature	Date	Time	Administering Supervisor

Personnel's Copy

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department

Uniform Services Division

Phone: (318) 673-7206 **Fax:** (318) 673-7209

DATE: April 11, 2003

TO: Captain S. D. Spalding
Human Resources Bureau Commander

1400 APR 09

FROM: Stephen E. Franklin
Assistant Chief of Police
Uniform Services Division

SUBJECT: PDC for Corporal Brent Mason #341 (IAB Complaint Y03-0039 occurring between 12/1/02 through 3/4/03)

Jun 4/Shift B

Please schedule a PDC for Corporal Brent Mason. Corporal Mason works from 0700 hours until 1500 hours, and his days off are Thursday and Friday.

Your assistance is appreciated.

Steve Franklin

Assistant Chief Stephen E. Franklin
Uniform Services Division

SEF:mm

c: Lt. Mark Rogers

RECEIVED
APR 1 4 2003
POLICE PERSONNEL

ALLEGED VIOLATION(S):

403.05, IV. C.4
Computers, laptop computers, mobile data computers, electronic mail (email)

INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: Jun 12, 2003

TO: Mark Rogers, Captain
Uniform Services Divisoin / West Side Patrol

FROM: Scott Spalding, Captain
Human Resources Commander

SUBJECT: **Results of Predisciplinary Conference - Corporal Brent Mason**
Conducted 1400 hours April 28, 2003 (IAB Y03-0039)

Enclosed, in a sealed envelope, is documentation pertaining to the results of the Predisciplinary Conference that was completed for Corporal Brent Mason on the above date and time, in reference to alleged violation of Shreveport Police Rules and Regulations specifically SPD 403.05 - Paragraph IV.C.4 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, which occurred between December 1, 2002 and March 4, 2003.

The sealed envelope needs to be **hand-delivered to the employee and both Corporal Brent Mason and the Administering Supervisor must sign the statement below, authenticating delivery and receipt.**

Once signed, this IOC is to be returned to the Human Resources Bureau in a sealed envelope.

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

Scott Spalding - BJR

Scott Spalding, Captain
Human Resources Commander

SS/bjr

Affixing your signature and date below only signifies that the sealed envelope was delivered to you.

Cpl B Mason — Employee's Signature

6/15/03 — Date

Lt J Rogers 96J — Administering Supervisor

PERSONNEL'S COPY

RETURN TO HRB WHEN COMPLETED

C.S. Form No. 3

TO MUNICIPAL FIRE AND POLICE CIVIL SER BOARD

SHREVEPORT, Louisiana

PERSONNEL ACTION

Date SEPTEMBER 07, 2001

1. Employee's Name	2. Department	3. Personnel Action (See Reverse Side for Designation)	4. Effective Date of Action
MASON, BRENT Date of Birth [redacted]	POLICE	LETTER OF REPRIMAND	AUGUST 27,2001

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
PERMANENT POLICE OFFICER	PERMANENT POLICE OFFICER	

8. Remarks EMPLOYEE IS HEREBY ISSUED LETTER OF REPRIMAND FOR VIOLATIONS OF DEPARTMENTAL RULES AND REGULATIONS AS DESCRIBED IN THE ATTACHED LETTER.

Recommended:

1. James N. Roberts, Jr., Chief
JAMES N. ROBERTS, JR.

2. D. Franklin, Supervisor
ASSISTANT CHIEF OF POLICE

Approved:

Daniel C Glass, Chairman
Municipal Fire and Police Civil Service Board

DANIEL GLASS

Approved:

Appointing Authority

MAYOR KEITH HIGHTOWER

lsc

(Over)

APPOINTING AUTHORITY

SHREVEPORT POLICE DEPARTMENT
PERSONNEL ORDER

DATE ISSUED:	EFFECTIVE DATE:	ISSUED BY:	PERSONNEL ACTION NUMBER
September 6, 2001	August 27, 2001	James N. Roberts, Jr.	**PAN-01-319**

EMPLOYEE'S NAME:	BADGE NUMBER:	FIXED LIST#	ACTION CODES:	
Officer Brent Mason	341		05	PAGE 1 OF 1 PAGES

WAS A CIVIL SERVICE ACTION FORM COMPLETED?	ARE PAYROLL DOCUMENTS TO BE PREPARED?
☒ YES ☐ NO	☐ YES ☒ NO
WAS A PRE-DISCIPLINARY CONFERENCE CONDUCTED?	**APPLICABLE RULE(S) / GENERAL ORDER(S):**
☒ YES ☐ NO	

ACTION CODES:

01 - TERMINATION	04 - FINE	07 - LETTER OF INSTRUCTION	10 - TRANSFER
02 - DEMOTION	05 - LETTER OF REPRIMAND	08 - COMMENDATION / AWARD	11 - RESIGNATION
03 - SUSPENSION	06 - COUNSELING STATEMENT	09 - PROMOTION	12 - RETIREMENT
			13 - OTHER ACTION

Effective August 27, 2001, employee is hereby issued a ***Letter of Reprimand*** for violations of departmental rules and regulations as described in the attached letter.

JNR, jr./lso

cc: Chief J. Roberts
ACP M. Head
ACP S. Franklin
Capt. D. Melton
Rodney Price
Heather Phipps
Member's file

Shreveport Police Department
Pre-disciplinary Conference Record

Employee's Name: Brent D. Mason Rank: Officer Bureau: Uniform Services

Alleged Violation(s): SPD 301.01- Absenteeism Policy, SPD 100.34- Use of Drugs

Evidence: see administrative investigation Employee's Statement: Recorded

Conference Findings & Personnel Action: SPD 301.01- Absenteeism - Sustained Letter of Reprimand
SPD 100.34- Use of Drugs (Not- Sustained)

Conference Certification: We, the undersigned, certify that the preceding account of this Conference, held on this 27 day of August, 2001 at 1432 Hours, to be true and correct:

Chief of Police: _____ Assistant City Attorney: _____

Assistant Chief: S. Franklin City Personnel Analyst: _____

Employee's Supervisor: Harold Beard Police Human Resources: Joy Bellott

Employee's Representative: _____

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 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: _____ #341 Date: 8-27-01

INTER-OFFICE MEMORANDUM
City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: August 21, 2001

TO: Brent D. Mason, Officer
Uniform Services Division / Patrol

THROUGH: D. Melton, Captain
Uniform Services Division / Patrol Area 4 Commander

FROM: W. T. Wilson, Captain
Human Resources Commander

SUBJECT: **Predisciplinary Conference - August 27, 2001, at 1400 hours for Officer Brent D. Mason (IAB #W05-0079)**

A Predisciplinary Conference has been scheduled for you on the above date and time, in reference to alleged violation of SPD Rules and Regulations, specifically SPD 301.01 - Absenteeism Policy and SPD 100.34 - Use of Drugs, which occurred on April19, 20, and 21, 2001. **The Conference will take place in the office of ACP Franklin.**

We have forwarded this notification to your Commander through interoffice distribution requesting that **he ensure and advise that your presence is required.**

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

W.T. Wilson
W. T. Wilson, Captain
Human Resources Commander

WTW/lso

Affixing your signature and date below only signifies that you are in receipt of this notice and were advised that your presence is required.

B Mason #341	08-23 2001	11:55	Capt D J Melton
Employee's Signature	Date	Time	Administering Supervisor

Personnel's Copy

RECEIVED AUG 23 2001

C.S. Form No. 3

TO MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

SHREVEPORT, Louisiana

PERSONNEL ACTION

Date JUNE 13, 2001

1. Employee's Name	2. Department	3. Personnel Action (See Reverse Side for Designation)	4. Effective Date of Action
MASON, BRENT D. [redacted]	POLICE	FIVE (5) DAY SUSPENSION WITHOUT PAY	MAY 11, 2001 THROUGH MAY 15, 2001

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)
PERMANENT POLICE OFFICER		

8. Remarks EMPLOYEE IS HEREBY ISSUED A FIVE (5) DAY SUSPENSION WITHOUT PAY, EFFECTIVE MAY 11-15, 2001, FOR VIOLATION OF DEPARTMENTAL RULES AND REGULATIONS AS DESCRIBED IN THE ATTACHED LETTER.

Recommended:

1. James N. Roberts, Jr., Chief
JAMES N. ROBERTS, JR.

2. [illegible], Supervisor
ASSISTANT CHIEF OF POLICE

Approved:

Daniel C Glass, Chairman
Municipal Fire and Police Civil Service Board
DANIEL GLASS

Approved:

Appointing Authority
MAYOR KEITH HIGHTOWER

RSJ

(Over)

SHREVEPORT POLICE I ARTMENT

PERSONNEL ORDER

DATE ISSUED:	EFFECTIVE DATE:	ISSUED BY:	PERSONNEL ACTION NUMBER:
June 13, 2001	May 11 - 15, 2001	James N. Roberts, Jr.	PAN-01-232

EMPLOYEE'S NAME:	BADGE NUMBER:	ACTION CODES:	FIXED LIST #:	
Officer Brent D. Mason	341	03	N/A	PAGE 1 OF 1 PAGES

WAS A CIVIL SERVICE ACTION FORM COMPLETED?	ARE PAYROLL DOCUMENTS TO BE PREPARED?
☒ YES ☐ NO	☒ YES ☐ NO
WAS A PRE-DISCIPLINARY CONFERENCE CONDUCTED?	**APPLICABLE RULE(S) / GENERAL ORDER(S):**
☒ YES ☐ NO	

ACTION CODES:

01 - TERMINATION	04 - FINE	07 - LETTER OF INSTRUCTION	10 - TRANSFER
02 - DEMOTION	05 - LETTER OF REPRIMAND	08 - COMMENDATION / AWARD	11 - RESIGNATION
03 - SUSPENSION	06 - COUNSELING STATEMENT	09 - PROMOTION	12 - RETIREMENT
			13 - OTHER ACTION

Employee is hereby issued a **FIVE DAY SUSPENSION WITHOUT PAY, EFFECTIVE MAY 11-15, 2001**, for violation of departmental rules and regulations as described in the attached letter.

JNR, Jr./rsj

cc: Chief James N. Roberts, Jr.
Provisional ACP M. F. Head
ACP J. Herring
Captain Ricky Walker
Cyndra Shelton
Member's File

Shreveport Police Department
Pre-disciplinary Conference Record

Employee's Name: Brent D. Mason Rank: Officer Bureau: Uniform Services

Alleged Violation(s): SPD 100.62 - Neglect of Duty, SPD 100.68 - Incompetence

Evidence: Administrative Investigation Employee's Statement: Recorded

Conference Findings & Personnel Action: Sustained - 5 Day Suspension w/o pay May 11 - 15 2001

Conference Certification: We, the undersigned, certify that the preceding account of this Conference, held on this 10 day of May, 2001 at 1312 Hours, to be true and correct:

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

Assistant Chief: Herring City Personnel Analyst: Birdie Byrd

Employee's Supervisor: L. Dumelton Police Human Resources: Joy Bellotti

Employee's Representative: _____

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 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: Ofc. B.D. Mason #341 Date: 5-10-2001

INTER-OFFICE MEMORANDUM
City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: May 3, 2001

TO: Brent D. Mason, Officer
Uniform Services Division / Patrol

THROUGH: R. B. Walker, Captain
Uniform Services Division / Patrol Area 4 Commander

FROM: W. T. Wilson, Captain
Human Resources Commander

SUBJECT: **Predisciplinary Conference - May 10, 2001 at 1300 hours, for Officer Brent D. Mason (IAB #V08-0225)**

A Predisciplinary Conference has been scheduled for you on the above date and time, in reference to alleged violation of SPD Rules and Regulations specifically SPD 100.62 - Neglect of Duty and SPD 100.68 - Incompetence, which occurred on August 13, 2000. **The Conference will take place in the office of ACP Herring.**

We have forwarded this notification to your Commander through interoffice distribution requesting that **he ensure and advise that your presence is required.**

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

W. T. Wilson
W. T. Wilson, Captain
Human Resources Commander

RECEIVED
MAY 07 2001

WTW/hlp

Affixing your signature and date below only signifies that you are in receipt of this notice and were advised that your presence is required.

B. D. Mason — 5/4/2001 — 1350 hrs. — [illegible]
Employee's Signature — Date — Time — Administering Supervisor

Personnel's Copy

C.S. Form No. 3

TO UNICIPAL FIRE AND POLICE CIVIL SER OARD

SHREVEPORT, Louisiana

PERSONNEL ACTION

Date MAY 6, 1997

1. Employee's Name	2. Department	3. Personnel Action (See Reverse Side for Designation)	4. Effective Date of Action
MASON, Brent D. [redacted]	POLICE	FINE OF $50.00	APRIL 24, 1997

5. From (Class Title)	6. To (Class Title)	7. (Monthly Salary)

8. Remarks Officer Brent D. Mason is hereby issued a Fine of $50.00 for violation of Municipal Fire and Police Civil Service Law and Departmental Rules and Regulations specifically: R.S. 33:2500 Paragraph (A) Sub-paragraph (1) Unwillingness or failure to perform the duties of his position in a satisfactory manner., and SPD 301.5 Appearance At Legal Proceedings. Officer Mason failed to adhere to a court order directing him to appear in court. This was Officer Mason's second incident relative to missing court within a twelve month period.

(SEE ATTACHMENT)

Recommended:

1. Stephen W. Prator, Chief
   Stephen W. Prator
2. Jack E. Mueller, Supervisor
   Assistant Chief of Police

Approved: Chairman
Municipal Fire and Police Civil Service Board
Donald Zadeck

Approved:
Appointing Authority
Mayor Robert W. "BO" Williams

(Over)

INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

Telephone: 673-6900 Fax: 673-6914

DATE: April 24, 1997

TO: Brent D. Mason, Officer
Operations Division

FROM: Stephen W. Prator
Chief of Police

SUBJECT: **Personnel Action Relative To Missing Court**

This communication is in reference to the above violation and the personnel action that was taken as a result.

Court attendance records indicate that you have missed attending court two times within the past twelve months. Specifically, you were absent on August 12, 1996 and again on March 03, 1997. You indicated in your response to the violation on August 12th that it must have been an oversight and that you didn't realize you had court. Regarding the absence of March 3rd, you stated that you were at the outdoor range for scheduled tactical firearms training. An administrative review of this case has been conducted by your chain-of-command. As a result of the review, it was determined that you violated SPD 301.5 - Appearance at Legal Proceedings.

On April 24, 1997, Assistant Chief Jack Miller conducted a Predisciplinary Conference as a result of the above violations. During the Conference, in accordance with established procedure, Assistant Chief Miller felt as though your actions were sufficient to warrant personnel action in the form of a fine.

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: You failed to adhere to a court order directing you to appear in court on a particular day and at a specific time.

SPD 301.5 Appearance At Legal Proceedings.

IV. Procedure:

E. When a member has an unexcused absence from any proceeding for which he was given a subpoena or summons, the following procedure shall be initiated by his supervisor.

2. A second incident within a twelve month period shall be cause for a $50.00 fine.

Violation: You failed to adhere to a court order directing you to appear in court on a particular day and at a specific time.

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 and Regulations.

You were employed on March 13, 1995, and have received the following personnel action.

Supervisor's Action Reports:

Date of Action:	Date of Incident:	Type of Violation:
January 9, 1996	Same.	Missed Court.
August 12, 1996	Same.	Missed Court.
March 12, 1997	February 11, 1997	SPD 100.75 - Use of Force.

However, as a result of the stated violations, you are hereby issued a **fine of $50.00**, as provided by Section 16 of Article X of the Louisiana Constitution of 1974 and revised statutes 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 purposes 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 it. Should a law enforcement officer refuse to sign, that fact shall be noted on that document and signed or initialed 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,

Stephen W. Prator
Chief of Police

To The Employee:

Affixing your signature and the date below signifies that you have received this personnel action letter and, specifically, that you have read and understand the contents to include the local board appeal policy and LA R.S. 40:2533 Paragraphs A. and B. above.

B. Mason #341 5-27-97

Member's Signature Date Human Resources Officer Date

C:\...\paltrs\bmason

SHREVEPORT POLICE DEPARTMENT

PERSONNEL ORDER

DATE ISSUED:	EFFECTIVE DATE:	ISSUED BY:	PERSONNEL ACTION NUMBER
May 6, 1997	April 24, 1997	Stephen W. Prator	PAN-97-169

EMPLOYEE'S NAME:	BADGE NUMBER:	ACTION CODES:	
Officer Brent D. Mason	341	04	PAGE 1 OF 1 PAGES

WAS A CIVIL SERVICE ACTION FORM COMPLETED?	ARE PAYROLL DOCUMENTS TO BE PREPARED?
☒ YES ☐ NO	☒ YES ☐ NO
WAS A PRE-DISCIPLINARY CONFERENCE CONDUCTED?	**APPLICABLE RULE(S) / GENERAL ORDER(S):**
☒ YES ☐ NO	

ACTION CODES:

01 - TERMINATION	04 - FINE	07 - LETTER OF INSTRUCTION	10 - TRANSFER
02 - DEMOTION	05 - LETTER OF REPRIMAND	08 - COMMENDATION / AWARD	11 - RESIGNATION
03 - SUSPENSION	06 - COUNSELING STATEMENT	09 - PROMOTION	12 - RETIREMENT
			13 - OTHER ACTION

Officer Brent D. Mason is hereby issued a $50.00 Fine for violation of Municipal Fire and Police Civil Service Law and Departmental Rules and Regulations, specifically: R.S. 33:2500 Paragraph (A) Sub-paragraph (1) Unwillingness or failure to perform the duties of his position in a satisfactory manner.; and SPD 301.5 - Appearance At Legal Proceedings. Officer Bates failed to adhere to a court order directing him to appear in court on a particular day and at a specific time. This was Officer Mason's second incident within a twelve (12) month period.

SWP:bgs

cc: Chief Prator
ACP J. Miller
ACP J. Goodpaster
Captain C. Hopper
Captain D. Olds
Cyndra Shelton
Cindy Chadwick
Member's File

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: RECORD SD

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: [signature]

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

Employee's Supervisor: Capt. [signature] 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