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: _____ City Personnel Analyst: _____

Employee's Supervisor: _____ Police Human Resources: _____

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