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

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