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. Dalton **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