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

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MA

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, Chief
JAMES N. ROBERTS, JR.

2. W Wilson, 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*