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