

**CITY OF PHOENIX, ARIZONA
PERSONNEL DEPARTMENT
DISCIPLINE NOTICE
(Classified Employees)**

Instructions: Complete through #19. Retain goldenrod for department control. Hand-carry to Law Department and Personnel Department for signatures in blocks #20-21. Complete #22-23. Give pink copy to employee and return white and yellow to Personnel.

EMPLOYEE DATA

1. NAME (Last, First, Middle) MASON, CRAIG #4861		2. SOCIAL SECURITY # [REDACTED]
3. CLASS CODE # 6221.0	4. CLASS TITLE POLICE OFFICER	5. DEPARTMENT # B2031 184432
6. DEPARTMENT/DIVISION POLICE/SOUTH FIELD OPERATIONS	7. EMPLOYEE'S HOME/MAILING ADDRESS [REDACTED] Drive Phoenix, AZ 85044	

DISCIPLINARY ACTION

8. COMMUNITY SERVICE: Accepted Refused N/A

9. SUSPENSION

10. DEMOTION TO (Class Title):
(Department/Division):

11. DISMISSAL

12. EFFECTIVE DATE: From: 6-9-91 Thru: 6-11-91

13. Number of work days/work hours suspended: Twenty-four (24) working hours

14. EMPLOYEE STATUS IN PRESENT CLASSIFICATION (Confirm employee's correct status with Personnel Records):

A) Regular (completed probation); ENTITLED TO APPEAL RIGHTS

B) Probationary; time in this class, combined with previous class, exceeds 12 months; ENTITLED TO APPEAL RIGHTS

C) Probationary in this class, but completed probation in lower class; ENTITLED TO APPEAL RIGHTS IN LOWER CLASSIFICATION

D) Probationary in this class, and combined with previous class, does not exceed 12 months; NO APPEAL RIGHTS

E) Other:

15. APPEAL PROCEDURES: An eligible employee shall have 14 calendar days after date of service of notice of the order of suspension, demotion or dismissal on him personally, or 21 calendar days from the date of mailing by certified mail the notice of order of suspension, demotion or dismissal, to request a hearing before the Board. The request for hearing must be in writing and must state the specific allegations in the discipline notice with which the employee disagrees. The request for hearing must be personally delivered to the Board or deposited in the U.S. Mail, certified, return receipt requested, postage prepaid, addressed to the Office of the Civil Service Board, 135 North Second Avenue, Phoenix, Arizona 85003, within the above-stated time.

16. EXPLANATION OF ACTION

Pursuant to the provisions of Personnel Rule 21, you are suspended, without pay, for twenty-four working hours for violations of Personnel Rules 21b1 "...the employee is incompetent or inefficient in the performance of his duties", 21b3 "...the employee has violated any lawful or official regulation or order", and 21b17 "...the employee has been guilty of any conduct of equal gravity to the reasons enumerated in Personnel Rules 21b1 through 21b16."

On April 9, 1991, while off duty, you were involved in a DUI private property traffic accident at the rear of Toolies Bar, 4231 West Thomas Road. When an on-duty officer and supervisors arrived at the scene, you failed to answer their questions truthfully about whether you were driving the vehicle. In addition, a subsequent Gas Chromograph Intoximeter (G.C.I.) test administered at Maryvale Precinct station indicated your blood alcohol content to be .15%

This notice has 1 attached page(s)

ENDORSEMENTS

17. Supervisor <i>[Signature]</i> #4433	18. Division Head <i>[Signature]</i>	19. Department Head <i>[Signature]</i>
20. Law Dept. <i>[Signature]</i>	21. Personnel Dept. <i>[Signature]</i>	22. City Manager (Delegated to Dept. Head) <i>[Signature]</i>
23. SERVICE OF NOTICE: <input checked="" type="checkbox"/> Personally - Date Served: 6-8-91 By Whom: <i>[Signature]</i> #2456		<input type="checkbox"/> Certified Mail, return receipt requested Date Mailed:
24. CIVIL SERVICE BOARD:		

DISCIPLINE NOTICE
Mason, Craig #4861
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Your actions are in violation of the following General Orders: General Order B-2.1.C.(1) - "Commission of a crime." General Order B-2.1.C.(4) - "Failure to accurately report all facts pertaining to an investigation or other matter of concern to the department." General Order B-2.1.C.(5) - "Failure to honestly report all facts pertaining to an investigation or other matter of concern to the department." General Order B-2.1.C.(6) - "Relating a false, deceptive or misleading account of an incident or fact at issue in an investigation or other matter of concern to the department." General Order B-2.1.C.(20) - "Use of alcohol to the extent that an employee's actions reflect discredit on the employee or the department."

Your disciplinary and performance history was considered by the Disciplinary Review Board in determining the length of this suspension. Any future infraction will result in further disciplinary action, up to and including dismissal.

