INTER-OFFICE MEMORANDUM
City of Shreveport

Shreveport Police Department
Human Resources Bureau

Phone: (318) 673-7150 **Fax: (318) 673-7160**

DATE: May 3, 2001

TO: Brent D. Mason, Officer
Uniform Services Division / Patrol

THROUGH: R. B. Walker, Captain
Uniform Services Division / Patrol Area 4 Commander

FROM: W. T. Wilson, Captain
Human Resources Commander

SUBJECT: **Predisciplinary Conference - May 10, 2001 at 1300 hours, for Officer Brent D. Mason (IAB #V08-0225)**

A Predisciplinary Conference has been scheduled for you on the above date and time, in reference to alleged violation of SPD Rules and Regulations specifically SPD 100.62 - Neglect of Duty and SPD 100.68 - Incompetence, which occurred on August 13, 2000. **The Conference will take place in the office of ACP Herring.**

We have forwarded this notification to your Commander through interoffice distribution requesting that **he ensure and advise that your presence is required.**

Thank you for your assistance. If you have any questions, please feel free to call.

W. T. Wilson
W. T. Wilson, Captain
Human Resources Commander

RECEIVED
MAY 07 2001

WTW/hlp

Affixing your signature and date below only signifies that you are in receipt of this notice and were advised that your presence is required.

B. D. Mason — 5/4/2001 — 1350 hrs. — [illegible]
Employee's Signature — Date — Time — Administering Supervisor

Personnel's Copy