INTER-OFFICE MEMORANDUM
City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: August 21, 2001

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

THROUGH: D. Melton, Captain
Uniform Services Division / Patrol Area 4 Commander

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

SUBJECT: **Predisciplinary Conference - August 27, 2001, at 1400 hours for Officer Brent D. Mason (IAB #W05-0079)**

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 301.01 - Absenteeism Policy and SPD 100.34 - Use of Drugs, which occurred on April19, 20, and 21, 2001. **The Conference will take place in the office of ACP Franklin.**

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

WTW/lso

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 Mason #341	08-23 2001	11:55	Capt D J Melton
Employee's Signature	Date	Time	Administering Supervisor

Personnel's Copy

RECEIVED AUG 23 2001