INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: April 16, 2003

TO: Corporal Brent Mason
Uniform Services Division / West Side Patrol

THROUGH: Mark Rogers, Captain
Uniform Services Division / West Side Patrol Commander

FROM: Scott Spalding, Captain
Human Resources Commander

SUBJECT: **Predisciplinary Conference - 1400 hours, April 28, 2003, for Corporal Brent Mason (IAB Y03-0039)**

A Predisciplinary Conference has been scheduled for you on the above date and time, in reference to alleged violation of Shreveport Police Rules and Regulations specifically SPD 403.05, Paragraph IV.C.4 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail (EMail), which occurred between December 1, 2002 and March 4, 2003.

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.

Scott Spalding/JPB

Scott Spalding, Captain
Human Resources Commander

SS/bjr

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

Cpl. B Mason #341	04-20-03	0750	Lt J. Rogers #965
Employee's Signature	Date	Time	Administering Supervisor

Personnel's Copy