INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: Jun 12, 2003

TO: Mark Rogers, Captain
Uniform Services Divisoin / West Side Patrol

FROM: Scott Spalding, Captain
Human Resources Commander

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

Enclosed, in a sealed envelope, is documentation pertaining to the results of the Predisciplinary Conference that was completed for Corporal Brent Mason 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, which occurred between December 1, 2002 and March 4, 2003.

The sealed envelope needs to be **hand-delivered to the employee and both Corporal Brent Mason and the Administering Supervisor must sign the statement below, authenticating delivery and receipt.**

Once signed, this IOC is to be returned to the Human Resources Bureau in a sealed envelope.

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

Scott H Spalding - BJR

Scott Spalding, Captain
Human Resources Commander

SS/bjr

Affixing your signature and date below only signifies that the sealed envelope was delivered to you.

Cpl B Mason — Employee's Signature

6/15/03 — Date

Lt J Rogers 96J — Administering Supervisor

PERSONNEL'S COPY

RETURN TO HRB WHEN COMPLETED