# INTER-OFFICE MEMORANDUM

City of Shreveport

**Shreveport Police Department**
**Human Resources Bureau**

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

**DATE:** February 14, 2005

**TO:** Mark Rogers, Captain
Uniform Services / Patrol / Shift B

**FROM:** Jacqueline V. Willis, Lieutenant
Human Resources Commander

**SUBJECT:** **Results of Predisciplinary Conference - Brent Mason**
**Conducted 1500 hours - February 17, 2005 [IAB# Z12-0194]**

Enclosed, in a sealed envelope, is documentation pertaining to the results of the Predisciplinary Conference that was conducted on the above date and time.

Under the provisions of Municipal Fire and Police Civil Service Law, R.S. 33:2500 - Corrective and Disciplinary Action for Maintaining Standards of Service, the Predisciplinary Conference was conducted for Brent Mason, in reference to alleged violation of Shreveport Police Rules and Regulations specifically SPD 403.5 - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail - Computers, Laptop Computers, Mobile Data Computers, Electronic Mail, (E-Mail), which occurred on November 2, 2004.

The sealed envelope needs to be **hand-delivered to the employee and both 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.

Jacqueline V. Willis

**Jacqueline V. Willis, Lieutenant**
**Human Resources Commander**

RECEIVED

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POLICE PERSONNEL

JVW/ckr

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

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| 4241 | 3-20-05 | 153 |
| *Employee Signature* | *Date* | *Administering Supervisor* |

RETURN TO HRB WHEN DONE