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: Brent Mason
Uniform Services / Patrol / Shift B

THROUGH: Mark Rogers, Captain
Uniform Services / Patrol / Shift B, Commander

FROM: Jacqueline V. Willis, Lieutenant
Human Resources Commander

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

Under the provisions of Municipal Fire and Police Civil Service Law, R.S. 33:2500 - Corrective and Disciplinary Action for Maintaining Standards of Service, 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 403.5 - 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 Conference will take place in the library of Chief F.M. "Mike" Campbell.

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.

RECEIVED
FEB 15 2005
POLICE PERSONNEL

Jacqueline V. Willis

Jacqueline V. Willis, Lieutenant
Human Resources Commander

JVW/ckr

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

Brent Mason	2-14-05	1820	
Employee Signature	*Date*	*Time*	*Administering Supervisor*