INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department
Human Resources Bureau

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

DATE: August 09, 2005

TO: Brent D. Mason, Corporal
Uniform Services Division / Patrol Shift B

THROUGH: Cheryl Jeter, Captain
Uniform Services Division / Bureau Commander

FROM: Jacqueline V. Willis, Lieutenant
Human Resources Commander

SUBJECT: **Pre-disciplinary Conference - Corporal Brent D. Mason**
Scheduled for 1330 hours - August 24, 2005 (IAB #A05-086)

A Pre-disciplinary Conference has been scheduled for Corporal Brent D. Mason at **1330 hours, August 24, 2005,** in reference to alleged violation of The Shreveport Police Rules & Regulations specifically: SPD 606.13 VI - Operation of Mobile Video Systems Equipment, SPD 606.25 V.A.1. - Muscular Disruption Unit and SPD 601.01 IV.D.1.a. and 3. - Arrests (General), which occurred on May 19, 2005.

The Conference will take place in the office of ACP Glenn Schach.

We have forwarded this notification to your Commander through interoffice distribution requesting that **he/she ensure and advise that your presence is required.**

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

JVW/gbw

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. Brent Mason #341	8-16-05	0815	
Employee Signature	*Date*	*Time*	*Administering Supervisor*

RETURN TO HRB WHEN COMPLETED