INTER-OFFICE MEMORANDUM
City of Shreveport

SHREVEPORT POLICE DEPARTMENT
USD-Field Support Bureau

Phone: (318) 673-7256 Fax: (318) 673-7272

Mark Jaudon, Captain Larry Cunningham, Lieutenant

DATE: June 07, 2010

TO: Corporal Brent Mason – Support

FROM: Captain Mark Jaudon

SUBJECT: Accident Review Board Hearing (10-117521) 06/01/10

The Shreveport Police Accident Review Board will convene on **July 08, 2010.** Your recent accident will be considered during this meeting. Should you desire, you will have the opportunity to personally appear before the board to present any additional evidence or witnesses on your behalf. A debate with the board will not be allowed. Should you appear during your off-duty time, overtime will not be paid. Your appearance before the board is purely voluntary. Should you choose not to appear, it will not be held against you.

The meeting will be held at the Shreveport Police Building, Investigation Divisions Conference Room at 0900 Hours.

Captain Mark Jaudon
USD/Field Support Commander
Chairman/Accident Review Board

MEMBER: **Will / Will Not Attend**

6/28/10
DATE TIME

FORM DELIVERED TO _____ 06/07/10

HAVE MEMBER SIGN AND RETURN