INTER-OFFICE MEMORANDUM

City of Shreveport

Shreveport Police Department

Human Resources Commander

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

DATE: August 18, 2014

TO: Brent Mason, Sergeant
Support/HRB/Training Academy

THROUGH: William Nelson, Captain
Human Resources Bureau

FROM: William Nelson, Captain
Human Resources Bureau

SUBJECT: **Pre-disciplinary Conference – Sergeant Brent Mason #341**
Scheduled for 1030 hours – August 22, 2014 – IAB # Crash Review Board

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 Pre-disciplinary Conference has been scheduled for Sergeant Brent Mason, on Friday, August 22, 2014, at 1030 hours in reference to alleged violation of Shreveport Police Department Rules and Regulations specifically, SPD 304.05—Department Motor Vehicle Crash—(Reference Section SPD 304). Employees shall operate official vehicles in a careful and prudent manner, and shall obey all laws of the State and all departmental orders pertaining to such operation. Short Synopsis of Incident: Sgt. Mason was in the right lane of Greenwood Road, east bound and activated his emergency lights and made a U-turn to go west bound and was hit by the vehicle in the left lane. This violation was reported to have occurred on June 29, 2014.

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.

WJN William Nelson, Captain

William Nelson, Captain
Human Resources Bureau

WJN/jlt

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

S/t B Mason #341	8/19/14	1330	Sgt. Gregory P. Jackson #242
Employee Signature	*Date*	*Time*	*Administering Supervisor*

PERSONNEL'S COPY

RETURN TO HRB WHEN COMPLETED