INTER-OFFICE MEMORANDUM
City of Shreveport

Shreveport Police Department

Human Resources Commander

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

DATE: August 26, 2014

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

THROUGH: William Nelson, Captain
Human Resources Bureau

FROM: Jonduke Bonanno, Lieutenant
Human Resources Bureau

SUBJECT: **Pre-disciplinary Conference – Sergeant Brent Mason #341**
Scheduled for 1330 hours – August 29, 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 29, 2014, at 1330 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.

J. Bonanno

Jonduke Bonanno, Lieutenant
Human Resources Bureau

JB/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.

Brent T. Mason — 8/26/14 — 1430 — Lt. J.C. Bonanno

Employee Signature — *Date* — *Time* — *Administering Supervisor*

PERSONNEL'S COPY

RETURN TO HRB WHEN COMPLETED