

TACOMA POLICE DEPARTMENT

Intra-Departmental Memorandum



TO: PPS C. Shane Burbank
Operations Bureau

FROM: Lieutenant Gary J. Roberts
Internal Affairs Section

DATE: January 8, 2024

SUBJECT: PRE-DISCIPLINARY INTERVIEW – CASE #21COM-0061

You are scheduled to meet in the Chief's Office Conference Room on **Friday, January 12, 2024, at 1300 hours**, for a pre-disciplinary interview. The interview will focus on the Internal Affairs investigation.

Chief Moore will not ask any guilt-seeking questions. This meeting is to afford you the opportunity to provide additional information before Chief Moore makes a final decision and, if appropriate, develop a corrective package.

You have been provided a copy of Assistant Chief Floyd's recommendation and the Internal Affairs investigation.

After the interview, Chief Moore will consider any mitigating information you might offer under advisement prior to determining any disciplinary action. The ultimate disciplinary determination rests with the Chief of Police, which may be up to and including termination.

You have the right to be accompanied by a union representative and/or attorney.

cc: Tacoma Police Union Local #6