

# ATTACHMENT #5

September 8, 1997

## CONFIDENTIAL PERSONAL REFERENCE INQUIRY

Ms Judy Jones  
Address  
City, State Zip Code

Dear Ms Jones:

Mr Smith is an applicant for employment with the City of Riverside Police Department as a Volunteer

This position requires a person with good moral character who is honest and industrious. All applicants must undergo an extensive and thorough background examination before they can be considered for employment.

Your name has been referred to us as a person who would have knowledge of the applicant's character, qualifications and fitness for the position. The department places a great deal of weight on information furnished by reliable citizens who are interested in the proper selection of personnel.

The information given by you will be treated as confidential, as set forth by the California Evidence Code, Section 1040.

Please fill out the questionnaire on the back of this form. For your convenience, we have enclosed a self addressed, stamped envelope. It is important that you complete and send this form ASAP to expedite the applicant's background examination and subsequent paperwork. Your cooperation and assistance in this inquiry shall be greatly appreciated.

Sincerely,

Gerald Carroll  
Chief of Police

K Lawler  
Volunteer Services Coordinator

GC/KL/ps

Enclosures

**CONFIDENTIAL PERSONAL REFERENCE INQUIRY**

- 1. How long have you known the applicant \_\_\_\_\_
- 2. What type of association have you had with the applicant? (Examples: casual, acquaintance, close friend, neighbor, etc )\_\_\_\_  
\_\_\_\_\_
- 3. What faults, if any, does the applicant have that would conflict with the duties and responsibilities in a law enforcement agency? \_\_\_\_\_  
\_\_\_\_\_
- 4. To what degree does that applicant use intoxicants or drugs?  
\_\_\_\_\_
- 5. To your knowledge, has the applicant ever been discharged from any employment? \_\_\_\_ If yes, please list the name and address of the company and the reason for discharge \_\_\_\_\_  
\_\_\_\_\_
- 6. What has been your observation of the applicant's stability or instability in his/her home and family life? \_\_\_\_\_  
\_\_\_\_\_
- 7. Does the applicant appear to live within his/her income? \_\_\_\_\_  
\_\_\_\_\_
- 8. To your knowledge, what is the applicant's general reputation in the neighborhood and community? \_\_\_\_\_  
\_\_\_\_\_
- 9. Please list any additional remarks you might have regarding the applicant's moral character, habits, honesty or integrity \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 10. To assist us in making a thorough evaluation of the applicant, please list the names and addresses of other persons who may have some knowledge of the applicant's qualifications \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of reference: \_\_\_\_\_

Occupation and/or title: \_\_\_\_\_

Date: \_\_\_\_\_ g:refer que