

**San Antonio Police Department
Volunteers In Policing
File Checklist**

Item	Date	Initials
1. Original Application Rcvd.	_____	_____
2. Auth. For Release of Pers. Info	_____	_____
3. Called for Interview/Fingerprinting	_____	_____
4. Interview Conducted	_____	_____
5. Fingerprint Card Rcvd.	_____	_____
6. Chief's Office Status Ltr.	_____	_____
7. Date Orientation	_____	_____
8. Agrmt. Release & Indem.	_____	_____
9. Agmt. & Confid. Statement	_____	_____
10. Item Agreement Form (Signed)	_____	_____

Reference Check Notes

Reference 1: _____	Reference 3: _____
Date Mailed: _____	Date Mailed: _____
Date Rcvd.: _____	Date Rcvd.: _____
Reference 2: _____	Reference 4: _____
Date Mailed: _____	Date Mailed: _____
Date Rcvd.: _____	Date Rcvd.: _____

Employment Verification

Name of Employer _____
Address _____
City, Zip _____
Date Sent: _____ **Date Rcvd.:** _____

Date File Completed _____ **Signature** _____