



# Calhoun Police Department

To Serve and Protect

TO: \_\_\_\_\_ [Previous/Current LE Agency]

RE: Calhoun Police Department: Pre-employment Background Check -RECORDS

Date: \_\_\_\_\_

To Whom It May Concern:

\_\_\_\_\_ who was employed by your agency from \_\_\_\_\_ to \_\_\_\_\_ has applied for a position in this department.

We are informed that you may be able to furnish information of value concerning the candidate's qualifications, fitness for duty, and/or job performance. Please assist us by expressing your opinion of this individual and by supplying us with employment information regarding the candidate.

We would appreciate your cooperation in providing the above employment information regarding \_\_\_\_\_, and we are accompanying this request with a notarized authorization releasing you from civil liability. We would be glad to cover any costs you incur in the copying and furnishing these documents to us. Of course, your responses are absolutely privileged under the law.

Sincerely,

Maj. Randy Gallman  
Calhoun PD  
(706) 602-5753  
rgallman@calnet-ga.net