

## **3-02/020.01 - Employment Reference Checks**

All employment reference checks received by the Department shall immediately be forwarded to Personnel Administration Bureau's Specialized Unit at the following address:

Los Angeles Sheriff's Department  
Personnel Administration – Pay, Leaves, and Records Units  
Hall of Justice – 5th Floor  
211 W. Temple Street  
Los Angeles, CA 90012

The Specialized Unit may be reached at (213) 229-1885.

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