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THE CITY OF
SAN DIEGO

CITY ADMINISTRATION BUILDING · COMMUNITY CONCOURSE · SAN DIEGO · CALIFORNIA 92101

July 5, 1966

OFFICE OF
THE CIVIL SERVICE
COMMISSION

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Personnel Director

JOHN TOOMBS
Asst. Personnel Director

MEMBER
Public Personnel Association

Leon Williams, Project Director
Neighborhood Youth Corps
Room 405, Robinson Building
520 E Street
San Diego, California

Dear Mr. Williams:

This is to confirm our telephone conversation and to thank you for your willingness to serve as a member of the oral examining board for the position of Police Patrolman. I feel we are extremely fortunate to have you with us.

Enclosed is our Manual for Interview Board Members and a bulletin describing the position involved. In order for the board members to go over the interview procedure before the first candidate arrives, we should meet at 8:15 a.m., Thursday, July 14, 1966, 8th floor, City Administration Building, Community Concourse, 2nd & C Streets. We will validate your parking ticket when you park in the Concourse parking garage.

We have found that it is particularly helpful if each board member can develop a question or a problem. By asking each candidate the same set of questions, we develop a standard for comparing and ranking the candidates.

Very truly yours,

Neil Bristow

Neil Bristow
Police Examiner

NB:kb

Enc.

CSR-10 (4/67)