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POLICE CHARGES – OBTAINING REFERENCES

You should try to obtain at least **two** references in support of your character, including a reference from your employer.

To be accepted by the court, and to give you the best chance of a positive outcome, the references should:

1. be on letterhead;
2. be addressed to "The Magistrate, Parramatta Local Court" (or the appropriate court);
3. refer to you by name;
4. indicate that the person giving the reference is aware of your circumstances and that you have been charged with a police offence;
5. indicate that, as far as they are aware, such conduct is totally out of character;
6. give some indication as to your character (e.g. honest, punctual, diligent, good worker, etc.) and if possible provide clear examples of this;
7. indicate that, in the view of the writer, you are unlikely to re-offend, or are not likely to commit the same offences again;
8. be signed by the writer.

It is important that each reference you use is different and expressed in the words of the person giving the reference, and not simply the words outlined above.