



SYKESVILLE POLICE DEPARTMENT

Exit Interviews

General Order 2-10

Effective: 07/13/17

Authorized By: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the procedures for conducting an exit interview upon the separation from employment of a Sykesville Police Department employee.

II. POLICY

The Sykesville Police Department will conduct exit interviews with employees upon separation from service.

III. PROCEDURES

When an employee leaves employment with the Police Department for any reason other than involuntary termination (i.e., being fired), an exit interview will be conducted. An employee who has given notice to resign or retire may be willing to provide constructive suggestions for improving employment practices, policy, statutes, employee training programs, etc., which could be beneficial in identifying problem areas.

- A. The exit interview shall be conducted by the Chief of Police or the Town Manager.
- B. The exit interview will ideally be scheduled several days in advance and will be at least 30 minutes in duration, so that a meaningful exchange can occur.
- C. The exit interview will be conducted several days before the employee's last day to give her/him time to take care of any separation paperwork. The interview will be conducted in a private place, so that there will be no interruptions, and in a manner designed to make the employee as comfortable as possible
- D. The Chief or Town Manager shall document the interview, asking the questions of the employee, and recording the responses and any additional comments. The completed document shall be placed in the departing employee's personnel file, for future reference.
- E. The following topics are offered as guidelines for general discussion during an exit interview. Any item that contributed to the resignation should be thoroughly discussed:
 1. Police Department or Town administration.
 2. Salary or benefits.
 3. Training or continuing education.
 4. Employee recognition.

5. Intra-Department communication.
6. Job satisfaction or motivation.
7. Personal problems.
8. Promotional opportunities.
9. Another employment opportunity.
10. Working conditions.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies:

General Order 22.4, entitled Exit Interviews, dated December 5, 2001.