# DALTON POLICE DEPARTMENT

	Effective Date	Number
	July 25, 2006	GO06-2.27
Subject		
Employee In and Out-Processing		
Reference		Revised
CALEA Standard – 17.5.2		July <del>24, 2018</del> 28, 2020
Distribution	Re-evaluation Date	No. Pages
All Personnel	July <del>2020</del> 2022	17

### I. Policy

It is the policy of the Dalton Police Department to provide a system to guide new employees during in-processing and to guide separating employees during out-processing from the agency Department.

### II. Procedures

- A. New Employee In-Processing
  - 1. All Departmental newly hired personnel will shall attend and complete all steps and / or phases of the Employee Orientation as it applies to their respective status.
  - 2. The In-Processing Checklist (see Appendix B) will shall be used to track initial processing of all personnel.
  - 3. The Property and Evidence Custodian Technician (PET) shall will be responsible for maintaining all documents generated from this directive.
  - 4. As each item of the checklist is completed, the date will shall be entered in the appropriate space in addition to along with the initials of the new employee and the orientation agent.
- B. Equipment and Property Issuance and Returns
  - 1. At a minimum, all sworn employees shall be issued the following Department-approved equipment / uniform items:
    - a. Department approved Protective body armor
    - b. Department approved Handgun / handgun holster
    - c. Department approved Handgun magazines / magazine holder
    - d. Flashlight / Flashlight holder

- e. Taser / Taser holster
- f. Inner and outer duty belts
- g. Handcuffs / handcuff case
- h. Asp baton / baton holder
- i. Department approved hand-held Portable radio / radio holder
- j. Uniform pants
- k. Uniform LS / SS shirts, both short and long sleeves
- I. Departmental approved Uniform footwear
- m. Departmental approved Uniform head gear hat / cap
- n. Rain Jacket
- o. Reflective Vest
- 2. As each employee is issued various equipment, each item will shall be listed on the Property Issue / Return Form (Appendix A).
- 3. All property issued and returned will shall be recorded by the property and evidence custodian PET.
- 4. All copies of receipts, invoices, and purchase orders paid for documenting the purchase of equipment issued to an employee should shall be maintained in the employee's issued equipment file by the Property and Evidence Custodian PET.
- C. Maintenance of Stored Departmental Property

Accountability for agency Department-owned property shall be the direct responsibility of the division, unit, section, or employee the property is assigned to. All stored property shall be maintained in a state of operational readiness. Division Commanders or their designees shall conduct a documented annual inspection of the stored property within their division. The inspection report shall be forwarded to the Chief of Police.

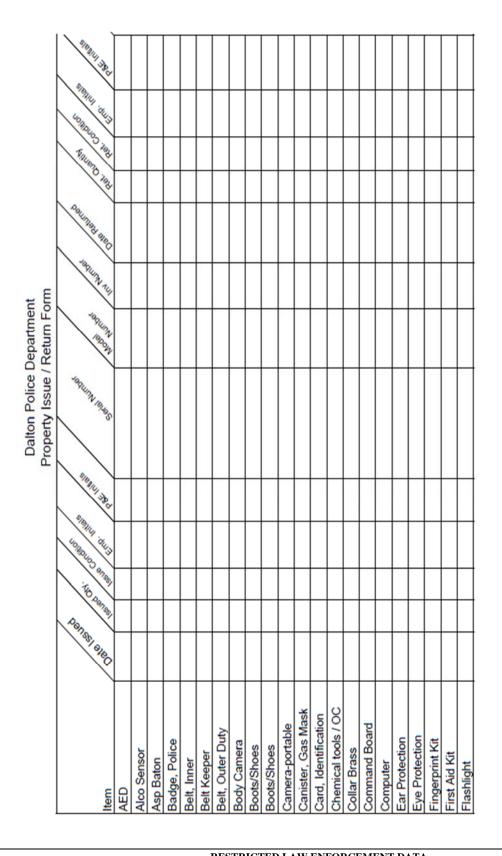
- D. Employee Out-Processing
  - 1. Every employee who separates service from the Department shall follow the procedures set forth in this section. A date will shall be set for each separating employee to complete necessary out-processing, equipment turn-in, and associated paperwork.

- Every employees who intends to separate service from the Department will shall refer to the Employee Out-Processing Checklist (see Appendix C). Each item on the list should shall be completed prior to or during the employee's out-processing.
- 3. The Division Commander or his / her designee will shall be responsible for initiating and maintaining the Out-Processing Checklist for personnel under their command.
- 4. Every separating employees will shall return all Department-issued equipment to the Property and Evidence Custodian PET, who will shall reconcile the equipment with the employee's records.
- 5. Every employee separating from service will shall complete an Exit Interview Questionnaire (see Appendix D) prior to an exit interview with the Chief of Police or his / her designee.
- 6. Upon completion of out-processing, the Out-Processing Checklist and Issued Equipment file will shall be forwarded to the Chief of Police's Administrative Assistant. The checklist and exit interview materials will shall be filed as appropriate with the employee's personnel records.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE



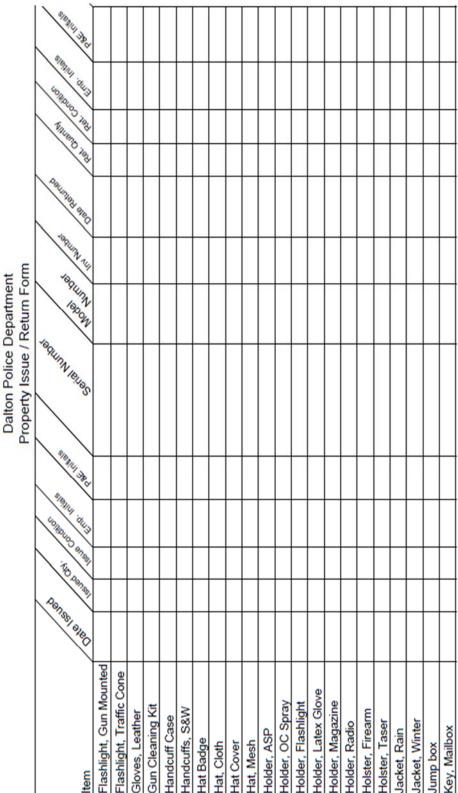
### APPENDIX A

## **RESTRICTED LAW ENFORCEMENT DATA** The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

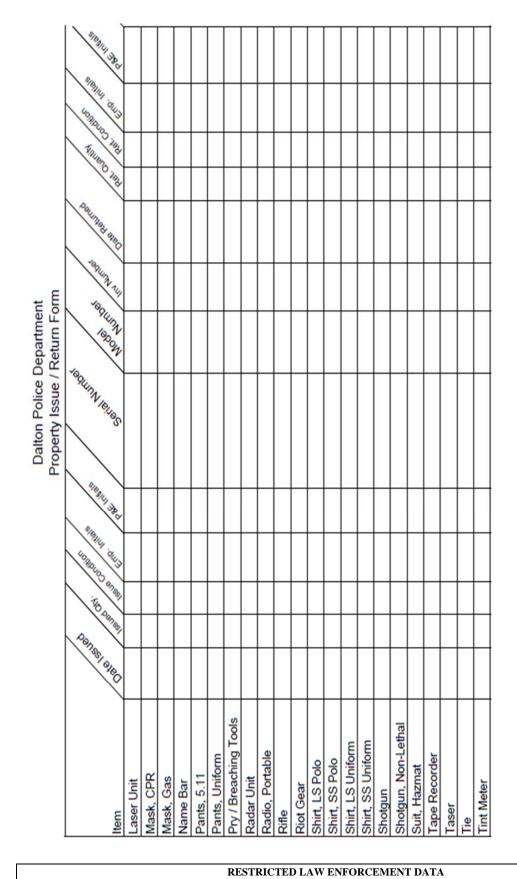
Page 4 of 18

RESTRICTED LAW ENFORCEMENT DATA The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

TO BERRE Densi elec Flashlight, Gun Mounted Flashlight, Traffic Cone Holder, Latex Glove Holder, Flashlight Holder, OC Spray Holder, Magazine Gun Cleaning Kit Handcuffs, S&W Gloves, Leather Holster, Firearm Handcuff Case Holder, Radio Holster, Taser lacket, Winter Key, Mailbox Holder, ASP Jacket, Rain Hat Cover Hat Badge Hat, Cloth Hat, Mesh Jump box ltem



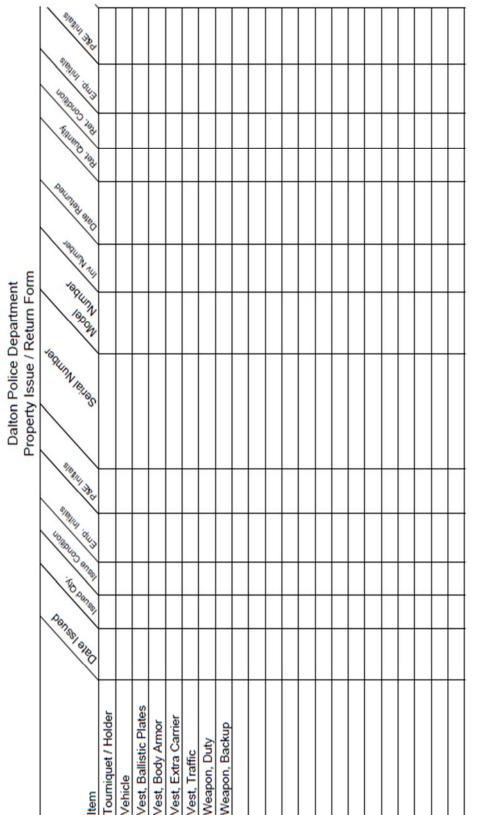
SSD PIR 060511 R0620



The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

Vest, Ballistic Plates Tourniquet / Holder /est, Extra Carrier /est, Body Armor Neapon, Backup Neapon, Duty /est, Traffic /ehicle ltem RESTRICTED LAW ENFORCEMENT DATA

# SSD PIR 060511 R0620



### Instructions for Property Issue / Return Form

### Employee Name/Number

Enter the name and employee number of the person receiving/returning property

### ltem

This space describes the property being issued/returned. Find the item on the page and enter the appropriate information in each column as indicated in these instructions. If this is a new or additional item, select the first blank line at the bottom of the form and enter all the appropriate information for the new item.

### Date Issued

Enter the date the item is issued.

### Issued Qty.

Enter the quantity issued.

### **Issued Condition**

Enter the condition of the property: "N" for new, or "U" for used.

### Emp. Initials

The employee receiving property personally enters his/her initials.

### **P&E** Initials

P&E agent personally enters his/her initials.

### Serial Number

Enter the manufacturer's serial number. If not available, enter "N-A".

### **Model Number**

Enter the manufacturer's model number. If not available, enter "N-A".

### **Inventory Number**

Enter the City of Dalton assigned inventory number.

### Date Returned

Enter the date the item is returned.

### Returned Qty.

Enter the quantity returned.

### **Returned Condition**

Enter the condition of the property: "N" for new, or "U" for used.

### Emp. Initials

The employee returning property personally enters his/her initials.

### P&E Initials

P&E agent personally enters his/her initials.

### **Adding Additional Items**

If this is a new or additional item, select the first blank line at the bottom of the form and enter all the appropriate information for the new item. For example, if an employee returns a pistol, the original item space should be located on the form and all of the "return" information should be completed by the employee and P&E agent. If a new pistol is then issued, the P&E agent will find the first blank line and "issue" the new pistol, entering all the necessary information into the spaces under each column heading.

### RESTRICTED LAW ENFORCEMENT DATA

	Required	AII	Sworn	AII	Swom	Sworn	Swom	AII	AII	Sworn	Sworn	Swom	Sworn	Swom	Sworn				
	Division Responsible	SPT / ADM	ADM	PAT	SPT / P&E	P&E	SPT	SPT	SPT	P&E	SPT	SPT	SPT / P&E	SPT	SPT				
	Function	Initial orientation: personnel documents; tax forms; insurance	Police Badge Issued	Mailbox and locker assignment	Fitting for all uniforms/apparel	Issue of equipment (post-academy and pre-certified)	Verify data accuracy for POST Application for Certification	Identification Card issued	Account passwords: Email, Spillman, PowerDMS	Firearm; impact weapon; leather gear issued	Firearms Orientation / FATS	Academy Pre-orientation	Final Ordering of uniforms (After EVOC)	Discussion of Academy No-Fail policy	Discussion of Employee Contract Stipulations				
	Orientation Agent Initials																		
	New Employee Initials																		
Employee:	Date Completed																		

# Dalton Police Department In-Processing Checklist

SSD IPC 060512 R0620

RESTRICTED LAW ENFORCEMENT DATA The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

### **APPENDIX B**

### Instructions for In-Processing Checklist

### **Date Completed**

Enter the date the particular function was completed

### **New Employee Initials**

Initials of the in-processing employee

### **Orientation Agent Initials**

Initials of the employee conducting the orientation

### Function

The main objective being completed. If a function not listed is performed, that function should be entered on the next blank line

### **Division responsible**

The departmental division responsible for completing the function

### Required

Indicates, by status, which new employees must complete each function

Dalton Police Department Out-Processing Checklist

	σ												
	Required	All	Swom	Swom	All	All	AII						
	Function	Providing written notice of intent to separate	Review and update of active incidents	Review and purge of evidence items	Calculation of leave/sick accruals	Complete exit interview process	Retum of all issued equipment as noted on Property issue/Return Form						
	Out-Process Agent Initials												
	Exiting Employee Initials												
Employee:	Date Completed												

# **APPENDIX C**

### Instructions for Out-Processing Checklist

### **Date Completed**

Enter the date the particular function was completed

### Exiting Employee Initials

Initials of the out-processing employee

### **Out-Processing Agent Initials**

Initials of the employee conducting the orientation out-processing

### Function

The main objective being completed. If a function not listed is performed, that function should be entered on the next blank line, including completion of all related columns.

### Required

Indicates, by status, which exiting employees must complete each function

### APPENDIX D

### DALTON POLICE DEPARTMENT EXIT INTERVIEW QUESTIONNAIRE

### **Instructions**

Current policy requires that you complete the attached forms as part of your separation from the department. Among many things, the information you provide will aid the department in evaluating current practices and determining whether future adjustments to policies and procedures should be examined.

Please provide answers in as many areas as applicable, and where space is provided for written responses, provide as much detail as necessary to address the issue. Feel free to add additional page(s).

You should complete these forms **prior to** your exit interview, which will be scheduled for you.

# After completing these forms, forward them to your Division Commander unless otherwise instructed.

SSD EIQ 060515 R1109 Employee: \_\_\_\_\_\_ Interviewer: \_\_\_\_\_

### RESTRICTED LAW ENFORCEMENT DATA

Was your decision to leave the Dalton Police Department influenced by any of the following? Please check all that apply.

Leaving the Area (moving)	Dissatisfied with:
Returning to School	Type of work
Health Reasons	Working Conditions
Family Circumstances	schedule environment
Retirement	Income
Found a Better Job	Supervision
Terminated	Other (please explain)
Other/Comments:	

How would you rate your perception of the following areas during your employment with the department?

	Excellent	Good	<u>Fair</u>	<u>Poor</u>
Cooperation within the department				
Cooperation with other divisions				
How well you were oriented to the job				
Adequacy of on-going training				
Communication within department				
Workload				
Other/Comments:				
SSD EIQ 060515 R1109				

### RESTRICTED LAW ENFORCEMENT DATA

What is your opinion of the following?

what is your opinion of the follow	· mg .				
	Excellent	Good	<u>Fair</u>	Poor	Unsure
Your wage/salary					
Opportunity for Advancement					
Transfer Procedure					
Performance Appraisal					
Physical Working Conditions					
Equipment Provided					
Paid Holidays					
Paid Vacations					
Paid Sick Leave					
Life Insurance					
Retirement/Pension					
Medical Benefits					
Other/Comments:					
How would you rate your Supervi	sor/Manager o	on the follow	wing poir	nts?	
	Excellent	Good	<u>Fair</u>	Poor	<u>Unsure</u>
Demonstrates fair and equal treatment					
Resolves Complaints and Grievances					
Follows and enforces policies and procedures					
1					
Informs employees of matters that directly relate to job					
Informs employees of matters					
Informs employees of matters that directly relate to job Encourages feedback and					
Informs employees of matters that directly relate to job Encourages feedback and welcomes suggestions Acknowledges employee					
Informs employees of matters that directly relate to job Encourages feedback and welcomes suggestions Acknowledges employee accomplishments Willing to admit/correct					
Informs employees of matters that directly relate to job Encourages feedback and welcomes suggestions Acknowledges employee accomplishments Willing to admit/correct mistakes					
Informs employees of matters that directly relate to job Encourages feedback and welcomes suggestions Acknowledges employee accomplishments Willing to admit/correct mistakes Gives instructions clearly Develops cooperation SSD EIQ 060515 R1109					
Informs employees of matters that directly relate to job Encourages feedback and welcomes suggestions Acknowledges employee accomplishments Willing to admit/correct mistakes Gives instructions clearly Develops cooperation					

Please respond to the questions below. All questions will be held in confidence.

What was/is your length of employment?

What positions/ranks/job titles did/do you hold?

What are your reasons for leaving?

When you made the decision to resign, were there any particular practices or working conditions

that you feel were detrimental to a satisfactory working environment? If so, have you any

suggestions on how to eliminate them?

### SSD EIQ 060515 R1109

Employee: \_\_\_\_\_\_ Interviewer: \_\_\_\_\_

### RESTRICTED LAW ENFORCEMENT DATA

Do you feel that any coworkers and/or supervisors subjected you to any adverse treatment, or

treated you differently than other employees? If so, please explain.

Additional Comments: Your Printed Name: Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SSD EIQ 060515 R1109 Employee: \_\_\_\_\_ Interviewer: RESTRICTED LAW ENFORCEMENT DATA