

DALTON POLICE DEPARTMENT

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

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- 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
 - l. ~~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.

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2. 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

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APPENDIX A

| Dalton Police Department Property Issue / Return Form | | | | | | | | | | | |
|--|-------------|-----------------|---------------|---------------|--------------|------------|---------------|---------------|----------------|---------------|--------------|
| Item | Date Issued | | | Date Returned | | | Inv Number | | | P&E Initials | |
| | Issued Qty. | Issue Condition | Emp. Initials | Serial Number | Model Number | Inv Number | Date Returned | Ret. Quantity | Ret. Condition | Emp. Initials | P&E Initials |
| AED | | | | | | | | | | | |
| Alco Sensor | | | | | | | | | | | |
| Asp Baton | | | | | | | | | | | |
| Badge, Police | | | | | | | | | | | |
| Belt, Inner | | | | | | | | | | | |
| Belt Keeper | | | | | | | | | | | |
| Belt, Outer Duty | | | | | | | | | | | |
| Body Camera | | | | | | | | | | | |
| Boots/Shoes | | | | | | | | | | | |
| Boots/Shoes | | | | | | | | | | | |
| Camera-portable | | | | | | | | | | | |
| Canister, Gas Mask | | | | | | | | | | | |
| Card, Identification | | | | | | | | | | | |
| Chemical tools / OC | | | | | | | | | | | |
| Collar Brass | | | | | | | | | | | |
| Command Board | | | | | | | | | | | |
| Computer | | | | | | | | | | | |
| Ear Protection | | | | | | | | | | | |
| Eye Protection | | | | | | | | | | | |
| Fingerprint Kit | | | | | | | | | | | |
| First Aid Kit | | | | | | | | | | | |
| Flashlight | | | | | | | | | | | |

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Dalton Police Department
 Property Issue / Return Form

| Item | Issued | | | | Returned | | | | | | | |
|--------------------------|-------------|-------------|-----------------|---------------|---------------|--------------|------------|---------------|---------------|----------------|---------------|--------------|
| | Date Issued | Issued Qty. | Issue Condition | Emp. Initials | Serial Number | Model Number | Inv Number | Date Returned | Ret. Quantity | Ret. Condition | Emp. Initials | P&E Initials |
| Flashlight, Gun Mounted | | | | | | | | | | | | |
| Flashlight, Traffic Cone | | | | | | | | | | | | |
| Gloves, Leather | | | | | | | | | | | | |
| Gun Cleaning Kit | | | | | | | | | | | | |
| Handcuff Case | | | | | | | | | | | | |
| Handcuffs, S&W | | | | | | | | | | | | |
| Hat Badge | | | | | | | | | | | | |
| Hat, Cloth | | | | | | | | | | | | |
| Hat Cover | | | | | | | | | | | | |
| Hat, Mesh | | | | | | | | | | | | |
| Holder, ASP | | | | | | | | | | | | |
| Holder, OC Spray | | | | | | | | | | | | |
| Holder, Flashlight | | | | | | | | | | | | |
| Holder, Latex Glove | | | | | | | | | | | | |
| Holder, Magazine | | | | | | | | | | | | |
| Holder, Radio | | | | | | | | | | | | |
| Holster, Firearm | | | | | | | | | | | | |
| Holster, Taser | | | | | | | | | | | | |
| Jacket, Rain | | | | | | | | | | | | |
| Jacket, Winter | | | | | | | | | | | | |
| Jump box | | | | | | | | | | | | |
| Key, Mailbox | | | | | | | | | | | | |

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Dalton Police Department
 Property Issue / Return Form

| Item | Issued | | | | Returned | | | | |
|-----------------------|-------------|-------------|-----------------|---------------|--------------|---------------|--------------|------------|---------------|
| | Date Issued | Issued Qty. | Issue Condition | Emp. Initials | P&C Initials | Serial Number | Model Number | Inv Number | Date Returned |
| Laser Unit | | | | | | | | | |
| Mask, CPR | | | | | | | | | |
| Mask, Gas | | | | | | | | | |
| Name Bar | | | | | | | | | |
| Pants, 5.11 | | | | | | | | | |
| Pants, Uniform | | | | | | | | | |
| Pry / Breaching Tools | | | | | | | | | |
| Radar Unit | | | | | | | | | |
| Radio, Portable | | | | | | | | | |
| Rifle | | | | | | | | | |
| Riot Gear | | | | | | | | | |
| Shirt, LS Polo | | | | | | | | | |
| Shirt, SS Polo | | | | | | | | | |
| Shirt, LS Uniform | | | | | | | | | |
| Shirt, SS Uniform | | | | | | | | | |
| Shotgun | | | | | | | | | |
| Shotgun, Non-Lethal | | | | | | | | | |
| Suit, Hazmat | | | | | | | | | |
| Tape Recorder | | | | | | | | | |
| Taser | | | | | | | | | |
| Tie | | | | | | | | | |
| Tint Meter | | | | | | | | | |

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Instructions for Property Issue / Return Form

Employee Name/Number

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

Item

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.

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APPENDIX B

Dalton Police Department
In-Processing Checklist

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

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APPENDIX C

Dalton Police Department
 Out-Processing Checklist

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

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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.

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Employee: _____

Interviewer: _____

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

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

Leaving the Area (moving)

Returning to School

Health Reasons

Family Circumstances

Retirement

Found a Better Job

Terminated

Dissatisfied with:

Type of work

Working Conditions

schedule environment

Income

Supervision

Other (please explain)

Other/Comments:

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

Excellent

Good

Fair

Poor

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:

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Employee: _____

Interviewer: _____

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

What is your opinion of the following?

- | | <u>Excellent</u> | <u>Good</u> | <u>Fair</u> | <u>Poor</u> | <u>Unsure</u> |
|-----------------------------|------------------|-------------|-------------|-------------|---------------|
| 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 Supervisor/Manager on the following points?

- | | <u>Excellent</u> | <u>Good</u> | <u>Fair</u> | <u>Poor</u> | <u>Unsure</u> |
|--|------------------|-------------|-------------|-------------|---------------|
| Demonstrates fair and equal treatment | | | | | |
| Resolves Complaints and Grievances | | | | | |
| Follows and enforces policies and procedures | | | | | |
| 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

Employee: _____

Interviewer: _____

DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

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: _____

DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

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: _____

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Employee: _____

Interviewer: _____