

DALTON POLICE DEPARTMENT

	<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 28, 2020 26, 2022
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2022 2024	<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 Department.

II. **Procedures**

A. New Employee In-Processing

1. All newly hired personnel 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) shall be used to track initial processing of all personnel.
3. The Property and Evidence Technician(s) (PET(s)) shall be responsible for maintaining all documents generated from this directive.
4. As each item of the checklist is completed, the date shall be entered in the appropriate space 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. Protective body armor
 - b. Handgun / handgun holster
 - c. 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. Portable radio / radio holder
 - j. Uniform pants
 - k. Uniform shirts, both short and long sleeves
 - l. Uniform footwear
 - m. Uniform hat / cap
 - n. Rain Jacket
 - o. Reflective Vest
2. As each employee is issued various equipment, each item shall be listed on the Property Issue / Return Form (Appendix A).
 3. All property issued and returned shall be recorded by the PET(s).
 4. All copies of receipts, invoices, and purchase orders documenting the purchase of equipment issued to an employee shall be maintained in the employee's issued equipment file by the PET(s).

C. Maintenance of Stored Department Property

Accountability for Department-owned property shall be the direct responsibility of the division, unit, section, or employee the property is assigned. 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 shall be set for each separating employee to complete necessary out-processing, equipment turn-in, and associated paperwork.
2. Every employee who intends to separate service from the Department shall refer to the Employee Out-Processing Checklist (see Appendix C). Each item on the list shall be completed prior to or during the employee's out-processing.

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.

3. The Division Commander or his / her designee shall be responsible for initiating and maintaining the Out-Processing Checklist for personnel under their command.
4. Every separating employee shall return all Department-issued equipment to the PET(s), who shall reconcile the equipment with the employee's records.
5. Every employee separating from service 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 shall be forwarded to the Chief of Police's Administrative Assistant. The checklist and exit interview materials shall be filed as appropriate with the employee's personnel records.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX A

Dalton Police Department Property Issue / Return Form													
Item	Date Issued	Issued Qty.	Issue Condition	Emp. Initials	P&E 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		Issued		Returned	
	Date Issued	Issued Qty.	Date Returned	Ret. Quantity	Date Issued	Issued Qty.	Date Returned	Ret. Quantity
		Emp. Initials		Emp. Initials		Emp. Initials		Emp. Initials
		Model Number		Model Number		Model Number		Model Number
		Serial Number		Serial Number		Serial Number		Serial Number
		Inv Number		Inv Number		Inv Number		Inv Number
		P&C Initials		P&C Initials		P&C Initials		P&C 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	Issue				Return				
	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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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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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 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.

SSD EIQ 060515 R1109

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:

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

What is your opinion of the following?

Excellent Good Fair 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 Supervisor/Manager on the following points?

Excellent Good Fair Poor Unsure

- 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: _____

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____