

**NEW SMYRNA BEACH POLICE DEPARTMENT  
NEW SMYRNA BEACH, FLORIDA**

**POLICY AND PROCEDURE DIRECTIVE**

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**TITLE:** EXIT INTERVIEW

**NUMBER:** 12-7

**EFFECTIVE:** 5/23

**REFERENCE:**

**RESCINDS/ AMENDS:**

**REVISED:** NEW

**ATTACHMENTS:** [Exit Interview Questionnaire](#)

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**A. PURPOSE**

The New Smyrna Beach Police Department is dedicated to the development and retention of their employees. The exit interview can play an important part in gathering information to understand why employees choose to leave the department. Comments and feedback from exit interviews can be used to improve employee retention and reduce turnover.

**B. POLICY**

It is the policy of the New Smyrna Beach Police Department that exit interviews will be conducted with both civilian and sworn employees, to exclude involuntary terminations or resignations in lieu of termination, by the end of or immediately following the employee's final day of employment.

**C. DEFINITIONS**

**EXIT INTERVIEW:** A discussion that allows a departing employee and their organization to exchange information, by the end of or immediately following the employee's final day of employment.

**LETTER OF RESIGNATION:** An official letter, addressed to the Chief of Police and forwarded through the chain of command, stating the employee's intention to leave their current position at the department.

**D. PROCEDURE**

**12.7.1** Scheduling the Exit Interview

1. Upon receipt of a letter of resignation from a civilian or sworn employee, the Chief of Police's Administrative Assistant will contact the employee to schedule an in person exit interview with the Chief of Police or designee.
2. If an employee accepts the exit interview, the Chief of Police's Administrative Assistant will forward a copy of the [Employee Exit Interview Questionnaire](#) to the employee before the interview and ask that they bring it completed on the day of the exit interview. The exit interview will be completed by the end of or immediately following the employee's final day of employment and documented via the [Employee Exit Interview Questionnaire](#).
3. If the employee declines to attend the exit interview, the Chief of Police's Administrative Assistant will notify the Chief of Police via Departmental Memorandum and the Memorandum will serve as the

documentation for the exit interview.

**12.7.2** Review/Retention of the [Employee Exit Interview Questionnaire](#)

1. All [Employee Exit Interview Questionnaires](#) will be provided to and reviewed by the Chief of Police.
2. The [Employee Exit Interview Questionnaire](#) will be stored in a secure manner in the employee's personnel file and retained for the life of the file.

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Rev: (NEW) BSS 05/23

Approved: Signature on File  
Chief Eric Feldman