



EMPLOYEE INITIAL BRIEFING AND EXIT INTERVIEW

General Order Number: 8.2

Effective Date: March 4, 2025

POLICY:

It shall be the policy of the Brookline Police Department to maintain control, accountability, and uniformity in the issuance, maintenance, and retrieval of all department-owned property and equipment.

The Deputy Superintendent of the Patrol Division will be responsible for coordinating this procedure. This will facilitate the orderly issuance of property and equipment to the new employee, and the retrieval of the property and equipment from the employee leaving the police department. All department-issued equipment shall be documented in the Larimore Department Property Section.

PROCEDURES:

- 1. ENTRY BRIEFING:** The Lieutenant of the Training Division will brief each new employee of the Brookline Police Department. The purpose of this briefing is:
 - A.** To make the employee aware of all services provided by the Brookline Police Department.
 - B.** To coordinate the issuance of property and equipment, some of which will come from other divisions in the department. This property will include, but is not limited to:
 - 1.** Brookline Police Department Manual
 - 2.** Brookline Police Department identification card
 - 3.** Brookline Police Department hat badge
 - 4.** Brookline Police Department breast badge
 - 5.** Locker combination lock
 - 6.** Body Armor
 - 7.** Firearm and magazines
 - 8.** Traffic citation book
 - 9.** Parking violation book
 - 10.** Expandable Baton
 - 11.** OC/ Pepper spray

12. Ammunition
13. Tactical First Aid Kits

A record of the entry briefing will be maintained in the Employee's training folder, and a "New Employee Checklist" will be completed for each employee, indicating which subjects were covered and by whom.

2. **EMPLOYEE RESPONSIBILITY:** The employee is the custodian of, and is responsible for, the safekeeping and proper use of the property and equipment. Any problems, concerns or reports of missing equipment shall be reported immediately to that employee's immediate supervisor.
3. **EXIT INTERVIEW:** An exit interview will be conducted by the Chief of Police or designee on or before the employee's last day on duty. The purpose of the exit interview is to:
 - A. Discuss the reason for the officer's leaving, if other than retirement;
 - B. To learn if department morale is satisfactory;
 - C. To find out if morale-damaging influences are at work;
 - D. To learn if training is sufficient;
 - E. To find ways to better address the needs of the employees of the department and the residents of Brookline.
 - F. To discuss any officer wellness and safety issues or concerns.
4. If misconduct of the employee results in dismissal, the employee shall be provided the following documentation:
 - A. A written statement citing the reason for dismissal;
 - B. The effective dates of the dismissal; and
 - C. A letter from the Human Resources Director for the Town of Brookline outlining any external or fringe benefits available to the dismissed employee and directing the dismissed employee to the Director of the retirement board for the Town of Brookline for any accrued retirement benefits.
5. **RETURNING OF DEPARTMENT PROPERTY AND EQUIPMENT:** The officer shall return any and all equipment issued to them, either at the end of their last week or as soon as practical directly to the Superintendent or in their absence the Deputy Superintendent of Patrol. All returned equipment shall be documented, inspected, and re-issued if it is in good condition and in good working order.

Property that shall be returned shall include, but not be limited to:

- A. Firearms
- B. Magazines and Ammunition
- C. O.C. Spray
- D. Baton
- E. Radio and Charger and all batteries
- F. All Body Camera Equipment
- G. Devices such as swipe cards and fobs designed to grant building access
- H. Body Armor
- I. Brookline Police Department Manual
- J. Brookline Police Department identification card
- K. Brookline Police Department hat badge
- L. Brookline Police Department breast badge
- M. Lock to locker
- N. All citation books
- O. First Aid Kits
- P. Gas Key
- Q. Cruiser Key
- R. All electronic equipment
- S. Gas Mask and all accessories
- T. Handcuffs