




# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> November 9, 2023	<b>Replaces:</b> <b>Amends:</b>	<b>Number:</b> 033.00
<b>Subject:</b> Exit Interviews	<b>Re-Evaluation:</b> 2024	
<b>Distribution:</b> All Members	<b>Related CFA Standards:</b> 12.07	
<b>Approving Authority:</b> Chief of Police Mike Coffin		
<b>Approval Date:</b> October 26, 2023		

This standard operating procedure consists of the following numbered sections:

1. Purpose
2. Scope
3. Policy
4. Definitions
5. Procedures

### 1. PURPOSE

The purpose of this standard operating procedure is to establish guidelines for conducting exit interviews with departing members of the Cocoa Beach Police Department. In addition to closing the employee relationship in an amicable and organized manner, the broad purpose of an exit interview is to better understand what factors contribute to a member's decision to end the employee relationship. The insight gained through exit interviews enables the department to identify any trends requiring attention and any opportunities for improving the department's recruitment and retention strategies.

### 2. SCOPE

This policy shall apply to any member of the Cocoa Beach Police Department that separates from the department.

### 3. POLICY

It is the policy of the Cocoa Beach Police Department that exit interviews will be conducted by the Chief of Police, or designee, with all departing members by the end of the member's final day of employment. (CFA 12.07AB)

### 4. DEFINITIONS

- A. EXIT INTERVIEW – an interview held by the Chief of Police, or designee, with a departing member, to discuss their departure and their experience working for the department.
- B. LETTER OF RESIGNATION – An official letter, addressed to the Chief of Police and forwarded through the chain of command, stating the member's intention to leave their current position in the department.

### 5. PROCEDURES

- A. Scheduling the Exit Interview
  1. The Chief of Police's Executive Assistant shall contact the departing member to schedule an in-person exit interview.
  2. The Chief of Police's Executive Assistant shall forward a copy of the [Exit Interview Questionnaire](#) to the departing member and ask that the member bring the completed questionnaire to the scheduled exit interview.

B. Conducting the Exit Interview

1. The exit interview shall be documented via the [Exit Interview Questionnaire](#).
2. If the departing member refuses to participate in an exit interview, they will still be encouraged to complete the [Exit Interview Questionnaire](#). The interviewer shall make a note on the [Exit Interview Questionnaire](#) notating that the member refused to participate.
3. During the exit interview, the interviewer shall review the [Exit Interview Questionnaire](#) and discuss any concerns.

C. Review/Retention of the Exit Interview Questionnaire

1. All [Exit Interview Questionnaires](#) will be provided to the Chief of Police to review.
2. A copy of the [Exit Interview Questionnaire](#) will be forwarded to the Personnel Department.
3. The Personnel Department may choose to do a separate exit interview.