

**Waltham Police Department**  
**CHAPTER 23**  
**EMPLOYEE INITIAL BRIEFING AND EXIT**  
**INTERVIEW**

*General Order Number: GO-01*

*Effective Date: 10/2008, 12/2015, 05/2017, 02/2024*

*Accreditation Standard #'s: 1.3.9, 17.5.1, 22.2.6, 33.2.4*

**POLICY:**

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

The Commanding Officer - Administration 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 who is leaving the police department.

**PROCEDURES:**

1. **ENTRY BRIEFING:** The Commanding Officer - Administration Division will brief each new employee of the Waltham Police Department. [33.2.4] The purpose of this briefing is to make the employee aware of all services provided by the Waltham Police Department.
2. **ISSUE EQUIPMENT:** To coordinate the issuance of property and equipment which will be documented on Issued Equipment Form 23-2 or Issued Equipment Form 23-3. This property will include, but is not limited to: [17.5.1]
  - a. Portable Radio, 2 batteries, carrying case, radio clip, belt loop holder, charger and cord, microphone. (Re-issue)
  - b. Waltham Police Department identification card with employee photograph for sworn and non-sworn members. [22.2.6b]
  - c. Waltham Police Department hat badge. (re-issue)
  - d. Waltham Police Department breast badge.
  - e. Locker key. (re-issue)

- f. Traffic signal box key. (re-issue)
- g. Firearm and magazines. (re-issue)
- h. Traffic citation book.
- i. Parking violation book.
- j. Expandable Baton (replace, when necessary, after initial issue and upon receipt of old) [1.3.9e].
- k. OC/Pepper spray (replace as needed after initial issue and upon receipt of old) [1.3.9e].
- l. License to carry firearms.
- m. Proximity card or FOB. (re-issue)
- n. Department issued Body Armor.
- o. Any other equipment that may have been issued, i.e., Camera, radar, Laptop Computer, etc. (re-issue)

\* All items eligible for reissue noted in parenthesis. [17.5.1]

**Returned equipment found to be in good condition and in good working order, may be re-issued.**

**The issuance, return, and re-issuance of property and equipment will be documented on Master Equipment List 40-1.**

3. **EMPLOYEE RESPONSIBILITY:** The employee is the custodian of, and is responsible for, the safekeeping and proper use of the property and equipment (see Waltham Police Department Regulations, Section 204).
4. **EXIT INTERVIEW:** An exit interview will be conducted by the Commanding Officer - Administration Division 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 citizens of Waltham.

5. **RETURNING OF DEPARTMENT PROPERTY AND EQUIPMENT:** At the time of the exit interview, the interviewer will document the return of the above listed items on Equipment Return Form 23-1 or Equipment Issue/Return Form 233 and return them to their appropriate source to be inspected, repaired (as necessary) and reissued. [17.5.1]