



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 22.6

TITLE: EXIT INTERVIEWS

EFFECTIVE: 01/14/2018

REVISED: 11/15/19

PURPOSE

The purpose of this policy is to establish an exit interview format for members who are leaving service with the NOPD.

POLICY STATEMENT

1. The information gained through exit interviews will aid in the creation of new policies and improve such areas as employee supervision, training, and performance appraisal. The exit interview will also aid in the identification and rectification of conditions causing dissatisfaction.
2. When it is determined by Human Resource Services/Personnel Section that a member will end their association with the New Orleans Police Department, by retirement, resignation, or termination, the member will be directed to the Employee Relations Unit to complete a member exit interview.
3. The exit interview shall be coordinated as part of the required process for separation.
4. The Employee Relations Unit will be responsible for interviewing the member, and completing an Exit Interview Form (Form #56).
5. If an employee declines to participate, the block indicating such shall be marked on Form #56.
6. Copies of the completed Exit Interview Form will not be placed in the respective member's Personnel jacket but will be maintained in a separate file in the Employee Relations Unit.
7. Participating members shall be provided a copy of the completed Exit Interview Form.

REPORTING REQUIREMENTS

8. On a quarterly basis, the Employee Relations Unit will provide exit interview summaries to the Superintendent of Police, Deputy Chiefs and Captains.

9. The exit interview summaries shall include:
 - (a) The number of separations,
 - (b) Reasons for departure,
 - (c) Demographic statistics, including time on job and civil service classifications,
 - (d) Interview conclusions,
 - (e) Recommendations, and
 - (f) Any other information which would be beneficial to the improvement of the Department.