



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 010**

Exit Interviews

I. Purpose

The purpose of this policy is to determine and document the reasons for which members leave the District, to provide an opportunity for the airing of concerns that have not been resolved, and to solicit constructive criticism that may be helpful in improving the District. This policy applies to all members of the District.

II. Scope

This policy applies to all members of the District.

III. Policy

Prior to the end of the last day of work for the District, an Exit Interview may be scheduled with the Fire Chief or his designated representative.

IV. Procedure Guidelines

- A. Officers are asked to refer terminating members to the Fire Chief or his designated representative for an Exit Interview.
- B. The Exit Interview may cover, but not be limited to, the member's comments regarding the following points:
 - 1. Job duties
 - 2. Quality of supervision
 - 3. District policies, procedures and practices
 - 4. Working conditions
 - 5. Wages or stipends and benefits
- C. The member shall be asked to sign the Exit Interview form.
- D. If a terminating member requests, he may be granted an exit interview with the Chairman of the Board.