



WEST VANCOUVER POLICE DEPARTMENT

Administrative Policy

AB0400: Exit Interviews

1.0 PURPOSE

- 1.1 The purpose of this policy is to provide information related to workplace, organizational, human resources or other factors that contributed to an Employee's decision to leave the Department for any reason. The process will identify trends that require attention, or provide opportunities to respond to Employee issues. The policy will assist in identifying best practices, aid in reducing turnover and improve our recruitment, selection and training practices.

2.0 DEFINITIONS

- 2.1 For the purposes of this policy, the following definitions will apply:

"Board" means the West Vancouver Police Board.

"Department" means the West Vancouver Police Department.

"FOIPPA" means the Freedom of Information and Protection of Privacy Act, RSBC 1996, Chapter 165, as amended from time to time.

"Member" means a sworn peace officer employed at the Department.

"Employee" is defined as either a Sworn Member, or full-time Civilian employee of the Department.

3.0 POLICY

- 3.1 This policy applies to all Employees submitting their notice to retire or resign their employment with the Department with a confirmed departure date, and includes all long term Employees and Employees subject to Collective Agreements or employment agreements.

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- 3.2 This policy does not apply to temporary or short term contract Employees or employees terminated with or without cause from employment.
- 3.3 Participation in an exit interview is the practice of the Board.
- 3.4 The exit interview will not be used in place of existing processes intended to address complaints or grievances related to the conduct or behavior of other Employees, i.e. Police Act, Harassment in the Workplace policy, Human Rights or other statutes or regulations.

4.0 PROCEDURES

- 4.1 Upon receiving written notice of an Employee's intention to retire or resign their employment with the Department, the Chief Constable or his/her designate will contact the Employee in writing and offer an exit interview.
- 4.2 Employees will be given the option to participate in a face to face interview and/or complete an exit interview questionnaire.
- 4.3 In the event a face to face interview is desired and the Employee requests that the interview be conducted by another person, other than the Chief Constable or his/her designate, a written request may be made to the Chief Constable.
- 4.4 An exit interview will be conducted as soon as possible after a confirmed departure date is received and will be conducted at a mutually convenient time and location.
- 4.5 An Employee electing to complete an exit interview questionnaire will be asked to complete a standard set of questions and given an opportunity to provide written feedback or any information the Employee feels would be beneficial to the Department concerning their employment experience.
- 4.6 Employees are encouraged to be honest, candid and constructive in their comments.
- 4.7 Any information received through an exit interview will be considered confidential and any information related to the Employee or any other Employee will not be disseminated, or form the basis for any subsequent process involving another Employee, except in accordance with the laws of the Province of British Columbia and Canada.
- 4.8 A record of an exit interview or an exit interview questionnaire will not be shared or disseminated outside of the Department under any circumstances, unless

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redacted for third party information in accordance with FOIPPA prior to dissemination and with the consent of the involved Employee.

- 4.9 Information obtained through the exit interview process will be reviewed to identify areas or trends that may require attention or may need to be addressed, by the Chief Constable or his designate.
- 4.10 The Chief Constable will provide an annual update to the Board – Human Resources/ Labour Relations Committee concerning any exit interviews conducted and will include and trends or Employee issues that were identified.

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