



Exit Policy

Policy Number	48
Policy Owner	Head of HR
Version	2.8
Last Review Date	April 2018
Next Review Date	May 2020
Date of SDG approval	April 2012 for Note
Protective Marking	Official

This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Important notice: During times of national emergency or pandemic, the head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

Exit Policy

1. Policy statement

Cleveland Police values the contribution that it's Police Officers and Police Staff make in protecting the people of Cleveland. So much so that when either a Police Officer or Police Staff member decides to exit the organisation, for whatever reason, the organisation will endeavour to seek the views and opinions of those individuals, to establish whether anything may be learned to facilitate improvements to the organisation, or the way that Cleveland Police manages its individuals.

This policy applies to Police Officers, Police Staff (including employees of the Police and Crime Commissioner for Cleveland), and members of the Special Constabulary.

This policy must be applied fairly, equally and consistently to all Police Officers and employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

2. Purpose

Feedback from Police Officer's or Police Staff leaving the organisation is a valuable source of information. It is good practice for the organisation to seek details from Police Officers and Police Staff who have indicated that they are leaving the organisation. The purpose of this is to identify what could be done to possibly stop a valuable member of the team leaving or provide useful information to avoid losing valued members of the team in the future.

3. Procedures

3.1 The Exit Interview (Overview)

All management teams are expected to offer every individual leaving the organisation the opportunity to participate in an exit interview. Prior to the exit interview it is the responsibility of the line manager to issue the individual with an exit questionnaire covering letter, plus an exit questionnaire personally. The information contained within the questionnaire will form the basis for discussion during the exit interview.

3.2 Line Managers and the Exit Interview

Where an individual has indicated that they wish to participate in an exit interview the interview should be carried out by the line manager. However, where the individual feels that this is not appropriate then they can consider being interviewed by either 1) be accompanied to the interview by a member of a recognised support association, or 2) be interviewed by a nominated member of a recognised support association.

A recognised "support association" member for the purposes of this policy will fall within one of the following categories:

- Police Federation representative;
- Support association representative recognised through the force Staff Equality Forum (SEF);
- UNISON representative.

All notes from the exit interview and the exit questionnaire must be returned to People Services within 7 days after completing the exit interview.

3.3 The Exit Questionnaire (Introduction)

The Exit Questionnaire, together with a copy of the exit procedure is issued by the line manager personally to anyone who is voluntarily leaving the organisation through 1) resignation 2) transfer to another force, or 3) on retirement. The completion of the exit questionnaire is important to the organisation and as such, all leavers are encouraged to complete it. This can be done in isolation or with someone else at the leaver's request.

The questionnaire represents an opportunity to reflect on the leaver's service with Cleveland Police and to establish if there is anything which may be learned to facilitate improvements to the organisation, or the way Cleveland manages its staff.

Special Constables who have not been active for more than 12 months should be regarded as having voluntarily resigned and be sent a questionnaire.

3.4 Exemptions to Exit Questionnaire

An exit questionnaire should not be issued to the following categories of leaver:

- Dismissal on grounds of capability or conduct;
- Required to resign.

3.5 Line Managers and the Exit Questionnaire

Line managers are responsible for ensuring that Police Officers and Police Staff are personally issued with an exit questionnaire covering letter, plus an exit questionnaire, and given a date by which it should be returned to People Services should the individual decline the offer of an exit interview. The standard letter provided together with the exit procedure must always be attached as this sets out why data is being collated and how it will be used. Both Police Officers and Police Staff should be advised that the questionnaires can be completed in works time and a local monitoring system set up to ensure maximum completion.

Line managers will also receive a check list to work through with the leaving member of staff to ensure that all key activities (collection of warrant card etc.) are completed prior to or on the last day of service.

Where an exit interview takes place (see sections 3.1 and 3.2 for further details) the interviewer will need the exit questionnaire to refer to during the interview.

Where a Police Officer / member of Police Staff leaves without giving contractual notice, the People Services team should contact the individual personally to attempt to arrange a meeting to explore the reasons and gather the exit data.

3.6 Exit Questionnaire Analysis

The completed exit questionnaires will be collated by People Services for analysis. Where the exit questionnaire will NOT be supplemented by an interview, this data should be forwarded directly after local analysis is completed. Where an exit interview takes place, notes of the interview and any identified actions should be attached to the top of the questionnaires and forwarded to People Services within 7 working days after the interview taking place.

People Services will keep a record of:

- the number of exit questionnaires issued;
- interviews conducted;
- questionnaires NOT returned;
- Interviews declined by Police Officers / member of Police Staff.

This information should be recorded with appropriate detail as outlined by the Equality Duty placed on all Public Sector organisations contained within the Equality Act 2010.

Anonymised data from the exit interviews and questionnaires will be shared with the relevant forums and appropriate staff groups across the force e.g. SEF. Anonymised data will also be submitted to the Home Office for further analysis as part of the quarterly and annual Home Office employment data returns.

A Human Resources Business Partner will undertake a detailed analysis of the data gathered from all exit interviews and exit questionnaire data and provide an annual update to the organisation.

3.7 – Official Secrets Act and General Data Protection Regulation

It is critical that all line managers when dealing with a member of staff who is leaving remind them of the fact that they are bound for life by the Official Secrets Act, and advise those leaving that they are required to surrender; their Pocket Note Books, Day Books (blue books) and any other paper based documents to go into secure storage. This will ensure that the force complies with the requirements of the General Data Protection Regulations (GDPR).

3.8 Resignation letter

In order for the leaver process to be initiated for either a Police Officer / member of Police Staff / member of Specials, a formal letter of resignation must be dispatched to People Services. Once received the People Services team will initiate the appropriate leaver protocol for that particular individual, including dispatching the relevant paperwork for line manager's to complete or issue to the leaver e.g. exit questionnaire plus covering letter.

3.9 Fingerprints

Cleveland Police takes fingerprints from all Police Officers, Special Constabulary Officers (mandatory basis), Police Community Support Officers, and Scientific Support Officers (local agreement) upon joining the Force (refer to recruitment and selection policy on force policy intranet for further information).

Upon leaving Cleveland Police:

- Retirement/resignation - fingerprints will be returned to the organisation and destroyed;
- Dismissal - fingerprints will be destroyed in line with Complaints & Discipline procedures;
- Transfer to another Police force - request will be made to the Fingerprint Bureau for the return of the fingerprints to the organisation and arrangements made to transfer the fingerprints to the receiving Force's Human Resources Department.

3.10 DNA Samples

On leaving the organisation the People Services team handling the 'leaver' process should firstly notify the Scientific Support Manager in writing (by using the existing circulation memo) of leaver name, admin number, and date of leaving in order that arrangements can be made for the destruction of the sample.

A written formal request is made by the Scientific Support Manager on behalf of the Police Officer / Police Staff member to the Custodian of the National DNA Police Elimination Database. Formal written notification of destruction is received from the Custodian of the National DNA Police Elimination Database in regard to the destruction of the record and the stored DNA sample.

The written notification of destruction is retained by the Scientific Support Manager. A copy of the written notification of destruction should be forwarded to People Services, for inclusion on the Police Officer's / Police Staff member's personal file.

3.11 Temporary Agency Staff

Staff employed by service units/departments for a short period of time via a recruitment agency e.g. Adecco, who leave the organisation must have their computer access requirements revoked upon leaving. Line managers should complete template form A07.24B (attached to this document as Appendix 4) and return the document to People Services.

3.12 Identifying reasons for leaving

To meet the specific duties for employers under the Public Sector Equality Duty the organisation must monitor and provide an analysis of the number of Police Officers and employees from each diverse group who have left the Force's employment (for whatever reason e.g. dismissal, retirement, new job etc).

However, to meet the general requirements under the duty there is a need to look at wider trends and the reasons for those trends. It is necessary to distinguish between

the means of leaving e.g. retirement, and the underlying reasons for leaving e.g. being unhappy with pay and conditions.

Providing departing Police Officers and Police Staff with the opportunity to discuss their reasons for leaving demonstrates that the organisation is willing to listen to Police Officer / employee's views and opinions, and as a result of the feedback may be able to make positive changes. This information will be anonymised and used by the People Services to inform the organisation of any trends / issues / concerns / good practise developments.

3.13 Employment reference requests from external organisations

It is the policy of Cleveland Police (Chief Constable and the PCC for Cleveland) to provide references regarding the employment of current or past Police Officers and Police Staff applying for posts in other organisations. In order to ensure consistency and fairness all reference requests must be completed by the People Services team on behalf of Cleveland Police. The reference will cover:

- Service Dates;
- Job Title

Should a line manager receive a request for a reference directly they must pass the request to People Services for completion.

The force policy on references under ethics on the force intranet provides more information.

3.14 Employment reference requests from internal service units

It is the policy of the organisation that line managers provide a reference via People Services for current Police Officers or employees applying for posts within Cleveland Police. The reference request will ask for the identical data requested in section 3.10 (see above) of this document. Any offer of appointment will be subject to receipt of a satisfactory reference.

3.15 Reference requests for Police Officers who left the force under Regulation A19

Police Officers who left the organisation at 30 years pensionable service under Regulation A19 will have their reference provided by People Services stating that the reason for leaving is retirement.

3.16 Security clearance (Vetting)

If a Police Officer / member of Police Staff is either 1) transferring to another police force or 2) been successful in obtaining employment for any government agency or another police force, or 3) applied and been successful for an internal post in Cleveland police, depending upon the role the individual has applied for, there will be a level of vetting required to undertake the role. The different levels of vetting utilised by government agencies (including the police service) and Cleveland police can be found within the Force Vetting policy located on the force policy intranet site.

Where a line manager is asked to complete a security clearance (vetting) form for a leaving member of Staff from the receiving organisation, the information must be attached and supplied by People Services on behalf of Cleveland Police. Guidance should be sought from the Human Resources Business Partner in the first instance.

Failure to achieve satisfactory vetting clearance could result in a job offer being withdrawn.

3.17 Other Considerations

When carrying out any exit interview(s), the interviewer should ensure that no Police Officer / member of Police Staff is placed at a disadvantage on account of gender, race, religion or belief, sexual orientation, age, gender reassignment, marital or civil partnership status, pregnancy or maternity or disability. This means that any meeting(s) may need to be adjusted to cater to the specific needs of an individual e.g. support from a work colleague during the exit interview for an individual as a result of a disability related illness. The nature of any reasonable adjustment(s) made for an individual should be proportionate to the required outcome(s).

4. Compliance and monitoring

The Force expects every individual to abide by the policies and procedures laid down in this document.

All Police Officers and Police Staff should be briefed on the Exit policy at their induction and their attention drawn to key points.

The Head of HR will monitor through the monthly KPI programme the implementation of and compliance with this policy on an ongoing basis.

5. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	01.08.11	Update to previous policy	████████
1.0	Aug 2011	Agreed by SDG members to go live	████████
1.1	Mar 2012	Revisions to policy in line with T/Chief	████████

		Constable / consultation comments	
2.0	May 2012	Policy Approved at SDG	████████
2.1	26.07.12	Minor amend to reflect exit paperwork provided to line managers by People Services	████████
2.2	29.10.12	Minor amendment to external references information	████████
2.3	Nov 2012	Policy amended to reflect introduction of PCC, statement only	████████
2.4	01.04.14	Policy amendment to include the Office of the Police and Crime Commissioner for Cleveland.	████████
2.5	08.03.18	Removed appendix and removed template numbers	████████
2.6	05.04.18	Addition of new paragraph re GDPR	████████
2.7	Feb 2020	Change of owner Dept. name	████████
2.8	Apr 2020	Addition of COVID 19 message	████████