ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	**NUMBER:** 3.25	**PAGES:** 1 of 1
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 23, 2015	
	REVISION DATE: September 26, 2011	
CHAPTER: Personnel	**SUBJECT:** Exit Interviews, Non-Sheriffs' Office Personnel and Inmate Services	

I. **PURPOSE:** To establish a procedure for non-Sheriff's Office personnel working with Inmate Services to receive an exit interview from either employment or volunteering, as deemed appropriate by the Inmate Services Manager.

II. **POLICY:** It is the policy of the Sheriff's Office to allow all individuals exiting their employment at the Detention and Corrections facilities and working with Inmate Services, the opportunity to receive an exit interview.

III. **DEFINITION:** NON-SHERIFF'S OFFICE PERSONNEL includes, but is not limited to, the County library tutoring volunteers, adult school instructors, contract commissary employees, vocational/occupational/ROP employees, and similar people working with Inmate Services.

IV. **PROCEDURE:** General guidelines as follows:

A. Exit interview forms are available on the Sheriff's Intranet.

B. Only lieutenants or above will conduct exit interviews.

C. Completed interview forms will be forwarded to the facility Commanding Officer marked "Confidential."

D. The Inmate Services' Manager will be responsible for notifying all defined employees working with Inmate Services that exit interviews are available at Sheriff's Office detention facilities.

E. The facility Commanding Officer will determine if the completed interview form remains filed at the facility, or is forwarded through the chain-of-command because of the content of exit interview.