

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.03.17 EXIT PROCESS



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	<i>Lonnie J. Rash</i>

**Purpose:** To provide a consistent process for members when separating from the District.

**References:** N/A

**Procedure:**

1. Step 1–Notification.
  - a) The separating member must submit a Letter of Resignation to their supervisor and the Human Resources Manager. The Assistant Fire Chief, or designee, will then complete the following items:
    - i. Determine if the exiting member has any outstanding incident reports that are the member's responsibility.
    - ii. Make arrangements for the return of any District equipment using the Equipment Roster/Checkout Form used for inventory.
    - iii. Advise the separating member to schedule an exit interview with the Fire Chief. The employee will fill out an exit interview form during that meeting.
    - iv. Notify Division Chief of Support Services of separation date for equipment return preparation.
2. Step 2–Equipment Return.
  - a) The separating member will make an appointment with the Division Chief of Support Services to turn in District-issued equipment.
3. Step 3–Human Resources.
  - a) Using the applicable forms, the Human Resources Manager will determine if the member needs to supply additional information and complete any additional required paperwork (address change, Department of Retirement or Health Benefit paperwork, etc.).
  - b) Update roster and files.
  - c) Notify the Network Services Administrator.
  - d) Obtain a forwarding address.