

Chapter: Volunteer Management	Effective Date: 9/17/26
Title: Separation	Page: 1 of 1
ACA: 5-JCF-7G-10	Replaces: VLS.01.24, 10/7/08

(a) **Standard.**

The community relations coordinator accepts the resignation of volunteers and provides the separating volunteer with an opportunity to evaluate the volunteer's experience through an exit interview.

(b) **Procedures.**

The **community relations coordinator**:

- (1) conducts an exit interview using the [Volunteer Exit Interview form, VLS-027](#), whenever possible;
 - (2) obtains the volunteer photo identification badge;
 - (3) removes the volunteer from the active roster;
 - (4) files any disciplinary documentation and the exit interview form in the volunteer's personnel file;
 - (5) closes the volunteer's personnel file and deactivates the electronic personnel record in the Volunteer Tracker.
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