

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.4.2
SECTION:	4	Training and Staff Development	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	2	New Employee Orientation	
STANDARDS: ACA – 4 – ALDF: 7B-05, 7B-09, 7B-13			
APPROVED:			REVIEW DATE: 3 / 18 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 3 / 31 / 20
Rescind: 1.4.2 dated 9/1/10 Cancel:			

I. POLICY

It is the policy of the Division of Correction to ensure that new employees are oriented to the Division’s mission, philosophy and their responsibility as employees.

II. RESPONSIBILITIES

All division of Corrections staff, contracted staff, and volunteers are responsible for adhering to the following procedures.

III. DEFINITIONS

Orientation: A formal introduction for all Correctional employees, contractors, and volunteers that cover the mission, philosophy, goals and objectives of the Division prior to Academy classroom training.

IV. PROCEDURES

A. General Information

1. The Training Coordinator is responsible for implementing the Divisional orientation program in each facility.

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2. The Training Coordinator is responsible for advising and providing information to Supervisors on matters pertaining to orientation programs.
3. For designated hours of orientation and training for contracted staff, volunteers, and healthcare workers see policy #1.4.1: Training and Employee Development.

B. Implementing Facility Orientation Program

1. The Training Coordinator will conduct orientation based on the uniqueness of each facility.
2. The orientation program will be designed to provide information to, as well as, gather information from, employee pertinent to the employee's new job. Discussion must include pay roll, city regulation and city code of Ethics/Conduct.
3. Providing a copy to, and discussion of, Divisional policy # 1.1.2: Mission Statement, Philosophy and Goals; 1.3.4: Code of Ethics; 1.3.35: Staff Work Rule; 1.1.8: Organizational Structure; 1.3.3: Drug-Free Workplace and 1.3.9: Staff Probationary Employees.
4. Employees will be accompanied to tour the facility and be given an opportunity to ask questions.
5. A checklist in the form of acknowledgement developed and prepared by the Training Coordinator will be adhered to.
6. An Acknowledgement Receipt of Orientation Training will be signed by the Training Coordinator and the employee indicating the areas covered by the orientation. A record of the orientation and the signed Acknowledgement Receipt will be placed in employee's Training File.