	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> ADM.03.10
		<b>SUPERSEDES (Policy No. &amp; Date):</b> ADM.03.10 of June 17, 1993	
	<b>SUBJECT:</b> <b>NEW EMPLOYEE ORIENTATION</b>		Page 1 of 2

## 1.0 PURPOSE

To establish and standardize procedures for the orientation of new employees and experienced employees transferred to another job site within the Department.

## 2.0 SCOPE

This policy applies to all employees hired for the first time by the Department. The policy also applies to experienced Department personnel who are transferred from one organization unit to another within the Department.

This policy applies to all supervisory positions within all staff offices, divisions, and branches of the Department down to but not below unit level.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

Act 211, SLH 1989, Establishment of Department of Public Safety, Power and Duties of Director.

### .2 Definitions

Employee: Any person employed by the Department on a permanent, temporary, exempt, or emergency hire basis. For purposes of this policy, the term employee includes volunteers.

## 4.0 POLICY

As a safeguard against potential litigation, unethical acts, unprofessionalism, inefficient, and ineffectual practices and to promote efficiency and operational consistency within the Department, all new employees shall receive an on-the-job orientation. The employee's supervisor or designee shall be responsible for providing this orientation. Managers of State-wide correctional programs may assist in this orientation as needed. The orientation shall include emergency procedures, Department organization, chain of command, policies and procedures governing the assigned work area, personnel regulations, job responsibilities and duties.


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**5.0 PROCEDURES**


- .1 Employee orientation shall be completed within the first five (5) working days of being on their assigned job site. However, if 5 days is not considered adequate due to extensive material the employee may have to read, the orientation period may be extended at the discretion of the supervisor. The employee's supervisor or designee shall be responsible for conducting this orientation along the guidelines provided in the Attachment (form DCR 0022, New Employee Orientation Check List).
- .2 Upon completion of the orientation, the employee and supervisor shall sign form DCR 0022.
- .3 The original of form DCR 0022 shall be filed in the employee's personnel file. Form DCR 0022 shall be made available upon request by a Department administration inspection team which may review the forms for compliance with Department policy.

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Administration

JAN 0 1 2024  
\_\_\_\_\_  
Date

APPROVED:

  
\_\_\_\_\_  
DIRECTOR

JAN 0 1 2024  
\_\_\_\_\_  
Date

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