

	<b>DEPARTMENT OF CORRECTIONS AND REHABILITATION</b> <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> January 01, 2024	<b>POLICY NO.:</b> COR.03.08
		<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.03.08 of March 31, 2009	
<b>SUBJECT:</b> <b>NEW EDUCATION EMPLOYEE ORIENTATION</b>		Page 1 of 3	

## 1.0 PURPOSE

To establish practices that govern the orientation of both regular corrections education staff and education staff hired on contract.

## 2.0 SCOPE

This policy applies to all corrections education programs in the State of Hawaii.

## 3.0 REFERENCES, DEFINITIONS & FORMS

### .1 References

- a. P&P, ADM.03.10, New Employee Orientation
- b. P&P, COR.19.03, Contract Services Agencies and Employees

### .2 Definitions

- a. Regular Corrections Education Employee – A full-time (Emergency Hire, Temporary Off the List, Exempt, or Permanent), Department of Corrections and Rehabilitation employee working in the education branch.
- b. Contract Employee or Contract Staff Member – An employee whose services have been contracted, either directly or through an agency, for a set number of hours per week.
- c. Facility Education Contract Employee Personnel File – An education contract employee personnel file is created and maintained by the respective facility educational center.
- d. Facility Education Supervisor's General Personnel File – A file established by the facility education supervisor, or designated corrections education staff member, to store at the facility copies of information and forms for the regular corrections education staff (i.e. Consent to Search forms, copies of documentation of behavior, copies of evaluations, emergency contact phone numbers, etc).

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#### 4.0 POLICY

In accordance with department policy ADM.03.10, all education employees, including regular corrections education staff and those staff members hired on a contract basis, shall complete an orientation process prior to inmate contact.

#### 5.0 PROCEDURES

##### .1 New Contract Employees

- a. New contract employees shall have an education personnel file established to store information needed by the education supervisor (i.e. signed forms, evaluations, etc.).
- b. The contract employee personnel file shall be maintained at the facility of employment in an area accessible only by the facility education supervisor and regular corrections education staff designated by the facility education supervisor, and the warden.

##### .2 Regular Corrections Education Staff

- a. In accordance with department policy ADM.03.10, regular corrections education staff shall complete the orientation process within five working days of assignment to the position.
- b. Copies of the orientation forms signed shall be placed in the facility education supervisor's general personnel file.

##### .3 The orientation process to be completed by all education staff members consists of the following steps:

- a. Checking out the Education Program Services Employee Orientation Handbook from the facility education supervisor – a copy can also be found in the Corrections Education Program Manager's office for review.
- b. Having questions (if any) answered by the facility education supervisor, and then filling out and signing the appropriate forms (ie. Consent to Search, etc.) Required by an individual facility administration, completing the New Employee Orientation Checklist (PSD 0022 attached).

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.4 The orientation process will be complete when the facility education supervisor, or the regular staff member designated to do so, has received the completed checklist, has placed the original in either the facility education contract employee's record or the facility education supervisor's general personnel file, and has given a copy to the employee.

.5 Responsibilities

It is the responsibility of the facility education supervisor to orient new education employees prior to inmate contact.

APPROVAL RECOMMENDED:



JAN 0 1 2024

Deputy Director for Corrections

Date

APPROVED:



JAN 0 1 2024

DIRECTOR

Date

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**STATE OF HAWAII**  
**DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**NEW EMPLOYEE ORIENTATION CHECKLIST**

**I. Emergency Procedures, Safety and Health**

- Fire and other emergency evacuation plans for assigned work areas have been reviewed and understood.
- Procedures for the reporting of health and safety hazards have been explained and understood.
- The employee has read and understood all applicable policies, procedures, and plans for all emergency situations in which the employee is expected to participate or encounter. Where applicable, this shall include hostage situations, bomb threats, natural disasters, disturbances, etc.

**2. Department Organization and Chain of Command**

- Organization charts and corresponding functional statements of the Department and the assigned organizational unit of the employee have been read and understood.
- The chain of command of the assigned organizational unit of the employee have been explained and understood. This includes names of all key personnel in the chain of command up to the Director.

**3. Policies and Procedures**

- Have received a copy of, read, and understood the Department Standards of Conduct.
- The location within the assigned work site of Department/Division/Branch policy and procedures manuals and how to reference these policies have been explained and understood.
- Have read and understood all Department/Division/Branch policies and procedures which affect the functional area in which the employee will work.

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- In addition, the following policies have been read and understood:
  - ADM.01.02 Department Directive System
  - ADM.03.01 Ethics Code, Gifts and Unwarranted Privileges
  - ADM.03.09 Personal Appearance and Dress Code
  - ADM.03.13 Discrimination and Harassment in Employment
  - ADM.08.03 Department Identification Badges
  
- For personnel assigned to staff offices, divisions, and branches under the Deputy Director for Corrections, the following policies have been read and understood in addition to those listed above:
  - Title 17, Administrative Rules of Corrections (Inmate Handbook)
  - COR.05.03 Inmate/Public Access to Correctional Policies and Procedures
  - COR.08.02 Searches of Visitors and Staff
  - COR.08.21 Employee/Contractor Personal Tool Control

**4. Personnel Regulations**

- Procedures for documenting time and attendance at assigned work area have been explained and understood.
- Procedures for applying for sick and vacation leave have been explained and understood.
- Operating hours of assigned work area have been explained and understood.
- Work breaks and lunch schedule have been explained and understood.
- A copy of the State holiday schedule has been given to the employee.

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**5. Assigned Resonsibilities and Work Environment**

- The employee has been given a copy of their position description which they have read and understood.
- The employee has been given a tour of their assigned area and environs and introduced to co-workers.
- Specific duties and responsibilities have been explained and understood.

**6. Security Procedures and Practices**

- The procedures for entering and leaving locked and secured areas have been explained and understood.
- The confidentiality of Department records, how to recognize confidential information, and how to safeguard those documents have been outlined through review of the following policies:
  - ADM.05.01 Access Control to Department Confidential Information
  - ADM.05.02 Public Access to Department Information
- Procedures for the reporting of security violations have been explained and understood.

I have reviewed all the above documents--they have been explained to me where necessary and I understand them.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date