

	DEPARTMENT OF PUBLIC SAFETY DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: JUN 17 1993	POLICY NO.: ADM.03.10
		SUPERSEDES (Policy No. & Date): NEW	
	SUBJECT: NEW EMPLOYEE ORIENTATION		Page 1 of 2

No. 93-19778

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 REFERENCE AND DEFINITION

.1 Reference

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

.2 Definition

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.

3.0 POLICY

As a safeguard against potential litigation, unethical acts, unprofessionalism, inefficient or 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.

4.0 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 PSD 0022, New Employee Orientation Check List).

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- .2 Upon completion of the orientation, the employee and supervisor shall sign form PSD 0022.
- .3 The original of form PSD 0022 shall be filed in the employee's personnel file. Form PSD 0022 shall be made available upon request by a Department administration inspection team which may review the forms for compliance with Department policy.

5.0 SCOPE

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

APPROVAL
RECOMMENDED:

Robert C. Vidney

Deputy Director for Administration

June 16, 1993

Date

APPROVED:

Gey Sumner

Director

6-17-93

Date

STATE OF HAWAII

DEPARTMENT OF PUBLIC SAFETY

New Employee Orientation Checklist

1. Emergency Procedures, Safety and Health

- Fire and other emergency evacuation plans for assigned work area 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.

New Employee Orientation Checklist

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- In addition, the following policies have been read and understood:
 - ADM.03.01 Ethics Code, Gifts and Unwarranted Privileges
 - ADM.03.09 Personal Appearance and Dress Code
 - ADM.08.01 Department Identification Badges
 - ADM.01.02 Department Directive System
 - ADM.03.11 Employee/Offender Conduct

- 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.08.02 Searches of Visitors and Staff
 - COR.08.21 Employee/Contractor Personal Tool Control
 - COR.01.01 Chain of Command
 - COR.05.03 Public/Inmate Access to Correctional Policies

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.

New Employee Orientation Checklist

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5. Assigned Responsibilities 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 work 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 or 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

Date

Employee

Date

New Employee Orientation Checklist

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ADDENDUM TO FORM PSD 0022

Not all policies referred to in the new Employee Orientation checklist have been converted to the new policy numbering system. The following provides the equivalents.

<u>POLICY</u>	<u>EQUIVALENT POLICY IN EFFECT</u>
ADM.03.09	493.03.21, Personal Appearance & Dress Code
ADM.08.01	493.08.43, Department Identification Badges
ADM.03.11	493.03.12, Employee/Inmate Conduct
COR.08.02	493.08.02, Searches of Visitors & Staff
COR.01.01	493.03.06, Rank Structure, Duties & Responsibilities
COR.05.03	493.12.09, Inmate Access to Correctional Policies & Procedures
ADM.05.01	Director's Memorandum 90-09
ADM.05.02	Director's Memorandum 90-03

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