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| NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE | CHAPTER <u>Training</u> STATEMENT NUMBER <u>4.02</u> |
| SUBJECT: ORIENTATION FOR NEW EMPLOYEES PROPONENT: <u>Christopher Kench, Director</u> <small>Name/Title</small> <u>Commissioner's Office</u> <u>271-5603</u> <small>Office Phone #</small> | EFFECTIVE DATE <u>1/1/15</u> REVIEW DATE <u>1/1/17</u> SUPERSEDES PPD# <u>4.02</u> DATED <u>10/15/2013</u> |
| ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i> | DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____ |
| REFERENCE NO: See reference section on last page of PPD. | |

- I. **PURPOSE:**
To provide an orientation period for newly hired employees.
- II. **APPLICABILITY:**
To all employees of the Department of Corrections
- III. **POLICY:**
It is the policy of the Department of Corrections to provide an orientation period for newly hired employees.
- IV. **PROCEDURES:**
- A. Training bureau and human resource personnel will facilitate the new hire orientation. The new hire orientation is for a period of five days and will consist of the following:
- Day 1 - Human Resources
- ❖ PSTC Form A and RS 188 (Uniform Staff)
 - ❖ General Policies and Procedures PPD Index
 - ❖ Policy and Procedure Directives
 - Rules and Guidance PPD 2.16
 - Uniform Policy PPD 2.20
 - Professional Attire PPD 2.29
 - Code of Ethics PPD 2.30
 - Sexual Harassment / Domestic Violence PPD 2.39
 - Telephones Required DOC Uniform Staff PPD 5.14
 - Prison Rape Elimination Act PPD 5.19
 - Serious or Fatal Injury of an Employee PPD 10.07
 - Internet and Intranet Usage PPD 11.03
 - ❖ Forms
 - ❖ Valuing Differences
 - ❖ Benefits
 - ❖ Time Reporting
 - ❖ Ride Share
 - ❖ College Savings Plan

- ❖ State of NH Transfer Checklist
- ❖ Employee Health
- ❖ FMLA
- ❖ Workers Compensation
- ❖ Introduction to Union Services (Dependent upon union staff availability)
- ❖ Lunch
- ❖ Issuance of Identification PPD 5.01
- ❖ Issuance of Uniforms (where applicable) PPD 2.20

Day 2 - Training Bureau

- ❖ Video “A Career in Corrections”
- ❖ NH DOC Organizational Structure PPD 1.38
 - Staff Communications
- ❖ Video “What to Expect / An Orientation for Correctional Employees”
- ❖ Mission Statement / Values Statement PPD 1.17
- ❖ Drug Free Workplace
- ❖ Universal Precautions
- ❖ Inmate Communication Procedures
 - Verbal
 - Request Slips
 - Grievances
- ❖ Staff Communications Procedures / Duress Code
- ❖ Radio Procedures PPD 5.15
- ❖ Key Control PPD 5.31
- ❖ Tool Control PPD 9.13
- ❖ Video “Inmate Tricks”
- ❖ Contraband PPD 5.22
- ❖ “The Set-up”
- ❖ Training / Staff Development PPD 4.01
- ❖ Overview of Granite Cor
- ❖ Intro to Computer Based Training
 - Moodle Username and Password
- ❖ Issue CBT Disc (Need to be completed by end of Orientation)

Day 3 - Training Bureau Staff

- ❖ Tour of NHSP/M or NCF Facility
- ❖ Worksite Orientation – **uniform** staff will be turned over to facility training staff that will help them with any issues that may need assistance and/or provide supervision for the remainder of the day while they work on their computer based training requirements.
- ❖ Worksite Orientation – **non-uniform** staff will be escorted to their specific work area and:
 - Introduced to their direct supervisor
 - Contact information
 - Supervisor business
 - Employee business
 - Employee personal
 - Tour specific work location
 - Assign work area (Desk, etc.)
 - Informed of access procedures
 - Security
 - Keys
 - Introduced to their Coworkers
 - Bathrooms
 - Fire Exits
 - Other area specific “need to know” topics
 - Area Specific Intranet and CORIS training

Day4 – Computer Based Training

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| ❖ Respect in the Workplace | .5 hours |
| ❖ Staff Personal Property Permitted in Secure Facilities | .5 hours |
| ❖ The Government, Courts and Corrections | 2 hours |
| ❖ Prison Rape Elimination Act (CBT) | 1.5 hours |
| ❖ Employee Telephone Usage | .25 hours |
| ❖ Professional Attire | .25 hours |
| ❖ Domestic Violence | 1 hour |
| ❖ Religious Opportunities | 1 hour |

Day 5 - Training Bureau Staff

- ❖ Safe Driving
- ❖ Practical Security and Safeguards

- B. Day 1, 2, 3 and 4 of the New Hire Orientation will occur whenever there is a new hire.
- C. Days 5 will be conducted at least every two months.
- D. Following the orientation non-uniform staff will be turned over to their immediate supervisor and uniform staff will be turned over to the Field Training Coordinator. The Field Training Coordinator will ensure that the trainee is assigned to a facility Field Training Officer who will provide the required training and supervision. The Field Training Coordinator will ensure that all required training is completed in a timely manner.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition Standards

2-CO-1D-05 thru 1-D-08Standards for Adult Correctional Institutions

Fourth Edition Standards

4-4082 thru 4083; 4-4085 thru 4087Standards for Adult Community Residential Services

Fourth Edition Standards

4-ACRS-7B-14 thru 7B-18Standards for Adult Probation and Parole Field Services

Third Edition Standards

3-3082 thru 3085Other

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