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
- 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
Day 4 – Computer Based Training

- 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-08

Standards for Adult Correctional Institutions
Fourth Edition Standards
4-4082 thru 4083; 4-4085 thru 4087

Standards for Adult Community Residential Services
Fourth Edition Standards
4-ACRS-7B-14 thru 7B-18

Standards for Adult Probation and Parole Field Services
Third Edition Standards
3-3082 thru 3085

Other

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