

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL: POLICE

Subject: ORIENTATION PROCESS FOR NEW EMPLOYEES

INTRODUCTION

The purpose of this procedure is to establish guidelines for the orientation of new employees of this department. It is essential that all new members of the organization be uniformly introduced to the working environment of the police department. This will ensure the continuity of information and provide for an easy transitional period for the new employee.

ORIENTATION RESPONSIBILITIES

It shall be the responsibility of the below-listed personnel to conduct orientation training for newly-hired employees:

1. Personnel Department, City of Barstow
2. Division Commander
3. New employee's direct supervisor
4. Training Officer
5. Field Training Officer

The extent of training and initial responsibility is dependent upon the position for which the new employee has been hired. Specific guidelines are listed in subsequent sections of this procedure.

NON-SWORN PERSONNEL

The new employee is advised by letter to meet with employees of the City Personnel Department at an appointed date and time. This stage is necessary to accomplish benefit package signing and necessary payroll processing. Following the completion of these tasks, the employee returns to the police department and reports to the Division Commander.

It shall be the responsibility of the Division Commander or his designee to conduct orientation for all newly-hired, non-sworn employees. This includes part-time employees as well as for full-time positions.

The orientation will include information concerning: The job, the department and the working policies and practices. It identifies the person's immediate supervisor and where the employee's job fits in relationship to the whole organization. The orientation process is designed to answer the employees' immediate concerns and stimulate the person to ask specific questions about their employment. The new employee is then introduced to his/her immediate supervisor.

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The primary responsibility of the supervisor in this process is to convey all rules and regulations of the Barstow Police Department as well as their operational philosophy and orient the employee into the specific job assignment. This may include any necessary training or specialized information in order to prepare the employee for the job.

SWORN PERSONNEL

The new officer is advised, by letter, of the date and time to report to the Personnel Officer for the swearing-in and for the completion of benefit and insurance paperwork.

It shall be the responsibility of the Division Commander to provide initial orientation to the department for all new sworn officers. This orientation includes the same basic information as outlined above. Introductions, City facility tour and divisional orientations are some of the components of this process.

The orientation process concludes by having the new officer meet with his assigned sergeant, at which time he is provided with the rules and regulations of the Barstow Police Department, the operational philosophy of the division and given his goals and objectives. The new officer is then assigned to a Field Training Officer and shift or is scheduled for the Academy. It shall be the responsibility of the sergeant to conduct a detailed review of all departmental rules, regulations, policies, procedures and orders with the new officer.

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