



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Orientation Programs	DOC Policy: 20.7.2
Supersedes:	DOC Procedure #71, Employee Training Program dated 9/5/90	
Applicability:	All department employees, volunteers, and contractors	
Directives Cross-Reference:	None	

I. PURPOSE

To provide new employees, volunteers, and contractors with a basic understanding of the department's expectations of their conduct and the department's mission, rules, policies, regulatory requirements, and procedures.

II. POLICY

The department Staff Training and Development Section shall determine and provide the appropriate Department of Corrections Orientation. Accordingly:

- A. All supervisors shall enroll new employees or those who have been absent from the department for two or more years in the appropriate program within the first month of their employment;
- B. The duration, location(s), curriculum, and schedule for each program shall be determined and announced no less than three months prior to the beginning of each calendar year (training year). The curriculum for each program shall be reviewed and approved by the Training Advisory Committee and include at a minimum:
 - 1. Training that familiarizes and explains regulatory requirements;
 - 2. Training that provides an understanding of the department mission and vision and employee expectations related to the department's core values and code of ethics and conduct; and
 - 3. Training that familiarizes and explains department rules, policies and procedures.
- C. All department employees are expected to attend, to dress and conduct themselves in a professional manner, and complete the full program; and
- D. Functional units may choose to provide a new employee orientation for their facility or institution in addition to, but not in lieu of, the department programs. Units choosing to provide such orientation shall provide the

Staff Training and Development Section a copy of the curriculum and have a course number assigned by the Section.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.