



Alexandria Police Department

Directive 4.13



EMPLOYEE ORIENTATION

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4.13.01 POLICY/PURPOSE

It is the policy of the Department to orient new employees to their work environment and responsibilities as soon as possible. During the orientation process, information regarding the agency's role, purpose, goals policies, procedures, working conditions, regulations, responsibilities and the rights of employees is provided. [33.7.1]

A Citywide orientation program for eligible new employees is conducted by the City Human Resources Department. The purpose of this training is to give new employees an understanding of the City's history, organization, policies, objectives and functions. The purpose of this directive is to outline the procedures for new employee orientation conducted by members of the Department. The orientation program will help employees understand how their jobs contribute to the goals of the Department and the City government as a whole.

4.13.02 PROCEDURES

- A. New employees will be given a brief tour of the Public Safety facilities by their supervisor. The supervisor will also ensure the new employee receives the necessary key cards, identification card, parking sticker, serial number, and access to the appropriate software applications.

- B. Personnel and Training will ensure City Human Resources schedules all new employees for orientation at City Human Resources within 30 days of employment. (Employees transferring from other City agencies may be exempt). An Employee Handbook is issued at the orientation and is also available on-line.
- C. Employees will take the New Employee Orientation Checklist completed by the recruiter or their supervisor to the Citywide orientation for completion by City Human Resources.
- D. Civilian employees will receive accreditation familiarization within the first 30 days of employment. [33.5.3 a]
- E. Newly hired sworn employees will receive accreditation familiarization at local training, which is held immediately after recruit academy graduation. [33.5.3 a]
- F. All sworn employees receive training in ethics and mental illness recognition during academy training and again during local training.
- G. All non-sworn employees receive training in ethics and mental illness recognition during local training.

4.13.03 RESPONSIBILITIES

A. Personnel and Training will

1. Disseminate a Special Directive notification of the new hire to Police Staff .
2. Initiate employee orientation via PAF to City Human Resources.
3. Advise the supervisor of the date(s) the new employee has been scheduled to attend the Citywide orientation.
4. Provide all new employees a New Employee Orientation Checklist.

B. Supervisors of non-sworn employees will:

1. Complete and document all Department orientation procedures on the New Employee Orientation Checklist;
2. Forward a copy of the New Employee Orientation Checklist to Personnel and Training within 5 calendar days of the employee's first day of employment for inclusion in the employee's personnel file;
3. Ensure employees provide City Human Resources with the New Employee Orientation Checklist at City Hall orientation (Orientation will be scheduled by City Human Resources);
4. Introduce employees to the Chief of Police, commanders, and co-workers; and
5. Schedule employees for the next local training class applicable to all new employees.

C. The recruiting officer will do the following for all sworn employees:

1. Complete and document all Department orientation procedures on the New Employee Orientation Checklist;
2. Place a **copy** of the New Employee Orientation Checklist in the employee's personnel file;

3. Ensure sworn employees provide City Human Resources with the New Employee Orientation Checklist at City Hall orientation;
4. Introduce new sworn personnel to the Chief of Police, commanders, and co-workers;
5. Coordinate all phases of local training;
6. Notify commanders of local training schedules; and
7. Coordinate the oath of office for new sworn employees at local training.

D. Supervisors of all employees will:

1. Ensure the “APD Help Desk” is contacted in advance to set up new accounts for the systems the new employee will need to access, i.e., police network, e-mail, Records Management System (RMS), PRISM, CAD, and AJIS,
2. Ensure a PowerDMS user has been created for the employee for access to written directives and applicable standard operating procedures
3. Ensure the employee is trained on written directives and standard operating procedures applicable to their job; and
2. Document the training.

By Authority Of:

**Earl L. Cook
Chief of Police**



Alexandria Police Department New Employee Orientation Checklist



EMPLOYEE INFORMATION			
Name:	Start date:		
Position:	Supervisor:		
PRIOR TO FIRST DAY:			
<input type="checkbox"/> Have access cards and ID ready for first day. Contact Property for locker information and to arrange for uniform distribution if applicable for position.			
FIRST WEEK: Greet new employee at designated location			
<input type="checkbox"/> Welcome new employee and introduce to co-workers within unit.			
<input type="checkbox"/> Show employee the location of their work space, provide a tour of the building to include restrooms, fire evacuation routes and break rooms.			
<input type="checkbox"/> Obtain parking garage permit from the Facilities & Security Management Division			
<input type="checkbox"/> Walk employee through garage to explain parking regulations. Ensure parking permit is properly displayed on vehicle.			
<input type="checkbox"/> Assign "buddy" employee(s) to answer general questions.			
DIRECTIVES Employee must be aware of the directives in the bulleted list			
Civilians: <input type="checkbox"/> Power DMS: Ensure employee has access to review <u>all</u> departmental directives. Sworn employees receive PowerDMS access after completing the recruit academy and local training.	<ul style="list-style-type: none"> • 1.1 - Mission • 1.3 - Organization • 1.10 – Accreditation Preparedness • 2.2 - Rules of Conduct • 2.3 - Complaints & disciplinary actions • 2.4 – Non-Biased Policing • 2.5 – Harassment in the Workplace • 2.6 - Social Networking 	<ul style="list-style-type: none"> • All directives in Chapter 4 – Personnel • 6.1 - Security of Police Facilities • 6.3 - Uniforms, Equipment & Appearance • 6.4 – Vehicle Use and Maintenance • 6.5 - Headquarters Parking • 13.3 - Annex 3- Evacuation • 11.13 Mental Illness 	
POSITION INFORMATION			
<input type="checkbox"/> Introductions to unit/section/division or bureau.			
<input type="checkbox"/> Review initial job assignments and training plans.			
<input type="checkbox"/> Review job description and performance expectations and standards to include probationary period.			
<input type="checkbox"/> Review job schedule and hours.			
COMPUTER ACCESS			
<input type="checkbox"/> Hardware and software access applicable for position, including:	<ul style="list-style-type: none"> • Outlook • AlexNet 	<ul style="list-style-type: none"> • Data on shared drives • Departmental Files 	<ul style="list-style-type: none"> • Databases • _____

This completed checklist is to be returned to Personnel and Training within one (1) week from the employee's date of hire.

Completed checklists for temporary employees are to be returned to Personnel and Training within one (1) week of the start date.