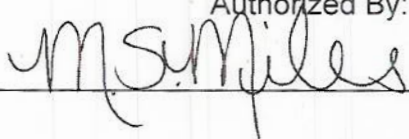


 Corrections and Community Supervision TRAINING MANUAL	Subject: 7.150 Orientation Program for Per Diem and Non- Departmental Employees	
	Supersedes: 05-24-2018	Page: 1 of 4
Authorized By: 	Reference: ACA 4-4088	Date: 05-19-2020

I. PURPOSE:

To establish a standardized 16-hour orientation program for persons working within the New York State Department of Corrections and Community Supervision but are not employed by DOCCS.

II APPLICABILITY:

Personnel who are assigned work within DOCCS as either a per diem or non-departmental employee, for example: Office of Mental Health (OMH) and agency-contracted employees. This policy is not applicable to construction contractors.

III POLICY:

All staff to whom this subject applies will receive a 16-hour orientation program. The orientation program will be administered during the employee's first two days at the facility. Orientation for volunteers is covered under Directive #4750, Section V, D. The facility will determine what additional training is necessary for each individual.

IV PROCEDURE:

The Facility Training Contact will oversee the orientation of non-departmental and per diem employees. This person will be responsible for arranging the necessary staff to be available for escorting and explaining the functions of the various areas of the facility.

The new non-departmental or per diem employee will meet with the Facility Training Contact and/or appropriate escorting staff member. The Training Contact will ensure the employee receives orientation information on the areas designated on the 16-Hour Orientation Sign-Off Sheet (Attachment A).

The staff member who delivers the information will sign in the appropriate area on the Orientation Sign-Off Sheet to verify orientation in the specific topic.

The training escort will act as a guide for the new, non-departmental employee. The introduction to security will be divided into two components, which will include a tour of the facility as well as an orientation of the informational topics outlined on the Orientation Sign-Off Sheet. If there is security information specific to a facility, it should be included in the tour and/or as a topic to be covered.

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An escort must remain with the new employee for the duration of the tour and be prepared to give a verbal overview of each area. Positive dialogue between the guide and employee should be encouraged, allowing for questions and comments throughout the tour. Each question will be treated with courtesy and professionalism. It is important to remember that this is the first opportunity for the person to see the facility in operation and individual reactions will vary.

Facility staff members shall be introduced at the guide's discretion to supplement the tour and provide information related to the different areas of the facility. The tour must be pre-planned and timed, always beginning in the same area and ending in a room conducive for the presentation of the outlined topics.

Following the tour, the guide will share information regarding important security topics such as those listed above, and basic dos and don'ts. This presentation should include handouts, safety fact sheets, and relevant facility materials, which can be used as a reference in the future.

This segment also provides the opportunity to address the disciplinary process, explain the security hierarchy in a facility, and explain the respect for the chain of command by the security workforce. Like the tour, presentation of the topic materials, handouts, and videos should be well planned and timed.

At the conclusion of the second day, the new non-departmental employee will sign the Orientation Sign-Off Sheet acknowledging that he or she received 16 hours of orientation. This form will be forwarded to the Training Contact for filing.

Per diem employees must also sign two Report of Training Forms (RTFs) – a general RTF for the full 16 hours of orientation (code 27012) and the specific RTF for the Sexual Abuse Prevention and Response Introduction/Transfer Video (17093). The forms will be submitted together as separate hours will not be credited for the video. A copy of the signed RTF-PREA must be forwarded to the appropriate PREA Compliance Manager.

To ensure the orientation is properly recorded in KHRT, the Training Contact must also forward a copy of the appropriate, completed orientation form along with the completed, **original** RTFs to:

- Facilities – Regional Training Office
- Community Supervision – Regional Training Coordinator
- Central Office and Board of Parole – Albany Training Academy

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**ATTACHMENT A
ORIENTATION SIGN-OFF FORM
Non-Departmental and Per Diem Employees**

_____CORRECTIONAL FACILITY

PRINT NAME: _____

DATE ASSIGNED _____

TITLE/RANK _____

Introduction to the Superintendent	_____
Introduction to the Executive Team	_____
Clean Air Policy/ Smoking	_____
Sexual Harassment Policy	_____
Sexual Abuse Directive 4028A	_____
PREA Introduction/Transfer Training (Requires separate RTF, course code 17093)	_____
Red Book Synopsis	_____
Maintaining Professional Boundaries Video	_____
Parking Regulations	_____
Personal Alarm System	_____
Accreditation	_____
Facility Tour (Security Operations)	_____
Overview and Tour of Programs with DSP	_____
Training Bulletins	_____
Tool and Key Control	_____
Control of Contraband	_____

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Caustics, Flammables, and Toxics

Facility Emergency Procedures

Stormwater Management Plan
(if applicable)

GOER Privacy and Security of Health
Information Video (Applicable staff)

NOTE: If the facility does not have a particular Department listed, write "N/A." Additional lines have been added to accommodate any signature(s) specific to your facility.

I completed the 16-Hour Orientation Program on:

Date

Non-Departmental/Per Diem Employee:
Sign

Print Name

Escort/Guide: Sign

Print Name