1-03/040.00 Orientation of New Employees at Branch Courts

Court Services Division has established a practice of providing sworn personnel who are newly transferred to assignments in this Division with a formal training program designed and provided by the Training Unit. Policies for handling inmates, staffing courts, etc., vary from Branch to Branch based upon conditions which may be unique to each facility. Since such policies affect the working conditions at the Branch and personnel may be subject to discipline for failure to comply, it is the supervisor's responsibility to ensure that all employees are properly trained upon their arrival to the Unit.

Branch Supervisors shall provide each new employee with copies of the Branch's policies as soon as possible after their arrival, as part of their orientation and in-service training. The employee shall sign one copy, acknowledging their receipt of the policy and that signed copy shall be placed in the employee's Bureau Headquarters' file.