1-03/050.00 Orientation Training for Outside Personnel on Overtime in Court Services

All personnel working in an overtime or temporary assignment in Court Services Division will be required to have an Orientation Training check-off list provided to them and reviewed by a supervisor (Bonus Deputy or higher). The original signed notice of receipt shall be maintained at the respective Bureau Operations, attached to the approved memorandum authorizing that Deputy or CA to work overtime with that Bureau.

The check-off form is designed for temporary overtime positions. The intent of the form is to provide the employee with a method to review the procedures necessary to perform their assignment. Since the form is generic for Court Services Division, each Branch can supplement it with any additional information that is relevant to the specific assignment or Branch.

It is responsibility of the person providing the guidelines to review the information with the employee and to furnish the names and phone numbers of the supervisors as indicated on page two of the Orientation Check-Off Form.