

JUN 10

STAFF ORIENTATION

_____ Staff introductions
 _____ Unit tour
 _____ Position description / performance standards / logs / rating process
 _____ Hours of work / days of work / rotation of work schedule, if any
 _____ Unit annual leave schedule
 _____ Unit sick leave (who and when to contact if ill)
 _____ Specific unit job expectations
 _____ Staff roles

_____ Unit strategic plan
 _____ Unit rules and regulations
 _____ Unit officer log, shakedown log, bed/call locator, post orders, unit
 _____ inmate locator system
 _____ Central file - location, checkout system, security procedures
 _____ Copying equipment - location, information which can/cannot be copied
 _____ Unit program activities
 _____ Program Statements - staff and inmate access
 _____ Unit A&O / Release Preparation responsibilities
 _____ Safety and sanitation expectations
 _____ Staff security responsibilities
 _____ Legal mail procedures - including Drug Identification, Introduction
 _____ and Interdiction training if not previously received
 _____ Unit Discipline Committee
 _____ Unit Staff visibility in unit / institution
 _____ Fire safety / Escape procedures
 _____ Orientation / supervision of students, volunteers (if applicable)
 _____ Unit Staff / Case Manager / Secretary meetings - time, day and place
 _____ Administrative Remedy procedures
 _____ SENTRY - security & purpose
 _____ Unit communications - method & necessity

_____ Intake Screening
 _____ Admission and Orientation
 _____ Initial Classification / Program Reviews / Team dockets - time, day
 _____ and staff roles
 _____ Responses to Judicial recommendations, Congressional inquiries, and
 _____ AO-235 and AO-245s
 _____ Parole procedures
 _____ Furlough / Escorted Trips - procedures and eligibility
 _____ Transfers - referral procedures (institution / CCC)
 _____ Release procedures
 _____ Gratuity - amount and paperwork process
 _____ Privacy Act and releasing information over the telephone, etc.
 _____ Other areas of local unit operations as defined by local policy

UNIT MANAGER'S SIGNATURE

DATE

STAFF'S SIGNATURE