

# Education: Staff Orientation

Rhode Island Department of Children, Youth, and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1714**

*Effective Date: June 14, 2004 Version: 1*

The Education Program is responsible to ensure that new employees are familiar with pertinent areas of the Division's operations and to assist new employees in becoming an integral part of the Division's workforce as quickly as possible.

The objectives are to:

- Familiarize new employees with general Division and Department operating procedures, goals, rules, and regulations that pertain to that employee in the performance of his/her job.
- Familiarize new employees with the duties and responsibilities of their new positions.
- Acquaint new employees with the physical layout of the RI Training School and the location of all personnel.
- Encourage a high level of morale, teamwork, and motivation between new and existing staff members of the Department.
- Demonstrate the commitment of the Education Program to the well-being of its staff and students.

The Administration of the Education Program is responsible for coordinating new employee orientation. All staff participate in and complete forty (40) hours of orientation prior to job assignment. There are nine major subject areas for orientation. These subject areas are designed to prepare new employees to successfully transition into the Rhode Island Training School environment. The sections may be abbreviated to accommodate the orientation of employees who have not received formal training in any of the modules of each section. Modules may be presented separately to individuals or in groups as required by training needs.

Individual orientation will be managed by using an orientation checklist. The orientation checklist requires the individual new employee to receive orientation through scheduled meetings/sessions or self-paced instruction. All new employees will complete the orientation checklist. The completed checklist will be maintained in the employee's personnel files.

Related Procedures...

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### Procedure from Policy 1200.1714: Education: Staff Orientation

- A. The Principal will:
  - 1. Ensure the proper implementation and maintenance of a staff orientation program in the Education Program.
  - 2. Coordinate the development of a staff orientation program in consultation with supervisors and staff.
  - 3. Ensure the proper delivery of orientation training to new employees who are assigned to the Education Program.
  - 4. Facilitate the training of new employees.
  
- B. The Principal will ensure that each new employee is made aware, in an appropriate manner, of the following:
  - 1. The requirements of the new employee's position and details of the job description;
  - 2. The persons to whom the new employee will be responsible, will report, will work with or, as appropriate, will supervise;
  - 3. The regulations, by laws, Department policies and procedures and applicable contractual agreements;
  - 4. The mission, goals and objectives of the Department, Division and Program; and
  - 5. The physical characteristics of the facilities.
  
- C. There are a total of nine major subject areas that the Principal may use for orientation. A variety of resources are used in the delivery of staff orientation. The curriculum includes instruction on the following topics:
  - 1. The Federal Court Order
  - 2. Behavior Management
  - 3. Security
  - 4. Health and Safety
  - 5. Substance Abuse and Mental Health
  - 6. Juvenile Sex Offenders
  - 7. Suicide Intervention/Prevention
  - 8. Cultural Competence
  - 9. Sexual Harassment Prevention
  
- D. The Principal determines the content and method of delivery of new employee orientation based on the number of new employees and the knowledge and experience that those employees have in working in juvenile justice environments.