



GENERAL ORDER

MINOCQUA POLICE DEPARTMENT

SUBJECT: **EMPLOYEE ORIENTATION**

SCOPE: All Department Personnel
DISTRIBUTION: General Orders Manual

REFERENCE:

NUMBER: 12.05
ISSUED: 05/08/2020
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 RESCINDS
 AMENDS
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INDEX AS: Civilian Employee Training
Employee Orientation
New Employee

PURPOSE: The purpose of this General Order is to provide information and guidance to all new employees of the Minocqua Police Department in the operations of the Town and the Department. This will ensure that new employees understand their role, responsibilities, and rights.

This General Order consists of the following numbered sections:

I. POLICY

II. PROCEDURE

I. POLICY

A. It is the policy of the Minocqua Police Department that all new employees receive orientation training to the Town and the Police Department as soon as practical.

II. PROCEDURE

A. All employees shall receive a new employee orientation.

1. The Chief's Office and Town Offices shall provide information regarding Town history, philosophy, policies, salary, and benefits.
2. The employee's supervisor shall provide information regarding the Police Department's role, purpose, goals, policies, procedures, working conditions, and regulations, as well as the responsibilities and rights of employees.

- B. The orientation shall be documented using the "New Employee Orientation Checklist" form, which shall be filed in the employee's personnel file in the Personnel Department.
- C. Employees assigned to civilian positions shall receive training in addition to orientation to ensure a complete understanding of job responsibilities.
 - 1. Clerical Employee
 - 2. Community Service Officer (CSO)
 - 3. Police Tele-communicator
- D. Supervisors in charge of civilian personnel shall be responsible for annual re-training as may be deemed necessary or appropriate. Training needs may be determined through observation, evaluation, job analysis, or work performance. Annual re-training should be designed to update skills and to increase knowledge of job responsibilities.

David J. Jaeger

David J. Jaeger
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 01/11/2019