

PALM BEACH GARDENS POLICE DEPARTMENT		
MEMBER ORIENTATION		
POLICY AND PROCEDURE 4.1.1		
Effective Date : 04/01/2012	Accreditation Standards: CALEA 33.5.3, 33.7.1 CFA 14.04	Review Date: 04/01/2014

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- 1. New Member Orientation**
- 2. Promotional or Transfer Orientation**
- 3. Civilian Orientation Schedule**

PURPOSE: To establish a procedure for ensuring all new members, sworn and civilian, receive an appropriate orientation to the Department.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Police Training Sergeant

POLICY: The Department will provide newly hired, promoted or transferred members with an orientation to the Department and/or the job they have been selected/assigned to perform.

PROCEDURES

1. NEW MEMBER ORIENTATION

- a. All new members will attend orientation training within thirty days of start date.
- b. Orientation regarding City benefits, programs, etc. will be provided by the City's Human Resources Department. The City Policy and Procedure Manual will be distributed during this orientation.
- c. Initial Department orientation will be conducted in-house by the Training Unit.
- d. Assignment orientation will be conducted by the responsible Bureau/Unit supervisor or designee.
- e. Initial Department orientation for all new members shall include, at a minimum a review of the:
 - i. Department's organization,
 - ii. Mission and Vision,
 - iii. Goals and Objectives,
 - iv. Policies and Procedures,
 - v. Rules and Regulations,
 - vi. Responsibilities and rights of members,
 - vii. The working conditions associated to the Department.
 - viii. An introduction to the accreditation process.
 - ix. Access and direction in the use of the Department's Online Police Policy Manual.
- f. In addition to the above required orientation, newly sworn officers shall receive specific orientation/training prior to entering the Field Training Program, including:
 - i. Use of Force policy and procedure
 - ii. Firearms qualification
 - iii. ASP and OC qualification
 - iv. Defensive Driving
 - v. CPR and AED

- vi. Bloodborne Pathogens
 - vii. FCIC/NCIC Certification
 - viii. Overview of the FTO program
 - ix. Community Oriented Policing
 - x. Child Abuse Protocol
 - xi. Responding to Persons with Mental Illness
 - xii. TASER Overview
 - xiii. Road Patrol Functions
 - xiv. Introduction to Records, Communications and Detective Units.
 - xv. Any other topics deemed relevant by the Training Unit.
- g. The Bureau/Unit assignment orientation will include, at a minimum:
- i. Review of the requirements, working conditions and regulations relating to the assignment.
 - ii. Any required initial training for the assignment.

2. PROMOTIONAL OR TRANSFER ORIENTATION

- a. Any newly promoted or transferred member will receive an orientation from their new Bureau/Unit supervisor, including, at a minimum, review of the requirements, working conditions and regulations relating to the new assignment and any required initial training for the assignment.
- b. The above shall be supplemented by formal in-service or advanced training if required for the position.

3. CIVILIAN ORIENTATION SCHEDULE

- a. The orientation schedule for new civilian members shall include those subjects outlined in bullet (1.e.) above and a familiarization meeting with each Bureau/Unit.

INDEX AS:

- ORIENTATION
- MEMBER ORIENTATION

RESPONSIBILITY INDEX:

- TRAINING UNIT

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APPROVED:



Stephen J. Stepp
Chief of Police

04/01/12
Date