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COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 204

OPR: PERSONNEL

NEW EMPLOYEE ORIENTATION **Alabama Department of Corrections**

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for administering an orientation program for new employees.

II. POLICY

It is the policy of the ADOC to ensure that new employees are orientated to the department's mission and their role in the correctional environment.

III. DEFINITION(S) AND ACRONYM(S)

There are no definitions or acronyms used in this regulation.

IV. RESPONSIBILITIES

- A. Wardens and Division Directors are responsible for implementing an ADOC Orientation program for their individual units.
- B. The Personnel Division Director is responsible for advising and providing information to supervisors on matters pertaining to orientation programs.
- C. Supervisors are responsible for initiating and conducting an orientation program for each new employee under his/her supervision.

V. PROCEDURES

- A. Each institution and division shall conduct an orientation program for its new employees.
- B. The orientation program shall be designed to provide information to as well as gather information from the employee pertinent to his/her new job.

- C. All orientation programs shall include:
1. A discussion of the new employee's task and responsibility statements with him/her.
 2. Ensuring that the new employee understands his/her salary amount and payroll and leave procedures.
 3. Completion of the ADOC employment/new hire packet (tax, insurance, retirement and other forms).
 4. Providing a copy to and discussion of the ADOC Mission and Vision Statements with the employee.
 5. Providing copies to and discussion of ADOC Administrative Regulations 206, 207, 208, 213, 217 and 220 including instructions regarding the review of all regulations.
 6. Providing the employee with a copy of the ADOC Employee Handbook.
 7. Scheduling the employee for ADOC New Employee Orientation Training.
- D. Each institution/division shall develop and conduct an orientation program that fulfills that institution/division's unique needs.
- E. A checklist shall be prepared, followed, and signed off by both the employee and supervisor as a record of the areas covered by the orientation program.

VI. DISPOSITION

There are no forms prescribed by this regulation. Therefore, disposition procedures are not necessary.

VII. FORMS

This regulation does not implement any forms.

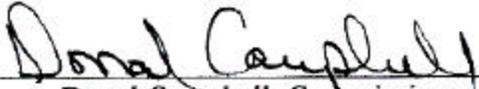
VIII. SUPERCEDES

This Administrative Regulation supercedes Administration Regulation 204 dated November 5, 1986, as amended.

IX. PERFORMANCE

This administrative regulation updates policy and procedures pertaining to orientation programs for new employees and is based on, but not limited to, the below:

- A. ADOC Administrative Regulations
- B. Rules of the State Personnel Board



Donal Campbell, Commissioner