# Standard Operating Procedure for New Employee Orientation

### 102.1  ON-BOARDING PROCEDURE

When new employees are attending On-Boarding through Human Resources, they will be contacted and instructed to report at 0800 hours to the Pine Street Station on the following day.

When new employees report, they will be met by a member of the Support Services Bureau and escorted to a meeting room.The following items will be addressed:

(a)   Introduction to UMB Public Safety

(b)   History of the agency

(c)   Organization

(d)   Chain of Command

(e)   Mission and Values

(f)   Emergency Contact Form

(g)   Important phone numbers

(h)   IT will have been scheduled to meet the new employees and initiate email addresses

(i)   IT acceptable use policy

(j)   Essential employee policy

(k)   Uniform fitting at Quartermaster

(l)   New employees will be given PowerDMS logon capability

(m)   Keybox Access if necessary

(n)   Fuel code if necessary

(o)   Campus Tour

(p)   Payroll Class

(q)   Meet with supervisor

(r)   PowerDMS classes

Upon completion of Orientation, the new employee may be assigned to their field training officer.