



DEPARTMENTAL
GENERAL
ORDER

New Order
24 Dec 03

D-16

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Check in Procedures
Orientation Procedures

CHECK-IN AND ORIENTATION PROCEDURES

I. PURPOSE

The purpose of this policy is to set forth Department policy and procedures to facilitate the check-in and orientation process of new Oakland Police Department personnel, their introduction into the Department, to advise new personnel of the broad scope of OPD services, and their responsibilities within the Department.

II. POLICY

A. All new Department personnel shall complete the check-in procedures with the Personnel Division in accordance with the provisions of Part IV of this order.

B. All new OPD personnel shall attend a City and/or Departmental orientation as follows:

1. Employees

a. In accordance with City of Oakland Administrative Instruction 548, all new employees shall attend a Citywide Employee Orientation session within 45 working days of their date of hire.

Staff shall contact the City Office of Personnel and schedule new employees for the first available session. The date shall be written in the box provided on the "Welcome" letter. Current City employees and transfers to the Department are exempt.

b. New employees shall attend the next Police Department Employee Orientation seminar.

2. Police Officer Trainees/Sworn
 - a. Police Officer Trainees (including Rangers) shall receive Department orientation during the Recruit Academy.
 - b. Sworn (lateral transfers) shall receive Department orientation during the Lateral Academy.

III. RESPONSIBILITIES

- A. The Personnel Division commander shall have overall responsibility for the completion of all check-in procedures for all new personnel assigned to OPD.
- B. The Training Division commander shall be responsible for furnishing all requisite publications, manuals, and training materials to all new OPD personnel.
- C. The responsibility for ensuring the orientation process has been conducted in accordance with the provisions of Part V, of this order is as follows:
 1. Personnel Division (for employees);
 2. Training Division (for Police Officer Trainees and laterals); or
 3. Assigned unit commander (for transfers).

IV. CHECK-IN PROCEDURES

New Departmental personnel shall be directed to the Personnel Division on the 5th floor of the Police Administration Building (PAB).

- A. Personnel Division
 1. New personnel shall receive a "Welcome" letter detailing the check-in procedures noted below.
 2. New personnel shall be "matched" with their completed Background Investigation folders.
 3. Current City employees transferring to the Police Department shall receive a Personal History Questionnaire (PHQ). After completing the check-in procedures, transferred personnel shall be referred to the Background Investigations Unit, 250 Frank H. Ogawa Plaza, Suite D, to begin a background check.

4. Prior to the arrival of new personnel, staff shall prepare the Forms Checklist for New Hires (Personnel Division form), check all the appropriate boxes, and retrieve the corresponding forms.
5. Upon arrival, staff shall assist new personnel with completing the indicated forms
6. Staff shall provide the appropriate packet of information on their specific employee union (Local 790/Local 21). Police Officer Trainees (POT) shall receive information on the Oakland Police Officers Association (OPOA) during their orientation training. Employees considered “exempt” shall not receive a packet.
7. New personnel shall be assigned an OPD Serial Number. This number shall be written in the appropriate box of the “Welcome” letter.
8. Staff shall photograph, obtain the right index finger print, and a signature sample from the new employee and ascertain their Date Of Birth (DOB), Blood Type, Height, Weight, Eye and Hair Color. Staff shall enter this information, plus their serial number, job title/classification, and card expiration date on the new employee’s Police Department Identification Card.
 - a. Every member and employee is issued an Identification (ID) Card, with a self-adhesive Proximity Card cover, upon their initial appointment/assignment with an expiration date at end of the employee’s probation period.
 - b. Permanent ID cards are issued at the end of the probation period and have an expiration date five (5) years from the date of issuance.

For additional information and instructions, refer to Department General Order C-5. BADGE, CAP SHIELD, IDENTIFICATION CARD, AND CALL BOX KEY CONTROL.

9. Staff shall schedule the new employee for the next Police Department Employee Orientation seminar. Obtain the date from Training Division. Write the date in the box provided on the “Welcome” letter.

10. Staff shall escort new personnel to and from the Training Division where he/she shall be issued requisite Departmental publications.
11. Staff shall ensure all requisite paper work is properly prepared and complete.
12. Staff shall escort or direct new personnel to his/her new unit commander:
 - a. Escort new personnel assigned to the Police Administration Building to their assigned unit and introduce them to their new commander.
 - b. Provide personnel assigned to the Eastmont Precinct with driving directions. Notify the Eastmont Front Desk to expect the arrival of new personnel.
 - c. Provide personnel assigned to the Communications Center with driving directions. Notify the Communications Center to expect the arrival of new personnel.

B. Training Division

1. Training Division personnel shall provide new personnel with all requisite manuals, training brochures, and information. Training staff shall log each manual provided and have new personnel sign the log acknowledging their receipt of the items. Required ancillary publications for all new personnel include, but are not limited to:
 - a. Manual Of Rules (MOR);
 - b. Sexual Harassment Information packet; and
 - c. A copy of the Negotiated Settlement Agreement.

Specific reference to MOR Section 314.49,
CONFIDENTIAL REPORTING OF POLICE
MISCONDUCT and the Settlement Agreement, Part VI, A,
1-5, shall be made and documented on the log.

2. New Dispatchers shall be issued a complete updated set of Department General Orders and Communications Division General Orders/Policy and Procedures.

3. Police Office Trainees shall receive their requisite materials as part of their orientation.
4. New uniformed employees shall complete and submit a Uniform Allowance Request form.

V. ORIENTATION PROCEDURES

The Personnel Division (for employees), Training Division (for Police Officer Trainees and laterals), or the assigned Unit commander (for transfers) shall be responsible for orientation and shall ensure new personnel have:

- A. Received time during the first two (2) weeks to review all assigned Departmental and unit publications, manuals and training materials;
- B. Signed a memorandum acknowledging that he/she has received, read, understands, and shall comply with the provisions of OPD policies and procedures;
- C. Signed the Training Section log indicating they have been advised of the confidential reporting procedures for misconduct.
- D. Received a tour of the Police Administration Building (PAB) and Eastmont Precinct;
- E. Been issued an Identification and Proximity Card;
- F. Been introduced to co-workers and superiors in the chain-of-command; and
- G. Been briefed on his/her assignment and responsibilities.

By order of

Richard L. Word
Chief of Police