

NEW EMPLOYEE ORIENTATION CHECKLIST

The new employee and supervisor shall sign their initials to the relevant box and staff shall indicate the date the item was covered and completed.

New Employee Orientation				
		New Employee	Supervisor	Date Completed
1.	Overview of child welfare & juvenile justice systems & processes			
2.	Overview of statutes and regulations pertaining to Juvenile Offender and Child in Need of Care (CINC) Code			
3.	Community Agency Supervision Agency Management System (CASIMS)			
4.	Review of personnel and Community Supervision Agency policy and procedures			
5.	Community Supervision Agency Facility Onsite Youth Contact Guidelines			
6.	Courtroom protocol			
7.	Confidentiality of juvenile records			
8.	Staff workplace, field safety and security issues			
9.	Recognition, signs and of symptoms of child abuse			
10.	Recognition, signs and of symptoms of suicide			
11.	Conflict resolution			
12.	Universal precautions			
13.	Mandated reporting			
14.	Sexual harassment			
15.	Opportunity for job shadowing			
16.	Knowledge of available community resources			
17.	Evidence-based approaches			

Initial Training				
		New Employee	Supervisor	Date Completed
1.	Juvenile Justice Basics			
2.	Effective Practices in Correctional Settings-II (EPICS-II)			
3.	Youthful Level of Service/Case Management Inventory (YLS/CMI)			
4.	Graduated Responses as an Evidence Based Practice			
5.	Mental Health Training Curriculum for Juvenile Justice (MHTC-JJ)			
6.	Case Planning			
7.	IT Security Awareness Training			

By signing below, I acknowledge that I have completed the orientation and initial training process and have been afforded the opportunity for job shadowing.

New Employee – Date

Supervisor – Date