

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.06</b>
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; March 20, 2014; January 2, 2019
<b>CHAPTER:</b> Human Resources		Related Policy:
<b>SUBJECT: Sheriff's Office Orientation</b>		Related Laws: ORS 192.445; OAR 137-004-0800

**POLICY:** Prior to assuming duties, each new employee will be provided a Sheriff's Office orientation including completion of required employment forms and briefing on Sheriff's Office policy, rules, and procedures

**RULE:** None

**PROCEDURE:**

I. Orientation of new Employee

A. New employees are required to:

1. Report to the Sheriff's Office training Coordinator who will ensure the employee reads and understands the following applicable policies:
  - a. Computerized Criminal History
  - b. Personal Conduct Policy
  - c. Firearms Policy and applicable state statutes, if applicable
  - d. Vehicle Use Policy
  - e. Harassment Policy
  - f. Bloodborne Pathogens
  - g. Introduction to the Sheriff's Office General Orders
  - h. Review of Field Training Manual
2. Report to the Fiscal Section, where the applicable uniforms and equipment shall be issued.

B. Sworn law enforcement personnel are exempt from disclosure under Oregon Public Records Law in certain circumstances pursuant to ORS 192.445 and OAR 137-004-0800. Address change forms for the Department of Motor Vehicles and the Lane County Tax and Assessment Department are located on the intranet under Department/Sheriff's Office/Administration/Forms. The Sheriff's Office address of 125 E. 8<sup>th</sup> Ave., Eugene, OR 97401, may be used as the deputy's address on these forms. Forms must be submitted to the Sheriff for approval. It is

the deputy's responsibility to change the address back to his personal address upon separation from the Sheriff's Office.

- C. Employees authorized to carry firearms shall successfully complete the 'Use of Deadly Force' test within the first sixty (60) days of employment, and shall acknowledge, in writing, they have read and understand the applicable statutes and Sheriff's Office policy on the use of firearms.
- D. Firearms training and qualification for employees authorized to carry firearms shall occur as soon as reasonably practicable. This will occur prior to employee carrying a weapon.
  - 1. Arrangements for firearms training shall be made with the Sheriff's Office training Coordinator or the Lane County Firearms Range Master by the supervisor.
  - 2. Employees authorized to carry firearms on duty must qualify with the weapon(s) to be carried prior to assuming duties.
- E. All employees are required to complete the first aid and CPR training within the first six (6) months of employment. This training will be monitored and coordinated by the Sheriff's Office training section.
- F. All employees are required to complete the initial CJIS Security and Awareness training within the first sixty (60) days of employment.
- G. All employees are required to complete Incident Command System (ICS) IS 100 and IS 700 training within the first year of employment.
- H. Employees assigned to the Corrections Division shall be required to complete the Emergency Procedures test and the On-the-Job Training test within the first sixty (60) days of employment.
- I. Following initial orientation, the employee shall be referred to the appropriate supervisor for further orientation.

## II. Reassignment of Employee

- A. When an employee is reassigned from one division to another, the Human Resources, Training, and Fiscal Sections shall be notified in writing of the effective date and location of reassignment.
- B. The Sheriff's Office Training Coordinator shall review the employee's training file to ensure all training requirements have been completed and acknowledgements signed. If not, the supervisor to whom the employee is being

assigned will be notified and shall be responsible for ensuring that requirements are completed within the time frames established by the section.

- C. The Fiscal Section shall be responsible for issuing and/or retrieving uniforms and equipment, and maintaining accurate records for accountability.

III. Records Retention

- A. All tests, firearms qualifications, and other completed training requirements shall be retained in the employee's training file.
- B. The originals of all equipment issue forms will be kept in the individual equipment issued files and maintained by the Senior Stores Clerk.