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JOHN Q. HAMM  
COMMISSIONER

November 12, 2024

**ADMINISTRATIVE REGULATION  
NUMBER**

204

**OPR: PERSONNEL**

## **NEW EMPLOYEE ORIENTATION**

### **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. DEFINITIONS AND ACRONYMS**

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/Designee 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 facility 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, 220 and 250 including instructions regarding the review of all regulations.
  - 6. Scheduling the employee for ADOC New Employee Orientation Training.
- D. Each facility/division shall develop and conduct an orientation program that fulfills that facilities/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**

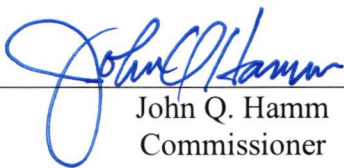
This regulation does not implement any forms.

**VIII. SUPERSEDES**

This Administrative Regulation supersedes AR 204, *New Employee Orientation*, dated February 16, 2005, and any changes.

**IX. PERFORMANCE**

- A. Code of Alabama 1975 § 14-1-1.1 *et seq.*
- B. Rules of the State Personnel Board

  
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John Q. Hamm  
Commissioner