



# POLICY & PROCEDURE

## PORTAGE POLICE DEPARTMENT

SUBJECT: **EMPLOYEE ORIENTATION**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 12.05  
ISSUED: 02/05/2025  
EFFECTIVE: 02/05/2025  
 RESCINDS  
 AMENDS  
WILEAG 5<sup>TH</sup> EDITION  
STANDARDS: 12.2.8

---

INDEX AS: Civilian Employee Training  
Employee Orientation  
New Employee

PURPOSE: The purpose of this Policy & Procedure is to provide information and guidance to all new employees of the Portage Police Department in the operations of the City and the Department. This will ensure that new employees understand their role, responsibilities, and rights.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

### I. POLICY

- A. It is the policy of the Portage Police Department that all new employees receive orientation training to the City and the Police Department as soon as practical.

### II. PROCEDURE

- A. All employees shall receive a new employee orientation.

1. The Chief's Office and City Hall shall provide information regarding City history, philosophy, policies, salary, and benefits.
  2. The employee's supervisor shall provide information regarding the Police Department's role, purpose, goals, policies, procedures, working conditions, and regulations, as well as the responsibilities and rights of employees.
- B. The orientation shall be documented using the "New Employee Orientation Checklist" form, which shall be filed in the employee's personnel file in the Personnel Department.
- C. Employees assigned to civilian positions shall receive training in addition to orientation to ensure a complete understanding of job responsibilities.
1. Clerical Employee
  2. School Crossing Guard
  3. Administrative Assistants
  4. Community Resource Officers
- D. Supervisors in charge of civilian personnel shall be responsible for annual re-training as may be deemed necessary or appropriate. Training needs may be determined through observation, evaluation, job analysis, or work performance. Annual re-training should be designed to update skills and to increase knowledge of job responsibilities.

Keith J. Klafke  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 02/05/2025