

 Official Policy Manual	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 2	Section # A-3005
	Section: Administration			
	Directive: New Safety Officer Orientation			
	Policy Owner: Director, Administrative Support Services Group			

Purpose

The purpose of New Officer Orientation (NOO) is to introduce and educate new officers to the many facets/functions related to the Safety and Security Officer job title. It also allows time for new officers to complete new employee training requirements (SLMS, BLS-FA, uniform sizing/ordering, Etc.). NOO will document the training the Officer received, when it was received, and who provided the training. The training must include all functions of the Safety and Security Officer job title that are unrelated to acting in a law enforcement capacity, which will be covered during the Safety Officer Training Academy (SOTA) and post-academy training.

Relevant Law and Standards
NYS CPL 2.30 (3)

New Employee Orientation

The Safety Chief (or designee) will train new OMH cadets to become familiar with their facility. Great effort will be placed on identifying the roles of the Safety Officer to promote a culture of safety.

Subjects Covered Shall Include:

- Facility Fire Plan
- Facility Evacuation Plan and employee's role
- Facility Safety Program
- Facility Life Safety Systems
- Emergency Management and Incident Command Structure
- Facility rules and regulations
- Parking and motor vehicle regulations
- Workplace violence
- Terrorism and facility plan
- Reporting of accidents
- Facility security programs

Training Requirements for Peace Officers

In accordance with ***NYS CPL§2.30(3) - Training requirements for peace officers (3)***:

- *No employer shall allow any peace officer it employs to carry or use a weapon during any phase of the officer's official duties, which constitutes on-duty employment, unless the officer has*

satisfactorily completed a course of training approved by the municipal police training council in the use of deadly physical force and other weapons, and annually receives instruction in deadly physical force and other weapons as approved by the municipal police training council.

An Officer Trainee will not be placed into any situation in which they may have to act in any capacity as a law enforcement officer until the successful completion of the SOTA.

To ensure an Officer successfully completes the orientation program, continual evaluation of a Trainee's performance will be undertaken as well as providing timely and constructive feedback.