

**Florida Department of Corrections
2011-2012 New Employee Orientation (NEO) Master Checklist
Contract Staff**

New Employee Orientation is completed when the following documents are received by the local trainer:

- This New Employee Master Checklist
- Training Affidavit for Eight (8) Hours On-The-Job Training

After successful completion of each New Employee Orientation topic, initial and indicate the completion date for that topic on this Master Checklist.

New Employee Name: _____ Employee ID: _____
PLEASE PRINT

Topics	Employee Initial	Supervisor Initial	Completion Date
Legal Overview			
Health Issues			
Re-Entry Introduction			
Information Security and Use of Computers			
Unauthorized Cell Phone and Electronic Device Use			
Emergency Preparedness			
Inmate Relations			
Eight (8) Hours On The Job Training (Must sign Training Affidavit)			
Personnel Checklist (Use Form DC2-810B)			
			Credit Hours 40
Supervisor Name: (print)		Date:	
Supervisor Signature:			
Institution:			
New Employee Signature:			

NOTE: This document is retained in the Employee Personnel File and recorded in the Department's Training Database.

**The online/self-study portion of New Employee Orientation is proficiency based.
On-The-Job Training is mandatory eight (8) clock hours.**

**New Employee Orientation
Contract Staff
Answer Sheet**

Legal Overview

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Emergency Preparedness

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Health Issues

- 1.
- 2.
- 3.
- 4.

Inmate Relations

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Re-Entry Introduction

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Information Security & Use of
Computers**

- 1.
- 2.
- 3.
- 4.

Objectives Review for Legal Overview

NAME: _____

DATE: _____

Answer the following questions by selecting the letter of the correct answer. There is only one correct answer for each question.

1. **Exempt records are not subject to inspection by the public, but may be disclosed at the discretion of the Florida Department of Corrections.**
 - a. True
 - b. False

2. **A Material Safety Data Sheet (MSDS) contains the following information about the properties and hazards of a toxic substance:**
 - a. Physical and health hazards, chemical identity of the substance, physical and chemical properties.
 - b. Safe handling and use; and emergency and first aid procedures.
 - c. Means by which the chemical can enter body and control measures.
 - d. All of the above.

3. **Which of the following are specific types of discrimination?**
 - a. Age, automobile, and disability discrimination.
 - b. Sex, race and color discrimination.
 - c. None of the above.
 - d. All of the above.

4. **Any time an employee informs management that sexual harassment has occurred management must:**
 - a. Take the complaint seriously; give it immediate attention and request that the employee report the matter to the appropriate intake officer in the servicing personnel office.
 - b. Decide whether they should report the incident if the employee does not want to file a complaint.
 - c. Discuss the matter with other employees in a casual manner.
 - d. None of the above.

5. **The Florida Public Employer Whistleblower's Act prohibits retaliatory actions against an employee who reports to an appropriate agency violation(s) of the law that create a substantial and specific danger to the public health, safety or welfare.**
 - a. True
 - b. False

6. **Primary purposes of the Health Insurance Portability and Accountability Act (HIPPA) included broadening the requirement requiring the health care industry to adopt uniform codes and forms as well as better protecting the privacy of people's health care information and giving them greater access to that information.**
 - a. True
 - b. False

- 7. The department requires that any staff member who has reason to believe that an inmate demonstrates a sexually assaultive behavior or poses a risk for sexual victimization can decide whether or not to notify the shift supervisor.**
 - a. True
 - b. False

- 8. Who has primary responsibility for processing and responding to public records requests?**
 - a. Whoever the shift supervisor designates.
 - b. The office that serves as the official custodian of the record being requested.
 - c. None of the above
 - d. Both a. and b.

- 9. Requirements for compliance with provisions of the Occupational Safety and Health Administration's Standard (OSHA) for employers with three or more employees in relation to production, use or storage of any toxic substance in the workplace includes:**
 - a. Provision of instruction to employees within their first 30 days of employment and at least annually thereafter, on the nature and effects of these toxic substances with which they work.
 - b. Informing employees of their rights under these regulations, making the required Material Safety Data Sheet (MSDS) available upon request to an employee and advising employees of their right to obtain further information.
 - c. Obtaining and maintaining the required MSDS for each toxic substance present for 30 years.
 - d. All of the above.

- 10. If a lewd or lascivious behavior is exhibited by an inmate(s) the staff member observing the act should?**
 - a. Immediately notify security staff in charge of the area in which the behavior was exhibited.
 - b. Write a disciplinary report.
 - c. Give the disciplinary report to the officer-in-charge (OIC) of the shift on which the incident occurred.
 - d. All of the above.

Objective Review for Health Issues

NAME: _____

DATE: _____

Answer the following questions by selecting the letter of the correct answer. There is only one correct answer for each question.

- 1. Which of the following best describes Methicillin Resistant Staphylococcus Aureus (MRSA)?**
 - a. MRSA is a new type of disease.
 - b. MRSA is a type of bacteria that is resistant to methicillin and other common antibiotics.
 - c. MRSA is a virus and cannot be treated with antibiotics.
 - d. None of the above.

- 2. Which of the following statements are behavioral and/or physical warning signs of someone thinking about suicide?**
 - a. Hiding all their possessions from everyone.
 - b. Statements suggesting lack of hope or not wanting to live.
 - c. Gradual change in inmate's weight.
 - d. Both b and c.

- 3. The three modes of occupational transmission of blood-borne pathogens in a correctional setting are puncture wounds, mucous membrane contact, and non-intact skin contact.**
 - a. True
 - b. False

- 4. Standard Precautions are guidelines recommended by the Centers for Disease Control and Prevention (CDC).**
 - a. True
 - b. False

Objective Review for Re-Entry Introduction

NAME: _____ DATE: _____

Answer the following questions by choosing the letter of the correct answer. There is only one correct answer for each question.

- 1. Historically, correctional practices have fluctuated between punishment and rehabilitation.**
 - a. True
 - b. False

- 2. Recidivism is the state of relapse that occurs when offenders complete their criminal sanctions and then continue to commit crimes.**
 - a. True
 - b. False

- 3. The reentry philosophy includes which of the following phases?**
 - a. Sentencing
 - b. Imprisonment
 - c. Release and supervision in the community
 - d. All of the above

- 4. Reentry requires cooperation within corrections and across traditional boundaries to include human service agencies, community organizations, and citizens.**
 - a. True
 - b. False

- 5. Which of the following is not a benefit of successful reentry?**
 - a. Increased public safety
 - b. Elimination of all crime
 - c. Cost savings
 - d. Stronger communities

- 6. Are you responsible for the success of the department's Re-Entry Initiative?**
 - a. Yes
 - b. No

Objective Review for Information Security and Use of Computers

NAME: _____ DATE: _____

Answer the following questions by choosing the letter of the correct answer. There is only one correct answer for each question.

- 1. What does “copyright” signify?**
 - a. Material that cannot be copied under any circumstances.
 - b. On Mondays you can make 200 copies of any document.
 - c. Ownership rights for an original work of authorship.
 - d. All of the above

- 2. Is it permissible to copy department computer software?**
 - a. You must assume you cannot copy department software unless you are told otherwise.
 - b. The department owns our computer software and we have the right to copy any and all.
 - c. You can make one and only one copy for your personal at-home use.
 - d. Both b and c

- 3. Can you use department email for “non-business” type announcements (such as, weddings)?**
 - a. Yes, but only if the individuals involved are department employees
 - b. No, this is not a permissible use of department email
 - c. No, with one exception: if the “non-business” activity takes place on department property
 - d. Yes, it’s OK under all circumstances

- 4. Are inmates and offenders under supervision allowed to access the department’s E-mail systems or view the content of E-mail messages?**
 - a. Yes, if the email is addressed to them
 - b. Yes, as long as the email does not relate to security issues
 - c. No, unless it is part of their work assignment
 - d. No, under no circumstances can they do this

Emergency Preparedness Objectives Review

Name: _____

Date: _____

Answer the following questions by choosing the letter of the correct answer. There is only one correct answer for each question.

- 1. Which of the following are objectives of the department for emergency preparedness?**
 - a. Respond appropriately to all critical events using the ICS
 - b. Provide an appropriate level of response to contain, control, and successfully resolve incidents that may occur
 - c. Train staff to provide an appropriate controlled response to incidents using the ICS
 - d. All of the above

- 2. In the event of a major emergency at any location within the department the deputy secretary for institutions and re-entry will determine the appropriate level of activation of the Emergency Operations Center (EOC) to provide support to the area command or incident commander in accordance with ICS.**
 - a. True
 - b. False

- 3. What is the most restrictive Lockdown Category for Institutions?**
 - a. Category 1
 - b. Category 2
 - c. Category 3
 - d. All of the above

- 4. Computer security incidents will be managed in accordance with Procedure 206.009, “Computer Security Incident Response Team” (CSIRT).**
 - a. True
 - b. False

- 5. Who will coordinate with the media during an emergency?**
 - a. Whoever receives the first contact from the media?
 - b. Department’s public affairs director
 - c. An on duty staff member
 - d. The office of re-entry

- 6. Training will be conducted on a quarterly basis involving the warden and institutional emergency response team leadership (CERT, RRT, CNT, and canine tracking teams.)**
 - a. True
 - b. False

- 7. The review and approval process must be undertaken both at the institutional and local levels applies both when the plans are initially developed and annually thereafter.**
 - a. True
 - b. False

- 8. Fire extinguisher(s) rated for multiple uses include which of the following?**
 - a. Water and Wet Potassium Based
 - b. Carbon Dioxide and Dry Chemical
 - c. Dry Chemical
 - d. Halon and Water

- 9. Class D fires consist of?**
 - a. Ordinary combustibles, such as wood, paper or anything that leaves an ash
 - b. Combustible metals, such as magnesium, titanium, etc.
 - c. Flammable materials, such as grease, gasoline, oil, etc.
 - d. Energized electrical equipment, such as computers, motors, etc.

- 10. Which of the below are the steps to follow while operating a fire extinguisher?**
 - a. Push, Aim, Squeeze and Sweep
 - b. Push, Aim, Snatch and Sway
 - c. Pull, Aim, Squeeze and Sweep
 - d. Pull, Aim, Squeeze and Sway

Objective Review for Inmate Relations

NAME: _____

DATE: _____

Answer the following questions by selecting the letter of the correct answer. There is only one correct answer for each question.

1. **Applying discipline in a firm, fair and consistent manner will contribute to a safer and more orderly environment for inmates and staff.**
 - a. True
 - b. False

2. **Which of the following are considered appropriate interactions between staff and inmates?**
 - a. never provide unauthorized items to inmates
 - b. never use or engage in sexual content/activities or overtones with inmates
 - c. protect yourself; keep a professional separation between you and the inmates
 - d. all of these answers are correct

3. **Inmates will choose someone that _____ as a victim for deception or manipulation.**
 - a. all answers below
 - b. is a new employee
 - c. is overly trusting
 - d. has low self-esteem

4. **The following are ways to avoid inmate manipulation: never let your personal feelings become part of any conversation; and never give an inmate authority over another inmate; and _____.**
 - a. talk with inmates about everything
 - b. trust only the honest inmates
 - c. never discuss other staff with inmates
 - d. no correct answer listed

5. **Which of the following is not a principle of conduct that reflects positively on professionalism?**
 - a. honesty and trust
 - b. citizenship and safety
 - c. respect and integrity
 - d. lie for fellow officers

6. **Each employee who witnesses, or has reasonable cause to suspect, that an inmate or an offender under the supervision of the department in the community has been unlawfully abused or is the subject of sexual misconduct pursuant to FS 944.35(3) (d) must file an accurate report with the department.**
 - a. True
 - b. False

7. **Contraband** refers to any item inside an institution or facility, on facility property, or in the possession of an inmate that meets the following criteria: _____.
- a. Was purchased through an approved source with official approval.
 - b. The item was neither: issued or approved for purchase in the canteen/commissary.
 - c. Items never used in sexual content or activities.
 - d. All of these answers are correct.
8. **Searches and inspections will be performed to uncover contraband.**
- a. True
 - b. False

**Florida Department of Corrections
Training Affidavit for
New Employee Orientation – Institutions/Work Release Centers
Eight (8) Hours On-The-Job Training**

All new employees must complete eight (8) hours of On-The-Job training during New Employee Orientation. The topics/tasks for this training will be assigned by the new employee's immediate supervisor and/or designee. **This training is not self-study and will be completed under the direct supervision of the immediate supervisor and/or their designee.**

When the training has been completed, please sign and return this affidavit to your supervisor as verification that the mandatory On-The-Job training has been completed. Your supervisor will turn it in to the local trainer. Training credit for New Employee Orientation will only be given after all the online/self-study topics and eight (8) hours of On-The-Job training have been completed.

UPON COMPLETION OF THE EIGHT (8) HOURS ON-THE-JOB TRAINING , PLEASE SIGN AND DATE THIS AFFIDAVIT, AND RETURN IT TO YOUR SUPERVISOR FOR PROCESSING:

I confirm that I have completed eight (8) hours of On-The-Job training, which consisted of topics/tasks assigned by my immediate supervisor and/or their designee and that the training was completed under the direct supervision of my immediate supervisor and/or their designee.

Employee Signature

Date

Employee Print Name

Employee ID or last 4 of Social Security number

Supervisor Signature

Date

Supervisor Print Name

Employee ID