

## 4.6 - Orientation Program

*Standard:* There shall be an orientation program for all personnel employed by the agency.

*Suggested Evidence of Compliance:* Provide outline of the orientation program and a representative example of materials distributed at an orientation. The orientation program should include:

- a. Philosophy, goals, and objectives;
- b. The history and development of the agency;
- c. Pertinent sociological and environmental factors of the community and specific neighborhoods in which the individual is to serve (environmental scan); and
- d. Review of program/parks policies and procedures manuals, job duties, staff procedures, first aid and safety concerns and guidelines and forms review.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 17 – Human Resource Management, pp. 442-443.

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### **Agency Evidence of Compliance:**

DPRAC - 4.6.1 Employee Orientation Program

**Agency Self Assessment:** MET

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