

## **New Employee/Appointment Orientation and Training Policy**

***Policy # 14-0718-1 New Employee/Appointment Orientation and Training Policy***

***#Pages=2***

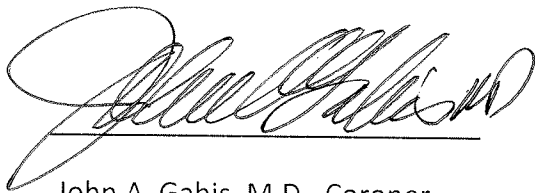
**Purpose: To assure that new employees/appointees have been adequately trained and are prepared to function in their respective position.**

**All new employees/appointees will receive the following:**

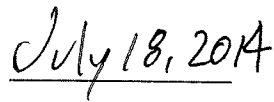
1. A copy of all active policies and procedures, and trained on each on how they apply to this office.
2. Will be trained on the Ohio Revised Code 313, Coroner.
3. Will be shown a detailed version of the PowerPoint presentation, Working With The Men In Black; and Crime Scene and Evidence Preservation.
4. All supplies and items needed for a scene bag along with training on use.
5. Training on database entry.
6. Personal Protection Equipment and training on proper use.
7. On the job training including observation of scene examinations and telephone reports until the assigned trainer and/or the coroner is satisfied that the number observed is sufficient.

8. Training on all electronic coroner reports and forms.
9. A record of all field training received will be maintained and submitted to the coroner.
10. Successful completion of an approved Medicolegal Death Investigator training program.

This policy has been approved and is in effect until further notice:

A handwritten signature in black ink, appearing to read "John A. Gabis, M.D.", written over a horizontal line.

John A. Gabis, M.D., Coroner

A handwritten date "July 18, 2014" written in black ink over a horizontal line.

Date