Los Angeles Port Police
CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE

NAME __________________________        DIVISION ________________
CLASSIFICATION ________________________        SECTION ________________
SUPERVISOR __________________________        START DATE ________________

ORIENTATION

☐ LAPP Policy & Procedures
☐ Introduction to staff
☐ Tour Facility(s)
☐ Issuance of Training Book
☐ Schedule Review – Change of Watch – Late Policy
☐ Holidays
☐ Overview of Communications
☐ Expectations of a Dispatcher
☐ Confidential aspects of work
☐ Chain of Command
☐ DOR/Evaluations
☐ Personal Grooming
☐ Reporting an Injury
☐ Absences from Duty (SK, PM, FI, BL, JD)
☐ Reasonable Accommodations
☐ Specialized Units Overview
☐ Watch Supervision

TRAINING PROGRAM

☐ Mission Statement
☐ Code of Ethics
☐ Basics - Phonetics/Military/US Abbreviations, Call Signs, Unit Designations,
  ○ Acronyms, Port Terms
☐ Call Taking - Prioritization
☐ Crisis Calls – Crimes in Progress
☐ Geography
☐ Motorola Premier One (CAD)
☐ Radio Introduction
☐ Officer Emergency Procedures
☐ Misc. Requests
☐ CLETS Overview (Misuse, Liability, Release of Info)
☐ CLETS PPP
☐ JDIC (keyboard functions/Databases, Key Codes)
☐ Crime Broadcasts
- Criminal History Logging Info
- Flying Armed
- Cal Photo Log-on Info
- Anchorage Permits
- DOJ/FBI Security Awareness Training
- Sign Employee/Volunteer Form

- Assign Logins (CAD, In-Time, HD Time, JDIC, POLA, Everbridge)
- Use of Communications Equipment (Vesta, CAD, JDIC, Motorola, Hindsight, and VIDSYS)

- City/Port Mandatory Training