

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