## new_pcc_logo_colour

## **OPCC Induction Process**

New Starter Name: Induction Buddy (team member) .

***This document should be read in conjunction with the Police Staff Induction Programme, and the Joint ICT: Introduction to ICT.***

1. **An overview of the organisation’s history, recent challenges and current initiatives**

* Who we are and what we do
* Joint Corporate Governance Framework – NB very long document, need to download, relevance will depend on job role
* Relationship between the OPCC and Community Safety Partnerships (CSPs)
* Relationship between TVP and OPCC
* PCC’s role
* Current Ops

1. **Culture & values**

* [PCC most recent annual report](https://www.thamesvalley-pcc.gov.uk/performance/annual-report/)
* [TVP PCC Police & Criminal Justice Plan 2021-25](https://www.thamesvalley-pcc.gov.uk/police-and-crime-plan/)
* TVP Strategic Plan 2022/23
* Police Staff Handbook
* Code of Ethics
* TVP Writer’s Style Guide
* Email font & signature
* Add new starter to OPCC email group, whatsapp group, Teams chat.
* Subscribe to Thames View (available on Knowzone if you search for it)
* Professional Standards Department Policies and guidance (sharepoint.com)

1. **Physical orientation (where things are)**
   * Security protocols and why they are important. Being empowered to challenge staff at gates, entrances and within the TVP estate. What to do if you are approached by a member of the public who tries to get you on camera see PowerPoint

* Departments within the building
* How to use: Copier, Phones
* Senior staff
* Relevant departments in other buildings e.g. Post Room, Reprographics

1. **Organisational orientation (how the employee’s role fits into the organisation)**

* OPCC organisational chart
* Chief Constable’s Management Team (TVP)
* Hybrid working arrangements as necessary

1. **Introductions with OPCC employees – meetings as appropriate to role**

* Own team
* Senior managers
* Day to day staff around the building
* Invitation to join a team meeting for each team (Governance, Victims First, Partnerships, Comms, Finance)
* Arrange an introductory meeting with the Chief of Staff and the PCC (separately)
* Provide a welcome pack (Water bottle, Travel Mug, Notebook, Lanyard)
* PCC
* Chief of Staff
* Line Manager to provide Sharepoint access/permissions
* Line Manager to notify Comms Team of new starter job role and date.

1. **Benefits & Policies**

* Blue Light card
* Pension information
* [Union information - UNISON](https://forcesserip.sharepoint.com/sites/tvdepcsg/SitePages/Unison.aspx?web=1)
* Staff associations
* [Police Mutual](https://www.policemutual.co.uk/)

1. **Health & Safety**

* Entering and leaving the site
* Windows
* Hot water in the kitchen (HOT!!)
* Desk and equipment
* Recycling & bins
* Confidential waste
* H&S the muster points & alarm testing
* First Aid and Fire Officers
* Clear Desk Policy

1. **Facilities & ICT:**

* ICT portal – for ICT complaint logging, information, how tos etc.
* ICT equipment provided on site and discuss home working – process & equipment including ID badge
* Hot-desking
* Jargon buster
* Knowzone – careful as combined info with Hampshire that doesn’t apply to us! There are different systems e.g. People Hub, SSAMI, ICT, Briefings, Local Police areas etc.
* Introduction to SSAMI functions – expenses, information, training, booking holidays
* DMS
* SharePoint

1. **Learning & Development**

* Induction training online
* Ongoing personal development – College of Policing Leadership app
* Training plan – Personal Development Reviews (PDR) and Objective Setting
* Force News for current news, people news & links to newsletters / circulars
* Accessibility Training
* Risk Workshop

1. **Role-specific information:**

* Details of what the job entails
* Probation Period
* Priorities
* Chain of command
* Support – Wellbeing and Mental wellbeing, Occupational health, RAMP – Reasonable Adjustment Management Process

1. **Explanation of terms & conditions of the employment contract:**

* Check if any queries and find out responses as required

1. **Collect questions and feedback (use an additional sheet if needed)**

Signed: Date:

*OPCC Induction Process v10 – Jim Katouzian - 01/02/24*