

# Line Manager Induction Pack

Employee's Information:

Name:	
Collar No:	
Position:	
Start Date:	

New Starters Checklist



# Pre-Employment Check-List



The following induction check-lists are designed to support both individuals and line managers in carrying out an effective induction.

**As default, the following is setup for any new starter – email/ external email, H Drive, Windows logon, E-Learning (NCALT), HR Gateway, desk phone and logon.**

**Have you ensured the following is in place for your new employee:**

## Telephony:

- Access to any Pickup Groups or Hunt Groups.

## Outlook:

- Access to Group Mail Boxes.

## Network Access:

- Access to S Drive and subfolders.
- Provide details of what type of access is required e.g. read and write or read only.
- Provide full details of folder path (e.g. S Drive > HQ > HRSC) and provide a collar number of an individual with similar access.

## Additional Systems Access / Software / Training:

- Access to systems based on role.
- Role specific or non-standard software/applications that don't require training to be completed.
- Book any training courses required for the role.

**FirstWeek**



**All of the above will need a request to be logged with the Service Desk, please ensure to include the individuals collar number/start date.**

# First Week Check-List



The following induction check-lists are designed to support both individuals and line managers in carrying out an effective induction.

The purpose of the following checklist is to ensure the new member of staff has an introduction to their immediate working environment and role. All information and guidance can now be found on our [welcome to the constabulary](#) Connect page. *(Please place a tick in the end column when each area has been completed.)*

## Tour:

- Tour of work area/larger site.
- Location of utilities.

## ID Cards:

- Retrieve bora card/ photograph.
- Inform of importance of wearing ID Badge at all times.

## Introductions to Key Stakeholders:

- Introduction to Line Manager / Team Leader /Colleagues.

## Policies:

- Ensure new starters have an understanding of key policies (which can be found [here](#)) and signpost them to relevant areas on Connect.

## Basic Information:

- PC / Email.
- Telephone system.
- Our principles.
- Introduce [induction page](#).
- Payroll information.
- Annual leave.
- Gateway guidance.
- Sickness reporting.
- Hours of working /flexi-time.
- Probationary period process.

## Health and Safety:

- Force security.
- Fire safety awareness training.
- Site evacuation procedures.
- Read and sign the [Health and Safety Policy](#) (this must be undertaken within the first month of employment).
- Maintaining a COVID-secure workplace.

## Driver Training:

- Driving License Check.
- NCALT Basic Driving Assessment.

First Month



**Please note:** If an internal colleague is changing roles, they will retain their borer card/standard key and will need to contact Security and Business Support via email, [HQ.security@derbyshire.pnn.police.uk](mailto:HQ.security@derbyshire.pnn.police.uk) and let them know their new collar number. If they have been issued uniform such as body armour, handcuffs, baton, headwear they can utilise in their new role/if anything requires replacing, they will need to inform stores via email [HQ.CentralSupport@Derbyshire.PNN.Police.UK](mailto:HQ.CentralSupport@Derbyshire.PNN.Police.UK).

# First Month Check-List



The following induction check-lists are designed to support both individuals and line managers in carrying out an effective induction.

The purpose of the following checklist is to ensure new members of staff understand key policies, procedures and processes. All information and guidance can now be found on our [welcome to the constabulary](#) Connect page.

*(Please place a tick in the end column when each area has been completed.)*

## Policies and Strategic Priorities:

- Reinforce the importance of understanding key policies, which can be found [here](#).
- Ensure the new starter understands the force priorities on Counter Corruption Strategic Priorities and review the CCU Strategy poster which can be found [here](#).

## E-Learning :

- Identify mandatory training.
- Location of [NCALT](#) / [EMCHRS](#) / [Development](#).

Once the new starter has completed any required e-learning they will then need to log a call via the IS Service Desk Portal to then be granted access to force systems.

## Familiarisation of Departments:

- Run through on each department, further information can be found on the intranet: [Departmental Listings](#).

## Check-in Process:

- The Check-in Process is the forces performance enablement process. Information can be found on the [Check-in](#) page.

## Staff Benefits & Offers:

- Key information can be located on Connect's [You at Work](#) section.

## Health & Safety:

- First aid arrangements.
- [Injury of Duty](#).
- Undertake [DSE](#) and [risk assessments](#).
- Visit the dedicated [Health and Safety Induction Training](#) page on Connect for further support and guidance.

Visit the [Induction Portal](#), this holds a range of useful guidance, force information and links for both employees and line manager.