

New Hires

- Report to Human Resources, 125 N. Division Street, for orientation (Dee Lehman sets this up):
 - Must bring a copy of social security card,
 - Driver's license,
 - Voided blank check.
- Given a tour of the facilities- this could include a tour of the city as well.
- Generate an Identification number (Badge number)- Dee Lehman sets this up.
- Uniform and equipment (Quartermaster's office)
- Complete a help desk ticket with IT:
 - ID card (Quartermaster office)
 - Key card (for entry into the rear/ communications)
 - Departmental email
 - CIS
 - Power DMS
- The following FEMA NIMS training is required for all new hires:
 - ICS-100
 - ICS-200
 - ICS-700
 - ICS-800
 - ICS-907
- Also they will have to obtain a FEMA SID number as well prior to taking any test, by creating a FEMA account on their website (<https://cdp.dhs.gov/femasid>). Once test are complete, new hires will need to print out the certificate and email a digital copy to Cpl Loring (these are then saved under the NIMS folder on Loring's desktop).
- Written Directives review and test
- Familiarization of the Accreditation Process
- Range (Coordinate with range master)
- Once all Written Directives, accreditation process, computer security and access application training is complete submit memo advising all training is finished.