



TITLE	POLICY NUMBER	
DCS 101 Training	DCS 10-01	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Learning and Development	10/3/19	3

## I. POLICY STATEMENT

The Department of Child Safety (DCS) recognizes the onboarding experience is important for newly hired employees. This policy establishes training that must be provided to and attended by all newly hired DCS employees on their first day of employment. The goal of the training is to welcome and introduce new employees to DCS and provide basic information about DCS including the mission, population served, and what employees can expect from the Department.

## II. APPLICABILITY

This policy applies to all DCS employees on their first day of employment, Human Resources and Learning and Development.

## III. AUTHORITY

[A.R.S. § 8-453](#) Powers and duties

[DCS 10-02](#) Specialist Training

## IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

CEO: Cabinet Executive Officer.

New hires: A new or returning DCS employee.

## **V. POLICY**

- A. All new and newly re-hired employees with the Department of Child Safety shall complete DCS 101 Training on the first day of employment with the Department.
- B. If a new employee fails to report to DCS 101 on their first date of employment with the Department, Learning and Development' Planning and Logistics Team emails Human Resources. The new hire may be scheduled for the next DCS 101 Training.
- C. The Department will provide accommodations for new hires who both reside and will work at a Post of Duty more than fifty miles from the training location in accordance with [DCS 10-02](#).
- D. Human Resources and Learning and Development must jointly conduct DCS 101.

## **VI. PROCEDURES**

- A. Human Resources enters the new hires information on the New Hire Roster in the Learning and Development SharePoint, which notifies Learning and Development, Travel, and Information Technology of all prospective employees expected to attend DCS 101 at least one business day prior to the new hires start.
- B. Representatives from both Human Resources and Learning and Development must be present at DCS 101 Training.
- C. New hires must complete all new hire paperwork before close of business on the date of training. The new hires shall complete their OnBoard AZ packet before arriving at DCS 101 Training. Any other necessary paperwork will be completed during training.
- D. ID badges for all new hires will be completed. The badges may either be given to the new hire during DCS 101 Training or sent to the new hire in the mail.
- E. The content of the training will include the following:
  - 1. the primary purpose of the work of the Department;
  - 2. the roles and responsibilities of DCS as an agency;

3. the Department's mission, vision, and values;
4. the principles that guide child welfare work at DCS;
5. state employee benefits;
6. introduction to the concept of family engagement practice and how it relates to the Department's core values; and
7. a general overview of abuse and neglect, explaining the steps of the process from the call received by the DCS Centralized Intake Hotline to the permanent placement of the child and case closure.