



New Employee Acknowledgement of Policies

This form certifies that the South Carolina Department of Public Safety (SCDPS) policies and related training listed below have been discussed with me during New Employee Orientation. I recognize that it is my obligation to review and familiarize myself with all SCDPS policies, procedures and operational methods contained in the SCDPS Policy Manual (available at [PowerDMS \(https://powerdms.com\)](https://powerdms.com)) and specific Manuals of Operations that may be applicable to my SCDPS division or office. I am aware that I must review these policies within 30 days of my hire date. I understand that PowerDMS is available to me 24-hours a day wherever I have internet access. I further acknowledge that I should contact my supervisor to address any questions or concerns I may have regarding any agency policy, procedure, or standards of operation. **I UNDERSTAND THIS FORM WILL BE PLACED IN MY OFFICIAL PERSONNEL FILE**

Reviewed During Orientation:

- Code of Conduct and Training (100.12) ***[My Talent in SCEIS must be reviewed within 7 days of employment]***
- Anti-Harassment and Training (400.32) ***[My Talent in SCEIS must be reviewed within 90 days of employment]***
- Alcohol and Drug Deterrence Program (200.04)
- CALEA Accreditation Process (200.28)
- Workplace Violence (200.29)
- Employee Performance Management System (400.06)
- Progressive Discipline (400.08)
- Grievance (400.10 & 400.10G)
- Leave and Attendance (400.19)
- Acceptable Use (600.01)
- S.C. Pregnancy Accommodations Act (Flyer)

Must Review Through PowerDMS

- Code of Conduct, Conflict of Interest, Nepotism, and Fraternalization (100.12)
- Outside Employment (200.01)
- Dress Code (200.10)
- Media Relations and Community Outreach Programs (200.31)
- Social Media (200.38)
- Biased Policing – [Profiling] (300.32)
- Affirmative Action (400.12)
- Reduction in Force (400.14)
- Overtime (400.15)
- Staff Development and Training (400.21)
- Early Intervention System (EIS) (400.24)
- Domestic Violence (400.30)
- Anti-Harassment and Anti-Discrimination Policy (400.32)
- Employee Assistance Programs and Fitness and Wellness Initiatives (400.36)
- Computer Privacy (500.03)
- Information Security Program (600.00)
- Data Protection and Privacy (600.05)
- Information Security and Privacy Incident Response (600.13)

Employee's Signature

Date

Print Name

Employee's Division or Office

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