

CHAPTER: 500
Personnel/Human Resources

DEPARTMENT ORDER:
511 – Employee Handbooks

OFFICE OF PRIMARY
RESPONSIBILITY:

DD
AS
OPS

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ACCESS

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Arizona Department of Corrections

Department Order Manual





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PURPOSE

This Department Order assigns responsibility and establishes the methods for the revision and distribution of the Arizona Department of Corrections Employee Handbook (handbook).

RESPONSIBILITY

The Chief Human Resources Officer is responsible for oversight of the Department's handbook.

PROCEDURES

- 1.0 **EMPLOYEE HANDBOOKS** – The handbook provides employees with a concise reference of rules and the Department's written instructions that affect employees' duties and responsibilities.
 - 1.1 Employees shall:
 - 1.1.1 Read the handbook available on the ADCNet intranet website - [Employee Information webpage](#) or the copy provided to them if they do not have computer access.
 - 1.1.2 Complete and sign the Employee Handbook Receipt, Form 511-1, upon receiving a handbook.
 - 1.1.3 Comply with the handbook's guidelines.
 - 1.1.4 Ensure that they refer to the most current handbook located on the ADCNet.
 - 1.2 The Human Resources and Development Group (HRDG) Human Services Bureau Administrator or designee shall ensure:
 - 1.2.1 The handbook is reviewed every two years and updated or revised if necessary.
 - 1.2.2 The current edition of the handbook is posted on the ADCNet.
 - 1.3 The HRDG Human Resources Operations Unit (for Central Office employees) and Human Resources Liaisons (for field employees) shall:
 - 1.3.1 Ensure each new employee who reads the handbook on the ADCNet or receives a copy of the handbook completes and signs the Employee Handbook Receipt form.
 - 1.3.2 Date and sign, as a witness, the completed Employee Handbook Receipt form.
 - 1.4 The Staff Development and Training Bureau shall provide all Correctional Officer Training Academy (COTA) cadets with written and oral explanation of the content of the handbook as part of the curriculum and orientation process at COTA.
 - 1.5 Human Resources Liaisons shall:
 - 1.5.1 Make two copies of the completed form, giving one to the employee and placing the other in the employee's Institution/Bureau Personnel File.
 - 1.5.2 Forward the original completed form to the Human Resources Operations Unit for inclusion in the employee's Central Office Personnel File.

- 1.5.3 Maintain a sufficient supply of handbooks for new employees and employees without computer access.

FORMS LIST

Employee Handbook Receipt, Form 511-1