

New Employee Acknowledgment of Policies
South Carolina Department of Public Safety



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This form is to certify that the Department of Public Safety (DPS) policies 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 the policies, procedures, and operational methods contained in the DPS Policy Manual, which is available at <http://inweb10/PowerDMS>, as well as any Manual of Operations that may be applicable to my DPS division or office. I further acknowledge that I should contact my supervisor to address any questions or concerns I may have regarding any agency policies, procedures, or operations.

- Disciplinary Action Policy (400.08)
- Grievance Procedure Policy (400.10)
- Employee Performance Management System (400.06)
- Affirmative Action Policy (400.12P)
- Equal Employment Policy (400.11)
- Harassment-Free Workplace (400.13)
- Nepotism and Conflicts of Interest (200.05)
- Outside Employment (200.01)
- Media Policy (200.31)
- Drug and Alcohol Deterrence Program (200.04)
- Employee Assistance/Chaplaincy Program (200.23)
- Violence in the Workplace (200.29)
- Computer Privacy Policy (500.03)
- Appropriate Use of Computing Resources (500.04)
- Leave and Attendance Policy (400.19)
- Dress Code (200.10)
- Code of Ethics (100.12)
- Staff Development and Training (400.21)

Date

Employee's Signature

Print Name

Employee's Division or Office