



Welcome!

On behalf of the Department of Forensic Sciences, (DFS) we would like to welcome you to the team. We are very excited for your arrival.

To assist you in your transition, we have included the following helpful items in this Welcome Packet:

1. DFS Pamphlet
2. Agency Organization Chart
3. Agency Staff Directory
4. Emergency Protocol Cheat Sheet
5. CFL Orientation Guide
6. PeopleSoft Time and Attendance Guide
7. DFS Information Security Policy – Please review and return signed acknowledgment to Carla Butler, HR Advisor
8. DFS Emergency/Essential Designation Form – Please discuss with your supervisor if you need to complete this form, then return completed form to Carla Butler, HR Advisor

Additional DFS Policies are located at the following: <http://qualtrax/Qualtrax>. Please read through the documents in the “DFS Documents” folder to familiarize yourself with our departmental operations manuals, health and safety manuals, general agency policies, including Fleet usage, Metro Card Usage, Purchasing Process, Training and Travel Request Process, official letterhead stationery, etc.

Parking spaces are limited in the Consolidated Forensic Laboratory. If you are interested in a parking space, please see the Executive Assistant to the Director for CFL parking availability and costs.

As a new employee, you will be expected to develop an employee performance plan with your supervisor. Please read [Chapter 14 of the District Personnel Manual on Performance Management](#) to understand your responsibilities.

Finally, please find at your desk a functional workstation which should include the following:

- Desk telephone and number assigned to you
- Email account set up
- Desktop computer with a generic password
- Safety Level 1 training (received by email)

We hope you enjoy your first day with DFS. Please let us know if we can further assist you.

DFS Operations Team