Personnel Checklist

When participants are assigned to the Fusion Center, it is important for them to obtain an overview of Center operations, policies, and procedures. By utilizing a checklist, Centers can ensure that new participants receive consistent and complete information. Equally important is ensuring that members being transferred from the Center return badges, equipment, and other Center materials. Below is a sample checklist that Centers can adapt for their specific needs.

Personnel Orientation Checklist Template

Item	Date	Initial
Attend an orientation session		
Tour of building conducted		
Workstation identified and configured		
ID card issued		
Policy/procedure manual received		
Briefed on alarm system		
Briefed on actions to take if alarm is activated		
Processed to allow access to required databases		
Personal data added to Center databases		
Received and completed emergency notification form		
Briefed on actions required if any Center equipment is lost, stolen, or damaged		
Uniform/marked car issues discussed		
Discussion regarding visitors allowed, weekend access		
Appropriate agency MOU on file		
Received and signed appropriate use of government/law enforcement agency information technology equipment form		
Other issues as appropriate		

Personnel Out-Processing Checklist Template

Item	Date	Initial
Completion of or reassignment of ongoing projects		
Access card returned to facility's supervisor/coordinator		
Center keys returned to facility's supervisor/coordinator		
Policy and procedures manual returned		
Removal from any Center databases to include internal e-mail access, commercial databases, or agency specific databases		
Personnel data deleted from Center rosters		
Center equipment turned in to facility's supervisor/coordinator		
Notification to all Center participating agencies of departing individuals		
Exit interview completed by supervisor or same agency representative		