Elected Official Orientation Process

Description	Responsible Department	Title of Point of Contact	Timing
HR Onboarding	Human Resources Department	Human Resources Director	Prior to Start
Name Plates/Office Signs/Parking Spots	General Services Department	Executive Assistant CMO	Prior to Start
IT Onboarding (Training, MAC Form, FAQs, TUSP)	Innovation & Technology Department	Chief Innovation Officer	Prior to Start
Head Shots	City Manager's Office: Communications Division	Marketing Officer	Prior to Start
Website Updates	City Manager's Office: Communications Division	Marketing Officer	Prior to Start
Meeting Day Logistics - Dais equipment (Mock Council/Commitee Meeting)	City Manager's Office: Communications Division	Communications Supervisor	Prior to Start
Minimum Level of Expectations/Role of CM/ACM/DCM	City Manager's Office	City Manager	Within First 2 Weeks
Virtual Meeting Etiquette/Meeting Background Convention	City Manager's Office: Communications Division	Marketing Officer	Within First 2 Weeks
Meetings with Elected Officials	City Council	Executive Assistant CMO	Within First 2 Weeks
Three Charter Officers Meeting	City Council	Executive Assistant CMO	Within First 2 Weeks
Business Cards, Name Badges, Branding Guidelines	City Manager's Office: Communications Division	Executive Assistant CMO	Within First 2 Weeks
Key Direction Setting Meetings	City Manager's Office	City Manager	Within First Month
Department Overview Meetings	City Manager's Office	Executive Assistant CMO	Within First Month
Review Current City Adopted Legislative Platform	City Manager's Office	Deputy City Manager	Within First Month
Continuity of Government (COG) Form	City Clerk's Office	City Clerk	Within First 2 Weeks
Form 700	City Clerk's Office	City Clerk	Within First 2 Weeks
Organizational Chart Overview/Who to Contact	City Manager's Office	City Manager	Within First 2 Weeks
Travel and Meeting Expense Policy/P-Card	Finance Department	Chief Financial Officer	Within First Month
Council Assistant Orientation (Scheduling meetings and travel, ordering supplies including cell phones, preparing staff reports and presentations for respective council members, 311 incident tracking, etc.)	City Manager's Office	City Manager Principal Analyst	Within First Month

Elected Official Required Training

Description	Responsible Department	Title of Point of Contact	Timing
Cybersecurity Training	Innovation & Technology Department	Chief Innovation Officer	Within First Two Weeks
Sexual Harassment Training	Human Resources Department	Human Resources Director	Within First Month
ICS Training	Fire: Emergency Operations Center	EOC Manager	Within First Two Months
Brown Act Training, Roberts Rules of Order	City Clerk's Office	City Clerk	Within First Two Weeks
Form 700 Training	City Clerk's Office	City Clerk	Within First Two Weeks
Bargaining Group/Labor Negotiations Training	Human Resources Department	Human Resources Director	Within First Two Months
Development Process Training	Community and Economic Development Department	CEDD Director/City Planner	Within First Two Months
Expectations of Confidentiality (Closed Sessions, Client/Attorney Privilege, etc)	City Attorney's Office	City Attorney	Within First 2 Weeks
Crisis Communication Training	Public Information Officer	Public Information Officer	Within First Two Months
Safety and Security Training	Human Resources Department	Human Resources Director	Within First Month
Fiduciary Responsibility Training	Finance Department	Chief Financial Officer	Within First Month
Citywide Communication Protocol Training & Who To Call Phones Lists (RPD & Pocket Guide)	City Manager's Office	Assistant City Manager	Within First Two Weeks
Sunshine Ordinance Training/Guidance	City Clerk's Office	City Clerk	Within First Two Weeks
Diversity Training	Human Resources Department	Human Resources Director	Within First Three Months
Building Access and Facility Reservations	General Services	Administrative Assistant	Within First Two Months
P-Card Training (if applicable)	Finance Department	Administrative Assistant	Within First Two Weeks
Administrative Manual Review	City Manager's Office	Principal Analyst	Within First Two Months
Overview of City Website and Intranet	Office of Communications	PIO & Marketing Officer	Within First Month

Elected Official Recommended Training

Description	Responsible Department	Title of Point of Contact	Timing
Defensive Driving	Human Resources Department	Human Resources Director	As Soon As Possible
Situational Awareness Training	Police Department	Deputy Police Chief	As Soon As Possible
Active Shooter Training/Security and Safety in the Council Chambers, 7th Floor, and City Hall	Police Department	Deputy Police Chief	As Soon As Possible
Moving From Member of the Public to an Elected Official	City Manager's Office	City Manager	As Soon As Possible
Council Agenda Item Referral Process and Staff Questions Ahead of Council Meetings	City Manager's Office	City Manager	As Soon As Possible
How to Handle Press Inquiries/Public Interviews	Public Information Officer	Public Information Officer	As Soon As Possible
Elected Official Responsibilities Relating to EOC and Related Activations	Fire: Emergency Operations Center	EOC Manager	As Soon As Possible
Social Media Do's/Don'ts Review including Brown Act Implications	City Manager's Office: Communication Division	Marketing Officer	As Soon As Possible
Ethics Training - Policies and Best Practices	City Attorney's Office	City Attorney	As Soon As Possible
League of California Cities New Mayors & Council Member Academy	City Manager's Office	Executive Assistant	As Soon As Possible
Strategic Planning Process & Overview	City Manager's Office	Principal Analyst	As Soon As Possible

Other Resources to Provide:

Administrative Manual	City Web Site	500' Property Interest Mapping
Employee Handbook	Engage Riverside Web Site	AB 1234
Safety Manual	Economic Development Web Site	Car allowance and garage parking/access
Marketing Brand & Style Guide	Charter & Municipal Code	Charter Review Committee Status
City Directory Online	City Org Chart	Redistricting
Employee Online	Primary Social Media Facebook	Emergency/disaster Standby Officers
Employee MOUs	Tour of 7th Floor	Authorization to accept service of process