Policy and Procedure: Security Awareness Training

1. It is the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to provide all staff working in DSHS funded programs training on DSHS Security Procedures.
2. New staff shall receive Security Awareness Training within 30 days of hire.
3. All staff shall receive Security Awareness Training annually.
4. An acknowledgement that Security Awareness Training has been completed will be signed by staff and a copy shall be kept in the staff personnel file.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_