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Personnel Policies and Procedures For an Agency Serving At-risk Adolescents.

A personnel policy and procedure manual was developed for an agency serving at-risk adolescents. The Interactional Leadership Theory was used to engage staff working in a dynamic environment at this facility. Job descriptions, new employee orientation, and procedures directing reoccurring situations were included in this manual. The outcome of this project is a guideline for agency personnel to perform their jobs in an efficient and consistent manner.