



North Carolina Department of Correction

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Michael F. Easley
Governor

Theodis Beck
Secretary

September 20, 2007

ADMINISTRATIVE MEMORANDUM

TO: Division Directors, Section Chiefs, Regional Directors, Institution Heads, , Administrative Officers, Judicial Division Chiefs, Assistant Judicial Division Chiefs, Judicial District Managers, Inmate Grievance Resolution Board, Parole Commission, and Correction Enterprise.

FROM: Theodis Beck

RE: **NCDOC Ethics Policy**

To further enhance North Carolina Department of Correction's employee professionalism and to ensure an understanding or preferred practices and behaviors, the following policy is established:

It is the policy of the North Carolina Department of Correction that no person connected with the Department of Correction will use his or her official position to secure real or perceived special privileges or advantages.

To assist each employee with becoming aware of this policy, it shall be presented to every employee, to read and sign; it shall also be presented as part of new employee orientation; and may be posted appropriately in each facility and office.

Supervisors are responsible for presenting the form to their employees. A copy of the signed form shall be placed in the employee's personnel file.

Attachment: NC Department of Correction Code of Ethics

NC Department of Correction Code of Ethics

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Entrusted and empowered by the people of North Carolina, we the employees of the North Carolina Department of Correction, individually and collectively, adopt the following as our Code of Ethics and will diligently strive to:

- Be committed to excellence;
- Promote and facilitate teamwork;
- Perform my job to the best of my abilities;
- Be consistent in the application of my duties;
- Be trustworthy, honest, and straight-forward;
- Engage in efforts toward mutual understanding;
- Be accountable to the citizens of North Carolina;
- Uphold the principles and traditions of my profession;
- Provide quality service to my customers and stakeholders;
- Enhance my job performance by maximizing learning opportunities;
- Embrace diversity, promote Inclusiveness, and respect human dignity;
- Promote positive change that is beneficial to the Agency and the State;
- Comply with all laws, regulations, and rules governing the Department, and policies of the Department;
- Protect the safety and welfare of the public, fellow-employees, offenders, and myself, cautiously guarding against injury or loss.

Always remembering that I am entrusted and empowered by the citizens of North Carolina, I perform my duties with dignity and pride.

NAME: _____ DATE: _____

SIGNATURE: _____