



North Carolina Department of Public Safety

Prevent. Protect. Prepare.

Pat McCrory, Governor

Kieran J. Shanahan, Secretary

January 9, 2013

Memorandum

To: NCDPS Employees

From: Bennie Aiken 

Subject: Consolidated Policy Documents

This memorandum is to notify NCDPS employees of the release of additional consolidated Administrative Division policies (see listing below). Representatives from each DPS division are engaged in the policy development and review process and provide valuable insight into the ongoing efforts to consolidate all Administrative policies and procedures for the Department. Policies from the former departments of Correction, Crime Control and Public Safety and Juvenile Justice are used in developing policies for our consolidated agency. We feel that this workgroup approach has resulted in policies that will support the fair and consistent treatment of all DPS employees.

These policies can be accessed online via the DPS Administrative Policy Manual at www.ncdps.gov. To access the manual, simply click on the 'For Employees' tab at the top of the page and then click on the 'Policy Manuals' link on the left side of the page. The DPS Administrative Policy can be found in the listing of manuals on that page.

Much detail and examination goes into combining the policies of the three former agencies and I appreciate the enormous effort devoted to this important work. I encourage you to review the new policies and become familiar with the posted information. These policies provide structure, fairness and a consistent treatment of DPS employees.

Updated policies being released:

Human Resources

- Voluntary Shared Leave
- Holiday Leave
- Approved Leave
- Americans with Disabilities Act

Information Technology

- Network Security Use
- Internet Acceptable Use
- Email Acceptable Use

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