



North Carolina Department of Public Safety

Prevent. Protect. Prepare.

Pat McCrory, Governor

Kieran J. Shanahan, Secretary

April 19, 2013

Memorandum

To: NCDPS Employees

From: Kieran J. Shanahan, Secretary *Kieran J. Shanahan 4/19/13*

Subject: Consolidated Policies, Procedures, and Forms

I am pleased to announce the completion of several additional Department of Public Safety Human Resources, Information Technology, Purchasing and Logistics, and Controller's Office policies and procedures. Knowledgeable staff members from each division worked together to identify policies that work, while implementing best practices that deliver needed guidance and resources to all DPS employees. The results of their efforts, expertise, and shared experiences are available to you today.

These documents can be accessed online via the Administrative Policy Manual at www.ncdps.gov. To access the policies, click on the 'For Employees' tab at the top of the page, and then click on 'Policy Manuals'.

In combination with the implementation of a new DPS hiring process, Human Resources has made available the hiring process forms on our website. New travel forms are also on the website. To access forms from www.ncdps.gov, click on the 'For Employees' tab at the top of the page, and then click on 'Forms – DPS'.

It is important that you take the time to read and understand these policies and apply them to your daily work. Thank you for all that you do for the Department of Public Safety and for your attention to the policies that guide our day-to-day work.

Human Resources

- DPS HR Position Classification Reviews
- DPS In-Range Salary Adjustments
- DPS Military Leave

Information Technology

- DPS Copyright Infringement
- DPS Desktop/Laptop Configuration
- DPS Laptop and Mobile Device Use
- DPS Remote Access
- DPS Reporting IT Incidents
- DPS Wireless Access

Purchasing and Logistics

- DPS Purchasing Manual

Controller's Office

- DPS Travel Policy Manual

MAILING ADDRESS:
4201 Mail Service Center
Raleigh, NC 27699-4201
Telephone: (919) 733-2126



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An Equal Opportunity employer

OFFICE LOCATION:
512 N. Salisbury Street
Raleigh, NC 27604-1159
Fax: (919) 715-8477