



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>Code of Ethics</b>	<b>DOC Policy: 20.1.2</b>
<b>Supersedes:</b>	<b>DOC Procedure #40, Code of Ethics (in part), dated 3/5/87</b>	
<b>Applicability:</b>	<b>All permanent and temporary employees, volunteers, and contract service providers</b>	
<b>Directives Cross-Reference:</b>		

**I. PURPOSE**

To provide employees, volunteers, and contract service providers with a clear understanding of the department's values and expectations for ethical conduct and professional and compassionate public service and to provide the opportunity for each employee, volunteer, and contract service provider to commit to such conduct and service.

**II. POLICY**

- A. All department appointing authorities shall ensure that each permanent and temporary employee and volunteer in their organization has an opportunity to read and sign the attached Code of Ethics, form CD 1382.
- B. All department permanent and temporary employees and volunteers shall read and be asked to sign the attached Code of Ethics, form CD 1382, and return it to their supervisor.
- C. Supervisors shall forward completed Code of Ethics forms from employees to the department's Personnel Records Unit for permanent retention in the employee's personnel file. Forms for volunteers and contract service providers shall be retained at the work site.
- D. Hiring supervisors shall ensure that the selected applicant for permanent or temporary employment sign the attached Code of Ethics, form CD 1382, as a condition of employment with the department. Volunteers shall sign the Code of Ethics as a condition of volunteering for the department.
- E. The department's Contracts Office shall include the attached Code of Ethics, form CD 1382, for contract service providers to sign as a condition of contracting with the department.

- F. Hiring supervisors shall ensure that the applicant selected for promotion within the department sign the attached Code of Ethics, form CD 1382, as a condition of promotion.

### **III. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

**DEPARTMENT OF CORRECTIONS**

**CODE OF ETHICS**

As an employee, volunteer or contract service provider of the Oregon Department of Corrections, I will value and maintain the highest ideals of professional and compassionate public service by respecting the dignity, cultural diversity and human rights of all persons, and protecting the safety and welfare of the public.

I accept that my fundamental duty is to serve the public; to safeguard lives and property, to protect Department of Corrections incarcerated persons against deception, oppression or intimidation, violence or disorder.

I will be constantly mindful of the welfare of others. To the best of my ability, I will remain calm in the face of danger and maintain self-restraint in the face of scorn or ridicule.

I will be honest and truthful. I will be exemplary in obeying the law, following the regulations of the department, and reporting dishonest or unethical conduct.

I acknowledge that I have been selected for a position of public trust and I will constantly strive to be worthy of that trust and to be true to the mission and values of the Department of Corrections.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_