Delaware Department of Correction
Recruitment & Selection Unit
245 McKee Road, Dover, DE 19904
302-857-5298

Certification of Receipt of Policy
“Code of Conduct”

On this date, I have received a complete copy of the Department of Correction’s “Code of Conduct for Department Staff.”

I understand that:

1. The ultimate and continuing responsibility for familiarity with, and adherence to, this policy resides with each individual staff member; and,

2. Questions regarding this policy may be addressed to my immediate supervisors.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Facility/Section</th>
<th>Position</th>
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</table>

| Signature: _______________________ | Date: ________________ | MM/DD/YYYY |

Form: R104 7/2/2020