



DEPARTMENT OF THE ARMY
ARMY CORRECTIONS COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332-6100

REPLY TO
ATTENTION OF

DAPM-ACC

Policy Letter #17

MAR 12 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ACC Policy Letter #17– Standards of Conduct

1. References:

- a. American Correctional Association Standard 2-CO-1C-24, Standards for Administration of Correctional Agencies, 2nd Edition, April 1993.
- b. Army Regulation 600-20, SUBJECT: Army Command Policy, dated 18 March 2009/RAR 30 November 2009.

2. Army Corrections Command (ACC) Soldiers, Sister Service personnel, and Department of the Army Civilian employees must demonstrate their adherence to Army Values: loyalty, duty, respect, self-less service, honor, integrity, and personal courage. They must also demonstrate a commitment to professional and compassionate service. To this end, ACC personnel shall:

- a. Respect and protect the civil and legal rights of all individuals.
- b. Treat every situation with concern for the welfare of the individuals involved.
- c. Maintain relationships with colleagues to promote mutual respect within the profession and improve the quality of service.
- d. Respect the importance of all disciplines within the criminal justice system and work to improve cooperation with each segment.
- e. Respect and protect the right of the public to be safeguarded from criminal activity.
- f. Refrain from using official positions to secure personal privileges or advantages.
- g. Refrain from allowing personal interest to impair objectivity in the performance of duty while acting in an official capacity.
- h. Avoid entering into any formal or informal activity or agreement which presents a conflict of interest or is inconsistent with the conscientious performance of duties.

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- i. Refuse to accept any gifts, services, or favors that are, or appear to be, improper or imply an obligation inconsistent with the free and objective exercise of professional duties.
 - j. Clearly differentiate between personal statements and views, and statements or positions made on behalf of the Army or ACC.
 - k. Report any corrupt or unethical behavior.
 - l. Refrain from discriminating against any individual because of race, gender, creed, national origin, religious affiliation, age, disability, or any other type of prohibited discrimination.
 - m. Preserve the integrity of private information; refrain from seeking information on individuals beyond that which is necessary to implement responsibilities and perform their duties; refrain from revealing nonpublic information unless expressly authorized to do so.
 - n. Manage all appointments, promotions, and dismissals in accordance with established civil service rules, applicable contract agreements, and individual merit, rather than furtherance of personal interests.
 - o. Respect, promote, and contribute to a work place that is safe, healthy, and free of harassment in any form.
3. In the corrections profession, there is potential to be taken hostage. In the unlikely event that occurs, the following are some key standards of conduct principles that ACC personnel must keep in mind:
- a. You do not have any rank once you become a hostage. Do not act as if you do. Avoid making demands or giving orders. Do not give suggestions to your captors or take sides with your captors.
 - b. Listen carefully for clues regarding the emotional state of the prisoners.
 - c. Remain calm and alert; do not become aggressive or confrontational.
 - d. Avoid political or religious discussions.
 - e. Don't make any promises you cannot fulfill.
 - f. Pay attention to your surroundings and only attempt to escape if you won't put others in harm's way.

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4. This policy letter will be reviewed annually and updated as necessary.
5. This memo supersedes ACC Policy Letter #17, dated 18 May 2009.
6. Point of contact for this policy is PP Deputy Director, ACC Headquarters, 703-428-7688/DSN 328-7688.

PP

COL, MP
Commanding

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