

2017-2019

Affirmative Action Plan



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MISSION, VISION AND VALUES

Mission

Founded in 1931, the mission of the Oregon State Police is to serve the State of Oregon with a diverse workforce dedicated to the protection of people, property and natural resources.

Vision

To provide premier public safety services.

Values

The following five values represent the “moral compass” of the Oregon Department of State Police. We are committed to living these values every day and embodying them in our daily activities as public safety professionals:

- **Honor** - We will honor the mission entrusted to us by preserving and protecting the public's safety.
- **Integrity** - We will act with the highest level of responsibility and accountability in accordance with the public's interest and trust.
- **Loyalty** - We are loyal to the agency's public safety mission and the citizens we service.
- **Dedication** - We are dedicated to each other, the citizens and communities we serve, our partners, and our mission of public safety.
- **Compassion** - We will serve all people and fulfill our duties with the utmost understanding and empathy.

OVERVIEW OF PROGRAMS

The Oregon Department of State Police (OSP) is a multi-disciplined organization that is charged with protecting the people, wildlife, and natural resources in Oregon. To accomplish this charge, we enforce the traffic laws on the state's roadways, investigate and solve crime, conduct post-mortem examinations and forensic analysis, and provide background checks and law enforcement data. We regulate gaming, the handling of hazardous materials and fire codes and educate the public on fire safety and enforce fish, wildlife and natural resource laws. The Department is responsible for a wide variety of public safety programs and services, which include the following:

Administrative Services

The Administrative Services Division consists of five service areas which provide budget development/analysis, procurement and contract services, fleet operations, payroll and accounting/business services to support the effective and efficient operation of the Department.

Criminal Investigation Services

The Criminal Investigation Division provides investigative assistance to local and federal criminal justice agencies that request support on complex or multi-jurisdictional cases, and cases involving conflicts of interest. Investigative support is available for arson, drug enforcement, explosives, major crimes, computer crimes, polygraph, and crime analysis.

Criminal Justice Information Services (CJIS)

The Division consists of two Sections (Law Enforcement Data Systems (LEDS) and Identification Services) providing, on a sole source basis, a broad and extensive range of specialized data, investigative information, and identification services in support of Oregon law enforcement, the larger criminal justice system (both in and outside of the State) and for those agencies and private individuals and/or entities mandated or otherwise authorized access to sensitive criminal history information.

Fish and Wildlife Enforcement Services

The primary responsibility of the Fish and Wildlife Division is enforcement of fish, wildlife, and commercial fishing laws and protection of natural resources. The members of the Fish and

Wildlife Division also enforce traffic, criminal, boating, livestock and environmental protection laws in addition to responding to emergency situations.

Patrol is a vital part of the Fish and Wildlife trooper's work. In addition to the protection of people and property, the purpose of patrol is to detect and apprehend violators, to deter those who may be inclined to violate natural resource laws, and to be alert for any adverse or detrimental occurrences that may affect the environment.

Regular patrol is done solo, one trooper per patrol unit. Patrols with some degree of risk, such as boat patrols, all-terrain vehicles (ATV), snowmobile, or horse patrols in wilderness areas, are normally done by two troopers. Specific cases or types of patrol may be done with partner agency personnel.

Forensic Services

The Forensic Services Division is a nationally accredited forensic laboratory system serving all state and local law enforcement agencies, medical examiners and prosecuting attorneys in Oregon. The Division also performs forensic analysis on criminal cases for the defense upon a court order.

The Division provides Oregon's only full service forensic laboratory system. Analysts provide technical assistance and training, evaluate and analyze evidence, interpret results, and provide expert testimony related to the full spectrum of physical evidence recovered from crime scenes.

Gaming Enforcement

The purpose of the Gaming Enforcement Division is to ensure the fairness, honesty, integrity and security of the Oregon State Lottery and tribal gaming centers operating in Oregon. Security is the cornerstone of the Oregon State Lottery and tribal gaming centers. In addition to gambling, the Gaming Enforcement Division also regulates professional boxing and wrestling events within Oregon. The purpose of this regulation is to protect the interests of the professional athletes and the public concerning medical standards, fairness, financial fraud and environmental safety.

Medical Examiner

The purpose of the Medical Examiner is to benefit the living by supporting local county jurisdictions, providing direction and supervision for death investigations as prescribed by Oregon Revised Statute 146. This support includes professional services such as forensic autopsies, court testimony, case review and consultation, and multiple teaching programs as well as custodial

record keeping for most of the county's medical examiner records. The Medical Examiner is directly involved in appointing the county medical examiners and providing technical assistance to this appointee and other agencies involved in death investigations (police and sheriff departments, district attorneys, public defenders, Federal Aviation Administration, Bureau of Indian Affairs, and Consumer Product Safety Commission).

Oregon State Athletic Commission

The Oregon State Athletic Commission was established by the Oregon Legislature in 1987. The purpose of the Commission is to serve as a state-wide regulatory agency with the responsibility for regulating boxing, entertainment wrestling, and mixed martial arts events. The OSAC was originally named the Oregon Boxing and Wrestling Commission. During the 2007 session of the Oregon Legislature, the statutes governing the Commission were updated to include the regulation of mixed martial arts, as well as make other substantive changes. The Commission is comprised of a five member, volunteer board appointed by the Oregon State Police Superintendent. The Commission is administrated by an Executive Director.

Patrol Services

The purpose of the Patrol Services Division is to provide a uniformed presence and law enforcement services throughout the state, with a primary responsibility for crash reduction, crime reduction, encouraging and supporting transportation safety, as well as to respond to emergency calls for service on Oregon's state and interstate highways. The Patrol Division is currently comprised of approximately 320 authorized Patrol Troopers whose principle duty is to protect persons and property on state and interstate highways. The Division is committed to providing full police services whether it be transportation safety, the investigation of crimes, assisting disabled motorists, or with providing general information and assistance.

State Fire Marshal's Office

The Office of State Fire Marshal delivers community safety services that are comprehensive, effective, and of high value through partnering and collaboration with various agencies and the community. The OSFM works with a variety of agencies and public officials to share knowledge and training. Through this proactive collaboration process, fire and life safety policies are crafted, fire codes are amended and adopted, laws and administrative rules are reviewed and modified accordingly, and educational materials are developed and distributed.

AGENCY CONTACT INFORMATION

Agency Director

Travis Hampton, Superintendent

Governor's Policy Advisor

Heidi Moawad, Public Safety/Military Policy Advisor (503) 378-8472

Agency Affirmative Action Officer and Diversity & Inclusion Representative

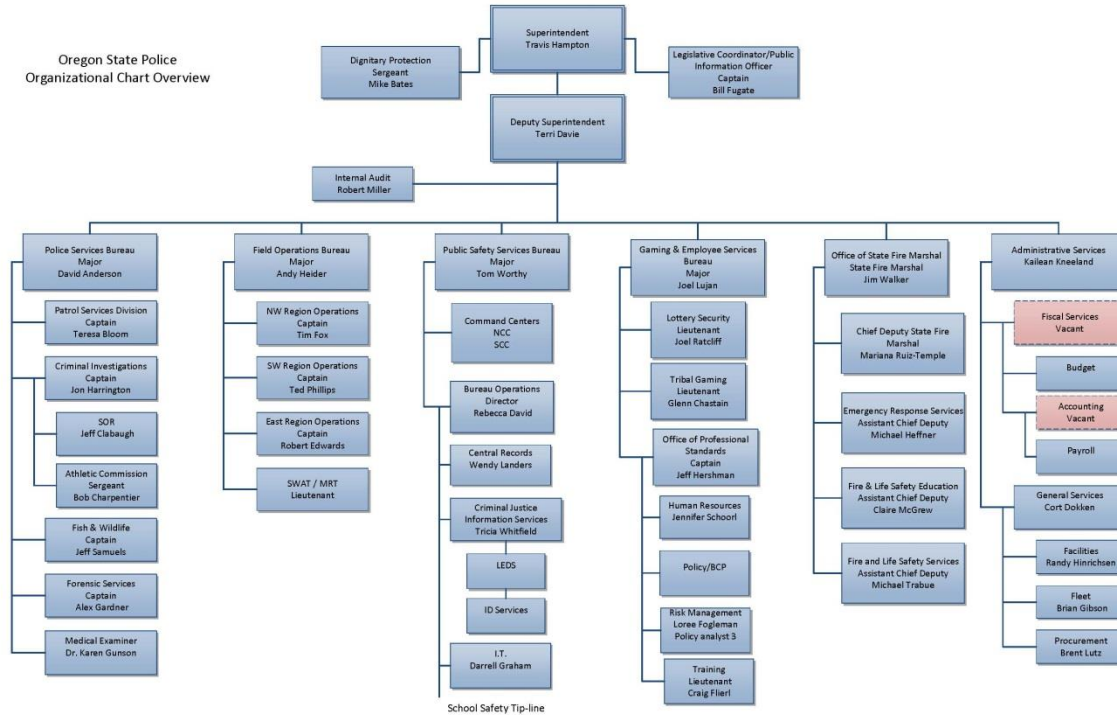
Blake Dye, Senior Human Resource Business Partner (503) 934-0248

OSP Headquarters Location

3565 Trelstad Avenue SE
Salem, Oregon 97317

ORGANIZATIONAL CHART

Oregon State Police
Organizational Chart Overview



AFFIRMATIVE ACTION POLICY STATEMENT



Oregon
Kate Brown, Governor

Department of State Police

Headquarters
3565 Trelstad Ave SE
Salem, OR 97317-9614
(503) 378-3720
General Fax: (503) 363-5475
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AFFIRMATIVE ACTION POLICY September 1, 2016

It is the policy of the Department of Oregon State Police that no person shall be discriminated against because of race, religion, color, national origin, marital status, sex, age, disabled status, sexual orientation or other protected class covered by state and federal laws.



The Oregon State Police is committed to affording all persons a fair and equitable opportunity for employment and advancement on the basis of their knowledge, skills and abilities.

The Department will seek out discriminatory practices and alleviate their existence by taking positive corrective action. Department policies, rules, procedures and practices will be regularly reviewed for this purpose.

Managers and supervisors will ensure that employees, applicants for employment and the public served by this Agency will not be discriminated against based on their membership in a protected class.

Any employee who believes they have been a victim of discrimination or harassment contrary to policy, rule or law may file a complaint using the process outlined in the Department's *Personnel Complaint Procedures & Guidelines for Investigations & Corrective Action*. A copy of this manual is located in each State Police facility. A copy of the policy is posted in the Agency Policy, Rule and Procedure Manual located on the Intranet. However, when appropriate, it is encouraged that an attempt be made to resolve discrimination or harassment complaints at the lowest level possible.

Members of the public who believe they have been a victim of discrimination or harassment may contact the nearest State Police supervisor or the Office of Professional Standards of the Superintendent's staff at (503) 934-0272. This policy extends to contractors and vendors working as agents for the Department.

Managers and supervisors are expected to provide leadership and initiative toward accomplishing a successful agency Affirmative Action/Equal Opportunity Program. Their performance in this area will be evaluated during their annual performance review.

This Policy shall be posted in each State Police facility in a location accessible to both employees and the general public.

A handwritten signature in black ink, appearing to read "Travis Hampton".

Travis Hampton
Superintendent

DIVERSITY & INCLUSION POLICY STATEMENT

Oregon State Police (OSP or Department) partners with the Governor's Equity Office to maintain a diverse and inclusive environment. This includes, but is not limited to; ensuring OSP strives to be culturally competent, embraces equality and addresses the agency's commitment to protect the people, property, and natural resources of the state.

Our workforce is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and agency's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

TRAINING, EDUCATION AND DEVELOPMENT PLAN

OSP's goal is to provide resources for employees to manage their career development and growth while working in state service. To accomplish this, OSP aspires to provide training opportunities to employees for developing proficiency, enhancing skills and encouraging development in areas for potential advancement. Additionally, OSP's workforce receives training, and education with a multipronged objective to enhance the work environment, maximize the equality and inclusiveness of current and future employees, along with increasing awareness of OSP's community outreach and customer base.

OSP was a co-sponsor for the annual State Diversity & Inclusion Conference in September 2015 and September 2016. In 2015, 15 employees attended the conference. The statewide conference now includes more than 25 state agency partners which include ODOT and DHS, the conference's founding agencies. As a result of our first time participating in this annual event, we were able to expand the number of participants for 2016. In 2016, 40 employees attended the conference. This investment of time, budget and resources is an on-going commitment.

OSP anticipates increasing employee participation in 2017. This will enable more employees from each area within the state to attend this valuable training.

EMPLOYEES

The Oregon State Police understands the importance of preparing sworn officers to engage and interact with members of the community from varying demographic backgrounds. The following are courses that were delivered to our sworn officers. Some topics have been interwoven into our training curriculum for newly hired recruits to ensure consistency across the agency. These trainings were also delivered to 131 newly hired Recruit Troopers.

The Patrol Division attended **Diversity and Profiling Training** during the 2014 Patrol Division In-service. This training was delivered to approximately 400 employees.-This training was later expanded to include members of the Fish and Wildlife division, which is an additional 200 employees.

The goals of these trainings are to:

1. Understand key issues related to ensuring ethical and equal treatment under the law.
2. Become more sophisticated in lessening racial tensions through empathic thinking and becoming more cognizant of one's own potential biases.
3. Practice identifying the causes of tension and injustice in real case scenarios and seeking better solutions.

The following courses were delivered to approximately 600 employees during the sworn officer in-service training in 2016.

The **People in Crisis** course focuses on how sworn officers should consider altering their response to people whom are in the midst of an emotional or psychological crisis. There is an emphasis placed on empathy and increasing verbal communication to deescalate potentially volatile situations. Historically sworn officers have been called upon or expected to manage crisis situations. This course provides another perspective of how a sworn officer can respond to people in crisis and evaluating what, if any, level of involvement is appropriate from a sworn officer.

The **Tactical Communication** course places an emphasis on professional communication in contacts with the public. Understanding that the sworn officer is viewed as an agent of the Government, the concept of keeping emotions out of the decision making model when dealing with the public is critical.

The goal of the **Community Policing** course is to develop an understanding of the principles and practices of modern community policing, and to encourage the adoption of community based policing as a professional and personal philosophy.

Information related to the professional development activities for OSP non-sworn staff will be covered later in this report. Please see the section titled “LEADERSHIP DEVELOPMENT TRAINING PROGRAMS” for details.

RECRUITMENT

The Oregon State Police recruitment announcements and advertisements identify the Department as an Equal Opportunity/Affirmative Action employer and include the statement; “The Oregon State Police Department is an equal opportunity, affirmative action employer committed to workforce diversity and inclusion.”

During the 2015-2017 biennium, our agency made a concerted effort to increase the visibility of vacancy announcements to underrepresented groups. One example is within our Forensics Division. Staff resources were identified that could enhance our recruiting profile both locally and nationally for hard-to-fill positions. Staff was provided training on methods of outreach and was tasked with participating in career events while attending professional development meetings. This was coupled with advertisements showcasing Forensics and offering opportunities to interface with staff and learn about the job roles at OSP.

The Agency has recently started sending staff into academic environments with the intent of interfacing with underrepresented populations. During the fall of 2016, two staff members visited four Historically Black Colleges and Universities serving as guest lecturers in STEM and Social Science courses. Presentations were delivered in a number of subject areas including: the role of a scientist in a forensics environment, understanding ethics in the public sector, public personnel practices, molecular biology, forensic chemistry, and law enforcement. The two staff members delivered 25 separate trainings and reached more than 450 potential applicants with multiracial profiles. These interactions allowed OSP staff to impart knowledge onto students that had little exposure to the mechanics of law enforcement agencies and showcased how their educational pursuits could lead to a fulfilling career.

The Affirmative Action officer worked directly with leadership across divisions to identify targeted advertising strategies that would attract a broader, more diverse applicant pool.

VOLUNTEERS

Historical: During the 01-03 biennium the Department experienced a significant layoff across the agency. As a result of the layoffs, programs were consolidated or where feasible discontinued. A centralized management of a volunteer program was discontinued as our administrative staffing decreased and resources allocated into other areas. There were a number of areas that continued utilizing volunteers under a more decentralized approach, allowing area commands and individual sections to identify and manage volunteer resources for activities that would be serve their particular needs.

Current: Within the decentralize structure, it has been a challenge to accurately capture demographic information related to the volunteer program. For the upcoming biennium, the agency will be identifying approaches that can be implemented agency-wide to improve methods of capturing this information. We can though, highlight the efforts of some OSP command centers and showcase how the public contributes to the work of OSP.

The Newport Area Command has a group of volunteers that assist local law enforcement with protecting wildlife on the coast. When OSP volunteers are on patrol, they look for injured animals such as seagulls, raptors or seal pups. They make an assessment then report the information to the Marine Mammal Stranding Network. Volunteers then will post signs to create a safety perimeter for the animals until rescuers arrive on scene and arrange shuttles to rehabilitation facilities for injured birds.

The volunteers maintain an active State Parks patrol program. Their presence helps to deter potential damage to parked vehicles. They frequently interact with park visitors providing general information, and encourage visitors to obey leash rules.

They also assist during local community events serving on parking and traffic control assignments. Each year the volunteers organize a community service events called “Shop with a Cop” that occurs across Lincoln County.

Within the Fish and Wildlife division, volunteers have utilized retirees to assist with Wildlife Enforcement Decoy operations. They also conduct these enforcements via boat patrols, and back country horse. These volunteers assist Troopers with observations, setting up, handling, maintaining and repairing equipment as needed. The Coos Bay area has been primarily using volunteers to assist with shuttling vehicles, especially with boat patrols. This unit also utilizes volunteers to assist with angling, hunting, and clamming/crabbing compliance monitoring by using binoculars or spotting scopes.

CONTRACTORS/VENDORS

Contracts include standard Federal and State statutes and policies related to Affirmative Action and Discrimination. No formal education or training is provided to vendors.

OUTREACH OVERVIEW

COMMUNITY OUTREACH

OSP is a highly engaged organization whose employees regularly interact with the citizenry for the purposes of promoting safety, providing technical support to law enforcement partner agencies, holding informational sessions to help the public understand of statutes rules and laws, and by serving on boards and in professional associations. This is in addition to employee activities centered around promoting wellness, mentoring youth and supporting organizations serving those in need. The information illustrates our employee's willingness to serve both on and off duty.

Career Fairs and Campus Visits

Outreach to students and potential employees are an important element of the agency's workforce strategy. With the restructuring of the Human Resources unit, more staff is devoted to identifying events to attend and establishing relationships with education institutions to inform the next generation of law enforcement professionals. For the period of July 1, 2014 to June 30, 2016, we participated in the following events:

- American Academy of Forensic Sciences
- Bethlehem Christian Pre-School
- Chemeketa Community College
- Clatsop Community College
- Hillsboro High School
- Hudson Bay High School – Vancouver WA
- Oakridge Elementary School
- Oregon State University
- Oregon State University – Cascade Campus - Bend
- Mt. Hood Community College Diversity Career & Job Fair
- Hero2Hired Career Fair
- Clackamas Community College
- Linn Benton Community College
- Lane Community College

Pacific University
Portland Community College
Portland State University
Sheridan High School
Treasure Valley Community College
Western Oregon University
Willamette University School of Law

Community Events/Festivals

The Department is also sustaining and growing relationships with community based organizations, as well as attending events that raise the visibility of the agency in the community. The following events were attended between July 1, 2014 and June 30, 2016:

Blacks in Government 6th Annual Black History Month Banquet
Black Student Success Summit
Boy Scouts/Cub Scouts
Brookings and Harbor Azalea Festival Parade
Butte Creek Scout Ranch
Cascade Little League
City of Burns - Fourth of July Parade
City of Depoe Bay – Fleet of Flowers
Emerald Valley Retirement Community
Good Shephard Church – Sportsman Show
Great Owyhee Ride
Harney Senior Center
Lane DUII Victim Impact Panel
Lincoln County Victims' Impact Panel
Liberty House
Malheur County Child Development – Start Safe Training
Morning Star Church Law Enforcement Appreciation Day
North Plains National Night Out
Oakridge Kiwanis Club
Oregon Head Start Association
Oregon Waterfowl Festival
Outdoor Afro

Relay for Life
South Fork Prison Camp
Special Olympics – Torch Run
Tillamook County Victim Impact Panel
Warm Springs reservation

Outreach and Training

Bureau of Indian Affairs Regulatory Conference
Canby Rod and Gun Club
Clatsop Firefighters Association
Columbia River Inter-Tribal Fish Commission
The Dalles Rod and Gun Club
Linn County Sportsman Show
Macksburg Rod and Gun
NW Steelheads
Oregon Bow Hunters Convention
Oregon Fallen Badge Foundation
Oregon Hunters Association
Oregon Business and Professional Women's Foundation
Pacific NW Sportsman Show
Public Safety Job Fair
Union County Fire Prevention Association
Willamette Valley Sportsman Show
Women in Trades Career Fair

Veterans Outreach

One priority for the department has been visitation and creating a way to be liaison at large military posts as a way to reach pools of applicants who could easily transition to serving as Oregon State Troopers. United States Military organizations are large employers with motivated individuals that bring a broad base of training. This coincides with the Oregon State Police values of Honor, Loyalty, Dedication, Compassion, and Integrity. The United States Military has traditionally been a leader in diversity and inclusion into their ranks and reaching both veterans and underrepresented candidates provides efficiency in recruiting.

In 2016, the agency sent one of the recruiters within the Training division to conduct on-site visits to Southern California which included job fairs at Twenty-Nine Palms, Fort Irwin, and Camp Pendleton. During that recruiting trip, contacts were also made with San Diego Police,

Anaheim Police, and U.S. Border Patrol, Riverside Sheriff's Department, and the Los Angeles Police Department in an effort to attract lateral recruits. The results of these efforts yielded 15 applicants and two candidates for the January 2017 Command Interviews.

DIVERSITY AWARENESS PROGRAMS

In 2014 the Agency became active members of the Statewide Diversity Conference planning team. Representatives from Human Resources have served on the committee developing the training program for the September event. Each year, the agency has increased the number of employees sent to the event and included classified, sworn, professional and executive staff in the registration. The OSP Affirmative Action officer was elected Co-Chair for 2016 and will serve as conference Chair for 2017. OSP will continue to utilize the conference as one of many components of a comprehensive inclusion strategy.

LEADERSHIP DEVELOPMENT TRAINING PROGRAMS

OSP held leadership training in January 2015 for management level employees as well as union represented Sergeants. Currently our management demographics are 25% female and 8% Persons of Color (POC) and represented Sergeants are 4% female and 12% POC. The training included topics such as change management and ADA awareness. Additionally, OSP held its biennium in-service training for all sworn personnel. The agenda topics included: People in Crisis, Case Law, and Stress First Aid.

OSP leadership promotes and encourages professional development for employees to enhance their skills and prepare for leadership opportunities to further their careers. OSP provided administrative, technical and professional staff with opportunities for learning at professional conferences and other trainings. Below are the training titles or professional conferences staff attended:

- American Academy of Forensic Sciences 67th Annual Meeting
- Association of Crime Scene Reconstruction (ACSR) Annual Conference
- Association of Forensic Quality Assurance Managers Annual Conference
- Attorney General's Public Law Conference
- Building Intercultural Competence for Employees
- DAS Management Education Series Foundational Training Program
- Effective Supervision

Establishing Risk Management and Controls for State Government
International Association for Identification's Educational Conference
International Public Safety Leadership & Ethics Institute
International Symposium on Forensic Science Error Management
Introduction to Managing Projects
Leading Transformational Change - A Workshop for Leaders
10 Minute Manager: Wheels in the Workplace
Making the Transition from Staff to Supervisor
Management Foundations
National CODIS Conference
National Association of SARA Title III Program Officials (NASTTPO)
New to Public Management
Northwest Association of Forensic Scientists
Oregon District Attorney Association 2014 Summer Conference
Oregon Emergency Management Association
Oregon Executive Development Institute, Executive Leadership Course
Oregon Fire Chiefs Association Conference
Oregon Government Ethics Law
Oregon Homicide Investigators Association Conference
Oregon Washington Lawman's Association Spring Conference
Pacific Northwest Division of the International Association for Identification Conference
Professional Workplace: Confronting Workplace Bullying
Portfolio Management: Linking Organizational Strategy to Execution
Society of Forensic Toxicologists Meeting
State Certified HR Professional Program
Unconscious Bias
Understanding and Avoiding Workplace Harassment

INTERNSHIP PROGRAM

Each area is responsible for seeking out interns with the assistance of the Human Resources on an as needed basis. The hiring manager is responsible for preparing a list of duties and monitoring the progress made by the intern. Over the last two years, the Department has continued its outreach efforts with the local colleges and universities. These opportunities benefit the Department in accomplishing projects and provide the interns with the opportunity to gain experience that will benefit their careers.

From July 1, 2014, through June 30, 2016, there have been a total of 41 interns working across the state in various offices. There have been 18 interns in Patrol Offices; 10 interns in the Forensic Labs; 6 interns in our State Fire Marshal's Office; 3 in our Human Resources department. The Training and Sworn Applicant Processing Section hosted 2 interns. Their interns are typically students enrolled in criminal justice classes looking to pursue careers in law enforcement. Agency-wide, we anticipate continued support of hosting interns.

Human Resources has been coordinating efforts to better formalize and centralize the process for recruiting and hiring interns. For the areas with current participation levels there has been a focus on developing outreach strategies to ensure underrepresented populations of students are reached and learn about OSP opportunities. Our goal is to have a formal internship application to utilize across the agency in the 2017-2019 biennium.

OUTREACH THROUGH ADVERTISING

OSP continues to connect with diverse communities as a part of its normal recruitment strategies. Some of the activities include, but not limited to, job announcements and affiliation memberships. Target populations include social media, websites, colleges, universities, and nationwide groups that cater to specific populations, as well as discipline-based organizations to reach intended audiences. Examples include:

- American Payroll Association, Portland chapter
- American Society of Clinical Pathology
- Association of Women in Forensic Science
- California Association of Criminalists
- CareerBuilder
- Facebook
- Government Finance Officers Association, Oregon chapter
- International Association of Black Professional Firefighters
- International Association for Chemical Testing
- Jobsinsports.com³
- LinkedIn
- Mac's List job board
- Mid-Atlantic Association of Forensic Scientists
- Midwestern Association of Forensic Scientists

National Assoc. of Hispanic Firefighters
Northwest Association of Forensic Scientist
Oregon Government Finance Officers Association
Oregon Institute of Technology
Oregon State University
Portland Chapter of the American Payroll Association (APA)
Society of Forensic Toxicology (SOFT)
Southern Association of Forensic Scientists
Southern Oregon University
Seattle University
Twitter
University of Oregon
Walla Walla University
www.careercenter.org (site covers Eastern Oregon University, George Fox University, Lewis and Clark College, Linfield College, Pacific University, Reed College, University of Portland, Western Oregon University, and Willamette University)

UPDATED: EXECUTIVE ORDER 16-09

RESPECTFUL LEADERSHIP

(AGENCY WIDE TRAINING SPECIFICALLY COVERING DIVERSITY, EQUITY, AND INCLUSION)

During the current biennium, OSP monitored other Agency activities and determined that it would not engage the services of a consultant to assess cultural competency. An assessment was not conducted and implementation activities were not developed.

OSP intends to continue to maintain contact with other agencies in the state regarding their experiences with cultural competency assessments/implementation activities. The Department will assess engaging in the services of a consultant during the next biennium.

In 2016 the Affirmative Action Officer worked met with leadership to determine agency-diversity and inclusion training for all current managers and personnel supervisors. It was decided that foundational concepts would be included future meetings to allow employees an opportunity to gain a broader understanding of the agency's plan for increasing underrepresented populations of employees.

PERFORMANCE EVALUATIONS OF ALL MANAGEMENT PERSONNEL

Affirmative action is a key performance measure in performance evaluations for the Superintendent, Executive Staff, all managers and supervisors in Department annually. Employees are reviewed on their effectiveness of implementing AA/EEO intentions and rated on their ability to take a proactive role in achieving AA/EEO objectives; ensuring staff personnel are knowledgeable about AA/EEO and those that promote a discrimination/harassment free workplace. It is important that our managers foster and promote a diverse workforce and environment and the agency includes this as a key component in each management position description.

STATUS OF CONTRACTS TO MINORITY OR WOMEN-OWNED BUSINESSES:

The Department of State Police actively employs the Oregon Procurement Information Network (ORPIN) as part of its commitment to afford minority businesses opportunities to bid on contract work. Primarily, purchase agreements are obtained through DAS contract, and utilize existing state price agreements for obtaining goods and services.

As of June 30, 2016, the Department's ORPIN generated a report identifying that we had no contracts with certified businesses from July 1, 2014 through June 30, 2016. The needs of OSP require a very specialized focus on the items that are necessary to support a law enforcement agency. In our experience, there are a very limited number of Disadvantaged Business Enterprises, Emerging Small Businesses or Minority Business Enterprises with capacity or interest in supporting our needs.

The Department will continue to actively seek to initiate, maintain, and increase contracts with minority and women owned businesses. The agency submits bids onto ORPIN for all opportunities that are \$10,000 or more, and reaches out to Certification Office for Business Inclusion and Diversity when projects are available.

ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN

The success of the Affirmative Action Program depends upon commitment and leadership of employees at all levels in the organization.

Superintendent, Deputy Superintendent and Executive Leadership Team

- Set the tone and model for the rest of the Department by their commitment to Equal Employment Opportunity (EEO), affirmative action (AA) and the affirmative action plan (AAP), through their actions and words.
- Value and promote equal employment opportunities, affirmative action, and diversity in the workplace.
- Review and discuss the affirmative action plan and affirmative action goals in their areas of responsibility. Identify resources to improve recruitment, hiring and developmental opportunities of under-represented persons.
- Evaluate subordinate managers on their diversity and EEO/AA efforts in their annual performance appraisals.

Managers and Supervisors

- Assist human resources by identifying problem areas and eliminating barriers to equal employment opportunities.
- Whenever practical work, in conjunction with recruitments, to participate in activities and events that support outreach efforts to identify under-represented groups.
- Adhere to OSP's policy of equal employment opportunity for all employees and ensure the policy is understood, supported and adhered to by their employees.
- Value the principles of equal employment opportunities, affirmative action, and diversity.
- Promote equality and diversity in the workplace,
- Evaluate subordinate managers on their diversity and EEO/AA efforts in their annual performance appraisals.

Sworn Applicant Processing Section

- Assist Human Resource personnel by identifying problem areas and eliminating barriers to equal employment opportunities.
- Whenever practical work, in conjunction with recruitments, to participate in activities and events that support outreach efforts to identify under-represented groups.
- Adhere to OSP's policy of equal employment opportunity for all employees and ensure the policy is understood, supported and adhered to by their employees.
- Value the principles of equal employment opportunities, affirmative action, and diversity.
- Promote equality and diversity in the workplace,

Affirmative Action Officer

- Develop and/or update EEO and affirmative action policy statements, AAP methods and internal and external communications for the AAP.
- Help identify and eliminate challenges to affirmative action.
- Work with managers and Human Resource personnel to identify solutions to equal employment issues and ensure they fully understand affirmative action and EEO policies and procedures.
- Review and discuss the affirmative action plan and affirmative action goals for the Department and for the individual divisions (when necessary) with appropriate stakeholders (Executive Leadership Team, Region leaders and key program administrators, etc.)
- Help identify resources to improve recruitment and developmental opportunities of under-represented persons.
- On a quarterly basis monitor EEO/AA employment data to identify trends and problem areas.
- Provide semi-annual (or otherwise agreed upon) affirmative action progress reports to the leadership team.
- Coordinate with OSP recruiters to develop and present training designed to improve skills and competency to effectively manage affirmative action, equal opportunity, and diversity issues.

All employees

- Report their gender, ethnicity and disability status to accurately reflect the diversity of the Department.

- Develop networks, contacts, and opportunities which build local connections increasing the ability to recruit and retain new and current employees.
- Be alert and disclose incidents where equal employment opportunities or affirmative action decisions have been missed, overlooked or forgotten.

ACCOMPLISHMENTS - JULY 1, 2015 - JUNE 30, 2017

The Oregon State Police Affirmative Action Plan statistics for the current biennium accomplishments originate from data available as of June 30, 2016. This analysis is based on workforce statistical data as reported by the Department of Administrative Services (DAS).

During the 2015-2017 biennium, OSP employees have been involved with activities to attract and retain a diverse workforce and have met parity in some Equal Employment Opportunity (EEO) categories.

The Department has met parity (4.30%) for people of color in the Protective Service Workers category at 7.40%. The Department has also met parity in ten (10) of the twenty (20) women categories. There is still work required to reach parity in several of the other categories.

The total number of OSP employees decreased by two employees from 1,141 in June of 2012 to 1,139 in June of 2014.

Utilizing the data from the EEO Report, 581 of the Department's 1,139 positions or 51% are designated as protective service workers. The stringent hiring process for sworn employees requires the Department to generate large applicant pools in order to meet current and future staffing needs. The rigorous physical fitness testing and the intense background investigations are just two of the challenges facing the Department in creating high sworn applicant yield ratios. The extensive training process requires hiring employees in mass, typically schools of at least 20 employees at a time. This biennium the Department partnered with the Governor's Affirmative Action Office to develop strategies to recruit a diverse workforce. The Department developed a mechanism to evaluate diversity in each stage of our hiring process. The Governor's Affirmative Action Office has also participated in our entry level testing process.

There is also recognition of the various generations working for the Department and the need to blend them effectively to create a welcoming place for everyone. Executive leadership

incorporated several generational training topics into our Leadership meetings to help foster awareness and generate conversations on how to approach the varying needs of the workforce.

During the current biennium, there were 60 promotions. The Department experienced an increase of promotions for women. For the 2013-2015 biennium 43.33% of promotions were women which is up from 37.88% in the 2011-2013 biennium. 6% of the promotions were people of color which is down from 10.6% in the 2011-2013 biennium. There were no people with disabilities promotions. Human Resources staff regularly participates on promotional interview panels to help ensure an unbiased hiring process.

PROGRESS MADE OR LOST SINCE PREVIOUS BIENNIA

The charts below show the changes in numbers for Women, People of Color, and People with Disabilities from 2011-2013 through the 2015-2017 biennia.

Data Analysis Workforce Representation											
EEO-4 Category	11-13 Total Empl oyees	11-13 # Wom en	11-13 %	13-15 Total Empl oyees	13-15 # Wom en	13-15 %	13-15 % Chang e in #	15-17 Total Empl oyees	15-17 # Wom en	15-17 %	15-17 Change in # of Women
A. Officials/Admin (PEM A G) (Lt and above)	111	26	23%	98	21	21%	-2%	108	27	25%	+4%
B. Professionals	177	90	51%	185	99	54%	+3%	207	107	52%	-2%
C. Technicians	19	5	26%	9	7	78%	+52%	9	6	67%	-11%
D. Protective Service Workers	577	51	8.8%	581	52	8.9%	+1%	603	57	9.5%	+0.6%
E. Paraprofessional	5	3	60%	8	7	87%	+27%	4	3	75%	-6%
F. Administrative Support	242	203	84%	245	200	82%	-2%	263	219	83%	+1%
G. Skilled Craft Workers	9	0	0%	11	0	0%	0%	11	0	0%	0%
H. Service/Maintenance	1	0	0%	2	0	0%	0%	2	1	50%	+50%
TOTAL AGENCY	1141	378	33%	1139	386	34%	+1%	1207	420	35%	+1%

People of Color Workforce Representation											
	11-13	11-13	11-13	13-15	13-15	13-15	13-15	15-17	15-17	15-17	15-17
EEO-4 Category		POC	%	Total Emp	POC	%	% Change in POC	Total Emp	# POC	%	% Change
A. Officials/Admin (PEM A G) (Lt and above)	111	8	7.2%	98	6	6.1%	1.1%	108	9	8%	+1.9%
B. Professionals	177	11	6.2%	185	9	4.9%	1.3%	207	11	5.3%	+0.4%
C. Technicians	19	1	5.3%	9	0	0%	5.3%	9	0	0%	0%
D. Protective Service Workers	577	40	6.9%	581	43	7.4%	+0.5%	603	48	7.9%	+0.5%
E. Paraprofessional	5	0	0%	8	0	0%	0%	4	0	0%	0%
F. Administrative Support	242	13	5.4%	245	17	6.9%	+1.5%	263	21	8%	+1.1%
G. Skilled Craft Workers	9	0	0%	11	0	0%	0%	11	0	0%	0%
H. Service/Maintenance	1	0	0%	2	0	0%	0%	2	0	0%	0%
TOTAL AGENCY	1141	73	6.4%	1139	75	6.6%	+2%	1207	89	7.4%	+0.8%

People with Disabilities Workforce Representation											
	11-13	11-13	11-13	13-15	13-15	13-15	13-15	15-17	15-17	15-17	15-17
EEO-4 Category	Total Employees	# PWD	%	Total Employees	# PWD	#	% Change	Total Emp	# PWD	% PWD	% Change in #
A. Officials/Admin (PEM A-G) (Lt and above)	111	0	0%	98	0	0%	0%	108	2	1.85%	+1.85%
B. Professionals	177	1	.6%	185	1	.5%	-.1%	207	1	.48%	-.02%
C. Technicians	19	0	0%	9	0	0%	0%	9	0	0%	0%
D. Protective Service Workers	577	2	.3%	581	4	.7%	+.4%	603	5	.82%	+0.12%
E. Paraprofessional	5	0	0%	8	0	0%	0%	4	0	0%	0%
F. Administrative Support	242	3	1.2%	245	4	1.6%	+.4%	263	7	2.66%	+1.06%
G. Skilled Craft Workers	9	0	0%	11	0	0%	0%	11	0	0%	0%
H. Service/Maintenance	1	0	0%	2	0	0%	0%	2	0	0%	0%
TOTAL AGENCY	1141	6	.5%	1139	9	.8%	+.3%	1207	15	1.24%	+.44%

ADDITIONAL INFORMATION REGARDING PEOPLE WITH DISABILITIES

Reported for the 2015-2017 biennium from June 30, 2016 statistics, people with disabilities comprised .1.24% of the workforce. The Department continues to face challenges in this group because of the large percentage of the Protective Service Workers, which group requires a high level of physical ability to qualify for employment. The Department contracts with Galt Temporary Services to fill positions on a temporary basis. Galt specializes in placing people with disabilities. The agency also utilizes a Qualified Rehabilitation Facility (QRF) to perform janitorial services for our headquarters buildings. We believe that there are a higher percentage of employees with disabilities than represented by current data as disclosing this information is voluntary.

SUMMARY OF AFFIRMATIVE ACTION PARITY

Affirmative Action parity goals are set for the state of Oregon as one employer. Each EEO category is further broken down and given parity goals for each under-represented group. The following tables reflect the breakdown for OSP's current workforce strengths and areas of under-representation by EEO category. The data received is as of June 30, 2016. Areas needing improvement are highlighted in red text.

EEO Category - Female						
	Parity	Current	Difference	Goal emp	Current emp	Total emp
A. Officials/Admin (PEM A-G) (Lt and above)	37.78%	25%	-12.78%	40.8	27	108
B. Professionals	36.04%	51.69%	15.65%	74.6	107	207
C. Technicians	18.89%	66.66%	47.77%	1.7	6	9
D. Protective Service Workers	24.8%	9.45%	-15.35%	149.5	57	603
E. Paraprofessional	58.1%	75%	16.9%	2.3	3	4
F. Administrative Support	70.3%	83.26%	12.96	184.8	219	263
G. Skilled Craft Workers	10.91%	0%	-10.91%	1.2	0	11
H. Service/Maintenance	37.75%	50%	-12.25%	.7	1	2

EEO Category-Minority						
	Parity	Current	Difference	Goal emp	Current emp	Total emp
A.Officials/Admin (PEM A-G) (Lt and above)	12.31%	8.33%	-3.98%	13.3	9	108
B. Professionals	9.32%	5.31%	-4.01%	19.3	11	207
C. Technicians	4.44%	0%	-4.44%	.4	0	9
D. Protective Service Workers	4.3%	7.96%	3.66%	25.9	48	603
E. Paraprofessional	9.8%	0%	-9.8%	.3	0	4
F. Administrative Support	9.7%	7.98%	-1.82%	25.5	21	263
G. Skilled Craft Workers	6.36%	0%	-6.36%	.7	0	11
H. Service/Maintenance	11.6%	0%	-11.6%	.2	0	2

EEO Category - Disabled						
	Parity	Current	Difference	Goal emp	Current emp	Total emp
A.Officials/Admin (PEM A-G) (Lt and above)	5.93%	1.85%	-4.08%	6.4	2	108
B. Professionals	5.89%	.48%	-5.41%	12.2	1	207
C. Technicians	4.44%	0%	-4.44%	.4	0	9
D. Protective Service Workers	6%	.82%	-5.18%	36.1	5	603
E. Paraprofessional	6%	0%	-6%	.2	0	4
F. Administrative Support	6%	2.66%	-3.34%	8.7	7	263
G. Skilled Craft Workers	5.45%	0%	-5.45%	.6	0	11
H. Service/Maintenance	6%	0%	-6%	.1	0	2

GOALS FOR AFFIRMATIVE ACTION PLAN

July 1, 2017 – June 30, 2019

- OSP will continue to encourage employees of color, females, and employees with disabilities to apply for promotional and job developmental opportunities.
 - The Department will continue recruitment efforts and will evaluate which professional recruitments should be represented when attending job fairs to enhance the diversity of the professional applicant pool.
 - The Department will continue to utilize the Governor's Affirmative Action Office to publicize job openings to diverse populations. In addition, OSP will continue outreach by participating in career fairs and events throughout the state. We will identify targeted career fairs and events in areas where we are under our goal. OSP will develop an onboarding program for new employees and newly promoted or hired managers.
- The Department will evaluate both Diversity Council and Employee Resources Groups to determine which group will be the best fit for OSP.
- The Affirmative Action Officer will continue to foster positive working relationships with the Governor's Office and other agency Officers to share current information and ideas.
- The Department will evaluate the feasibility of teaching high school students interviewing techniques at the same time explaining the benefits of working at OSP and the State of Oregon.
- The Department will ensure the Affirmative Action Policy Statement is posted in all locations.
- The Department will evaluate the statewide exit interview survey and determine if there are gaps which need to be further defined.
- The Department will evaluate a formal structure for a mentorship program.
- The Department plans to incorporate additional techniques for managers, supervisors, and all levels of employees to educate and train on cultural competency which may encompass the recruitment process and the lifecycle of an employee (promotions, employee relations, communication, etc.)

AFFIRMATIVE ACTION STRATEGIES TO SUPPORT GOALS

Community and Public Outreach

Executive Leadership Team responsibilities (ELT-R), Manager Responsibilities (MR), HR responsibilities (HR), Shared responsibilities (SR)

- Participate in local job fairs and events geared toward employment and career goals (SR)
- Coordinated by HR recruiters and hiring managers
- Participate in various civic and local community events (SR)
- OSP's involvement may be coordinated by various people which could include HR resources
- Identify and participate in industry and professional affiliations (SR)
- Support memberships and affiliations with career professional associations such as:
- E-mail job announcements to a diverse group of recruitment sources who traditionally provide outreach to women, minority groups, and people with disabilities. (HR)
- Contact HR recruiters.

Management practices

Executive Leadership Team responsibilities (ELT-R), Manager Responsibilities (MR), HR responsibilities (HR), Shared responsibilities (SR)

- Conduct regular performance evaluations.
- Supervisors are responsible for conducting regular performance evaluations so they can promote consistent performance development and training plans for staff; ensure staff have access to training; and make progress on the affirmative action plan. (MR)
- Measure employee affirmative action and equal employment opportunities (SR)
- Managers and supervisors, in conjunction with HR, will track activities that employees are involved with to promote affirmative action and equal employment opportunities, such as; job fairs, civic events, and various forms of outreach.
- Promote an environment of respect and professionalism (SR)
- Maintain a harassment and discrimination free workplace. Regularly review policy information in the Human Resource Handbook.

- Track our success (HR)
- Applicant success through semi-annual or quarterly employment data. Provide overview of meeting goals or below parity objectives.
- Improve general awareness of the state transfer list, reemployment and secondary recall lists and how it can promote career growth. (SR)
- Contact HR recruiters.

Cultural Competence Training & Development

Executive Leadership Team responsibilities (ELT-R), Manager Responsibilities (MR), HR responsibilities (HR), Shared responsibilities (SR)

- Identify and utilize external trainings to establish a foundation of cultural competence within OSP. (ELT-R) (HR)
- Coordinated with ELT, AA Officer, and HR to identify the specific training programs to offer employees.
- Develop and establish a Diversity Council group to establish a charter, expectations, and goals in which to operate and provide guidance to OSP. (SR)
- Coordinated with ELT, AA Officer and HR to identify appropriate participants, charter, measurement and accountability tools, and feedback mechanisms to operate and support OSP.
- Identify OSP and DAS-sponsored management training and development programs to help foster new and potential supervisory candidates. (SR)

Marketing

Executive Leadership Team responsibilities (ELT-R), Manager Responsibilities (MR), HR responsibilities (HR), Shared responsibilities (SR)

- Determine and establish OSP branding for social media and written materials/tools for marketing OSP as an employer of choice. (ELT-R) (HR)
- Promote OSP as an employer of choice to a broad range of diversity candidates (SR) Coordinated with HR recruitment.
- Develop and maintain strong relationships with key local organizations to increase OSP's career options and pathways (SR) Coordinated with HR recruitment.
- Connect with Department of Veteran's Affairs, the Employer Support of the Guard and Reserve or the Joint Transition Assistance Program (JTAP), OACO (Oregon Advocacy

Commissions Office), and any other Oregon affiliated for profit and non-profit organizations which increase awareness and diversity pool for OSP's career options. (SR)

APPENDIX A – STATE POLICY DOCUMENTATION


APPENDIX B – FEDERAL DOCUMENTATION

APPENDIX C – DOCUMENTATION IN SUPPORT OF AFFIRMATIVE ACTION PLAN



DEPARTMENT OF STATE POLICE

AFFIRMATIVE ACTION AND NON-DISCRIMINATION

Effective Date: January 27, 2015	Supersedes Date: August 10, 2010	Policy Number: 301.1
Reference/Laws/Statutory Authority: DAS HRSD 105-040-0001		
Applies to: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> All Management <input type="checkbox"/> Sworn Personnel <input type="checkbox"/> Non Sworn Personnel <input type="checkbox"/> Other <input type="text"/>		
Issuing Authority: Superintendent of State Police 		No. Pages 1

I. Purpose

This policy sets forth the hiring and employment standards of the Department.

II. Policy

The Department provides equal opportunities to job applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental disability, marital, veteran status, or sex. The Department does not discriminate or show partiality or grant any special favors to applicants, employees, or groups of employees based on any of these factors or statuses, unless expressly required by law.

The Department complies with [DAS 105-040-0001](#)

III. Definitions

See DAS HRSD 105-040-0001

IV. Rules

[DAS 105-040-0001](#)



DEPARTMENT OF STATE POLICE

DISCRIMINATION & HARASSMENT FREE WORKPLACE

Effective Date: August 3, 2015	Supersedes Date: November 6, 2008	Policy Number: 301.6
Reference/Laws/Statutory Authority: DAS CHRO Policy Discrimination and Harassment Free Workplace No. DAS 50-010-01		
Applies to: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> All Management <input type="checkbox"/> Sworn Personnel <input type="checkbox"/> Non Sworn Personnel <input type="checkbox"/> Other <input type="text"/>		
Issuing Authority: Superintendent of State Police		No. Pages 1

I. PURPOSE

The State of Oregon is committed to a discrimination and harassment free work environment. A policy has been developed which outlines the types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

II. POLICY

See DAS CHRO Policy Discrimination and Harassment Free Workplace No. [DAS 50-010-01](#):



DEPARTMENT OF STATE POLICE

MANAGEMENT TRAINING

Effective Date: October 27, 2016	Supersedes Date: February 1, 2002	Policy Number: 402.6
Reference/Laws/Statutory Authority: DAS CHRO Policy 30.015.01; ORS 240.200; 240.205; 240.250;		
Applies to: <input type="checkbox"/> All Personnel <input checked="" type="checkbox"/> All Management <input type="checkbox"/> Sworn Personnel <input type="checkbox"/> Non Sworn Personnel <input type="checkbox"/> Other <input type="text"/>		
Issuing Authority: Superintendent of State Police		No. Pages 2

I. PURPOSE

The purpose of this policy is to outline minimum training requirements for supervisors and managers of the agency.

II. POLICY

This policy is designed to outline the training opportunities that the Department offers to employees within a management or supervisory position. The different types of training can assist an employee within their supervisory duties, sworn or non-sworn alike.

III. PROCEDURE

All sworn managers and professional staff managers can check the Department of Public Safety Standards and Training (DPSST) regional training calendar, which can be accessed via DPSST's web page. Training requests for classes sponsored by the Department of Public Safety Standards and Training (DPSST), must be accompanied by a DPSST Training Form F-5, which may be obtained from the Training Section.

IV. DEFINITIONS

V. RULES

A. Sworn employees of the rank of Sergeant and above, and non-sworn managers, shall attend and satisfactorily complete supervisory management education and training as prescribed by the Superintendent's Office, DPSST and/or the Department of Administrative Services (DAS).

1. Sworn Managers

- a). Those sworn employees assigned to the position of Sergeant shall successfully complete a DPSST approved basic supervisor course within one year of their appointment date.
- b). Those employees who have been appointed as a Lieutenant shall successfully complete a DPSST approved mid-management or equivalent course within one year of their appointment date.

2. Professional Staff

- a). Non-sworn supervisors and managers shall attend appropriate DAS sponsored management courses within one year of their appointment date.
- b). Every effort should be made to provide Professional staff managers with Public Safety responsibilities the opportunity to attend the Basic Supervision Course, and if appropriate, the Mid-Management Course.

B. Unless already completed, the minimum training requirements contained in this policy will be completed within the specified time frame by all existing sworn and non-sworn managers from the effective date of this policy.

C. Any manager that holds a mid-management or executive certificate that was certified by DPSST must meet the requirement of obtaining 24 hours of leadership training within a 3 year period as part of their Basic Police Maintenance requirement.



DEPARTMENT OF STATE POLICE

TRAINER/TRAINEE PROGRAM

Effective Date: October 21, 2016	Supersedes Date: January 11, 1996	Policy Number: 401.3
Reference/Laws/Statutory Authority: ORS 181.280; Oregon Ethics Laws; Department Policy 401.5		
Applies to: <input type="checkbox"/> All Personnel <input type="checkbox"/> All Management <input checked="" type="checkbox"/> Sworn Personnel <input type="checkbox"/> Non Sworn Personnel <input type="checkbox"/> Other <input type="text"/>		
Issuing Authority: Superintendent of State Police		No. Pages 2

I.PURPOSE

The purpose of this policy is to establish the evaluation documentation process for probationary Recruits of the agency.

II.POLICY

The Trainee/Trainer method of teaching, used in the field for Recruits, has proven invaluable to the training program. It emphasizes the personal interest factor, allows the instructor an opportunity to study the Recruit being trained, and to gauge their capacity for learning. (Recruit terminology is used interchangeably with Trainee/Trainer terminology for purposes of this policy.)

The training mission of the Trainer is very important. Their work assignments should be rotated rather than restricted to one function during the time they are engaged in training so the Recruit may profit by observation and familiarization with the various duties of a State Police Officer.

III.PROCEDURE

A.Trainer's selections shall be made by the Area Commander.

1. The training mission of the Trainer is very important. Their work assignments should be rotated rather than restricted to one function during the time they are engaged in training so the Recruit may profit by observation and familiarization with the various duties of a State Police Officer.

2. One of the key components to successfully train new Recruits is the selection of the Trainer. The trainer must be a competent Trooper or Senior Trooper with the desire and ability to impart their knowledge to others. Having a keen and sincere interest in the welfare of the Department, they must be willing to exert every effort to assist and train new Recruits. Additionally they must be skilled in all aspects of the position with a special emphasis on communication skills and public safety techniques

B. Training for Trainers is available as FTEP (Field Training Evaluation Program) training classes become available through DPSST. OSP does not offer independent training courses for coaches. It is highly recommended that new coaches attend FTEP training prior to coaching.

C. The Trainee/Trainer Evaluation Program, which includes the Observation Report, Observation Report Continuation Form, Observation Report Performance Chart, Rules Governing Use of Standard Evaluation Guidelines, and the Standardized Evaluation Guidelines, is issued to every Trainer. These documents serve four main purposes as part of the Trainee/Trainer Evaluation Program:

1. A guide to the Trainer and supervisors of what training should occur prior to the completion of the Recruit's probation with the Department.
2. A valid means of evaluating the performance of each Recruit;
3. A means of documenting the successful completion of the probationary period, or the basis for termination of the Recruit; and
4. As a training record of each Recruit's performance maintained at the Recruit's area command for a period in compliance with state rules for retention of such records.

D. At the completion of the Recruit's probation, the Trainee Evaluation Program and all attachments shall have been completed and will be forwarded to the Human Resources unit at General Headquarters with the first year's performance evaluation.

E.It is recognized that a Recruit may, at times be given training by another Trainer who is not an assigned Coach. In those cases, the Trainer will be responsible for reporting documentation required by this policy.


IV.DEFINITIONS

None



DEPARTMENT OF STATE POLICE

CODE OF ETHICAL CONDUCT

Effective Date: February 12, 2015	Supersedes Date: July 1, 1995	Policy Number: NA
Reference/Laws/Statutory Authority:		
Applies to: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> All Management <input type="checkbox"/> Sworn Personnel <input type="checkbox"/> Non Sworn Personnel <input type="checkbox"/> Other <input type="text"/>		
Authorizing Authority Signature: 		No. Pages 1 of 1

I. Purpose

The Department's Code of Ethical Conduct for all employees is a statement of values that reflect this agency's commitment to professional law enforcement and protection of the rights of all citizens. The Code of Conduct is also an integral aspect of the expectations of exemplary standards expected and demanded of employees of the Department of State Police.


II. Policy

1. All employees of the Department will be asked to sign and date the Code of Ethical Conduct to acknowledge that they have read the Code.
2. The completed Code of Ethical Conduct will be forwarded to General Headquarters for permanent retention in the employee's personnel file.
3. A framed copy of the Code of Ethical Conduct will be prominently displayed in each work site housing sworn employees.



DEPARTMENT OF STATE POLICE

RULES OF CONDUCT

Effective Date: October 14, 2014	Supersedes Date: August 7, 2000	Policy Number: 300.1
Reference/Laws/Statutory Authority: ORS 163.305, ORS 181.280, OSP Policy 301.4, Current Collective Bargaining Agreements		
Applies to: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> All Management <input type="checkbox"/> Sworn Personnel <input type="checkbox"/> Non Sworn Personnel <input type="checkbox"/> Other <input type="text"/>		
Issuing Authority: Superintendent of State Police 		No. Pages 3

I. Purpose

This policy is designed to regulate the conduct and actions of employees in the performance of their duties to ensure employee actions reflect positively on the public perception of the Department. While application of some rules pertain only to sworn employees, all employees should recognize the high level of accountability and integrity the public expects of the Department of State Police.

II. Policy

A. ALL EMPLOYEES

1. In performance of their duties, employees shall be civil, courteous, and refrain from the use of profane, abusive or obscene language.
2. Employees shall use tact and patience in their official contacts.
3. Employees shall faithfully and promptly obey the orders of their superior officers or supervisors, and any failure or deliberate refusal to obey a lawful order given by a superior officer or supervisor shall be insubordination.

4. Employees shall not indulge in intoxicating liquor during a work shift, or while in uniform whether on or off duty.
5. Employees shall be honest and truthful at all times and under all circumstances.
6. Employees shall not seek or accept any gratuities or any gratuitous services.
7. Employees shall not claim any monetary reward for any activity in the line of duty.
8. Employees shall at all times maintain toward their superior officer(s) or supervisor(s) the respectful attitude that discipline requires and courtesy demands.
9. Employees shall exercise the utmost care in the use and retention of all property of the state entrusted to them to facilitate performance of their duties. They shall not use such property except in performance of their duties, or permit its use by unauthorized persons.
10. Employees shall use the utmost care in preserving all writings and physical objects of evidentiary value, which come into their possession.
11. Employees shall be professional, prompt and diligent in performance of their duties. In reporting of their activities, employees shall be accurate, detailed and truthful.
12. Employees shall comply with all directives, rules and regulations promulgated by the Superintendent for the operation of the Department.
13. Employees shall not gain unauthorized access to personnel or other non-public record files of the Department, and shall not make unauthorized disclosure of such information to any person.

B. SWORN EMPLOYEES ONLY

1. Sworn employees shall be held strictly accountable for compliance with the Code of Ethical Conduct.

2. Sworn employees shall not use tobacco in any form while in uniform or officially engaged.
3. Sworn employees shall exercise tact and patience while officially engaged.
4. Sworn employees shall observe and obey all laws and will be held strictly accountable for personal misconduct, and for any act or omission prejudicial to order and discipline.
5. Sworn employees shall courteously give their names, DPSST number and badge number when asked by persons met in the line of duty.
6. Sworn employees shall not associate with any disreputable person, frequent except in performance of their duties, any disreputable place.
7. While on duty, sworn employees shall devote their entire time and attention to their duties. Sworn employees shall not engage in any off-duty employment, except as approved by the Superintendent.
8. Sworn employees may at all times be required to act as a police officer whether on or off duty to; preserve the peace, prevent crime, pursue and arrest criminals, and engage generally in enforcement of the criminal laws of the state. It is the expectation of the Department that when off duty, sworn employees will serve as a good witness to criminal activity, unless enforcement action is necessary to prevent what the employee reasonably believes to be a circumstance that may result in serious physical injury or death.
9. Sworn employees shall not betray the trust of any person who confides pertinent information to them in their official capacities and shall not reveal such information or its source except to or under direction of, their superior officer or if the information pertains to a crime.
10. Sworn employees shall at all times, while on duty, maintain a polite and respectful military bearing and present a neat and personable appearance.
11. Sworn employees are prohibited from engaging in sexual activity, whether consensual or not, while in uniform or on duty. Sexual activity while on duty or in uniform constitutes a serious violation of the trust placed in the Department and its employees, and may impair the ability of the Department to fulfill its mission,

or may bring discredit to the Department. Violation of this rule by engaging in such conduct warrants dismissal.

12. The foregoing rules of the department control the conduct of employees. An employee who violates any one or more of the rules will be subject to disciplinary action.

III. Definitions

Sexual activity is described in ORS 163.305(1), deviant sexual intercourse, ORS 163.305(7), sexual intercourse, or any other sexual offense as described in the Criminal Code of Oregon.

IV. Rules

[ORS 163.305](#), [ORS 181.280](#), [Supreme Court Case "Tennessee v. Garner", decided March 27, 1985](#), Letter from Superintendent dated March 11, 1994, "Sexual Activity on Duty or While in Uniform", OSP Policy 301.4 , and current [Collective Bargaining Agreements](#)