

**WASHINGTON STATE PATROL  
EQUAL EMPLOYMENT OPPORTUNITY/  
AFFIRMATIVE ACTION STATEMENT**

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The purpose of this statement is to affirm the commitment of the Washington State Patrol's policy in providing equal employment opportunity in accordance with the principles, intent, and purposes of the laws and regulations cited below and to recognize that affirmative action is an effective, legal tool for attaining and maintaining parity within the workforce.

The WSP will provide Equal Employment Opportunity and equal access to its programs and services for all persons without regard to age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The agency will administer hiring, compensation, training, promotions, demotions, transfers, layoffs, recalls, and benefits on a merit basis and comply with federal and state laws regarding Affirmative Action.

In an effort to eliminate barriers and to improve employment opportunities available to underutilized groups, policies shall be implemented in recruitment, hiring, career development, training, promotion, transfer, retention, reclassification, corrective/disciplinary actions, termination, reversion, and nonpermanent appointments. These policies are also applicable to any contractual agreements entered into by this department.

Equal Employment Opportunity and Affirmative Action are vital responsibilities and, as such, assume equal importance within all functions of the agency. It shall be the responsibility of each agency employee to comply with and promote these policies.

This statement and the policies of the WSP is based on Presidential Executive Order 11246 (as amended); Code of Federal Regulations (CFR) Title 41; Title VII of the Civil Rights Act of 1964; The Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990; Governor Executive Order 93-07; WAC 357-01, 357-25, 446-70; RCW 43.43, 49.60, 49.74; Applicable Collective Bargaining Agreements.

I therefore reaffirm the Washington State Patrol's strong commitment to take affirmative steps to provide Equal Employment Opportunity and prohibit discrimination.

Signed \_\_\_\_\_

  
Chief John R. Batiste

Dated August 24, 2015

## ▶ SECTION 03: HUMAN RESOURCE DIVISION ◀

**10.03.010** **AFFIRMATIVE ACTION** (CALEA 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 34.1.4)**I. POLICY****A. Providing Equal Opportunity**

1. The WSP is committed to providing equal employment opportunity for all applicants and employees in accordance with the laws and regulations cited at the end of this policy. The department recognizes that affirmative action is an effective, legal tool for attaining and maintaining equality within the workforce. Therefore, the department will administer hiring, compensation, training, promotions, demotions, transfers, layoffs, recalls, and benefits without regard to race, color, religion, sex, marital status, national origin, creed, age, sexual orientation, honorably discharged veteran or military status, or the presence of any physical, sensory, or mental disability, or the use of a trained dog guide or service animal by a person with a disability. It is the responsibility of the WSP to ensure the hiring, compensation, training, promotions, demotions, transfers, layoffs, recalls, and benefits are free from discrimination.
2. The WSP will affirmatively provide access to its services and programs in a fair and impartial manner.

**B. Human Resource Division Responsibilities**

1. The Human Resource Division Commander has delegated responsibility of the overall development, communication, implementation, monitoring, auditing, and dissemination of this policy and the Affirmative Action Plan. This includes representing the department in matters related to review of the plan and enforcement of affirmative action by assisting and ensuring that managers are responsible and accountable for the success of the program in their areas of responsibility.

**C. Supervisor and Employee Responsibilities**

1. It is the responsibility of every supervisor and manager to ensure the success of the department's Affirmative Action Program.
2. It is the responsibility of all employees to comply with and promote this policy.
3. This policy will be discussed and provided in employee orientation and appropriate training programs and meetings.

**D. Complaint Filings**

1. Any employee or applicant who believes he or she has been discriminated against has the right to file an internal complaint with the Human Resource Division or the Office of Professional Standards. In addition to an internal complaint, he or she may file

an external complaint with either the Human Rights Commission or the Equal Employment Opportunity Commission.

**Applies to:** All WSP Employees and Applicants of the WSP  
**See Also:** WSP Policies **Reasonable Accommodations, Discrimination and Other Forms of Harassment**; Presidential Executive Order 11246 (as amended); Code of Federal Regulations (CFR) Title 41; Title VII of the Civil Rights Act of 1964; The Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act of 1990; Governor Executive Order 93-07; WAC 357-01, 357-25, 446-70; RCW 43.43, 49.60, 49.74; Applicable Collective Bargaining Agreements

#### ► SECTION 04: BUDGET AND FISCAL SERVICES ◀

##### 10.04.010 BUDGET AND FISCAL SERVICES (CALEA 17.2.1)

###### I. POLICY

###### A. Budget and Fiscal Services Responsibilities

1. The Budget and Fiscal Services (BFS) Division Commander, designated as the agency Chief Financial Officer, shall be responsible for the fiscal management function of the department, to include:
  - a. Annual budget development and execution.
  - b. Oversight of all accounting activities, including receivables, payables, general accounting, and payroll.
  - c. Administration and security for agency financial systems, including the Time and Activity System.
  - d. Oversight and administration of agency contractual agreements.
  - e. Establishment of internal controls for all financial-related processes.
  - f. Liaison with other governmental Chief Financial Officers.
  - g. Administration of federally funded grants.
  - h. Oversight, development, and submission of financial reports.

###### B. Assigning Agency Organizational Numbers

1. The BFS Commander shall assign all organizational codes.
2. Requests for new organization code numbers or changes shall be made by completing the Organization Change Request and sending it to BFS.

**Applies to:** All WSP Employees  
**See Also:** Organization Change Request