



DEPARTMENT OF STATE POLICE

102.3 Inclusion Team Policy

<i>Effective Date:</i> 05/03/2018	<i>Supersedes Date:</i> Not Applicable	<i>Policy Number:</i> 102.3
<i>Reference/Laws/Statutory Authority:</i> ORS ; OAR; Dept. Manual; Other rules or regulations		
<i>Applies to:</i>		
<input type="checkbox"/> All Personnel	<input type="checkbox"/> All Management	<input type="checkbox"/> Sworn Personnel
<input type="checkbox"/> Other	<input type="text"/>	
<i>Issuing Authority:</i> Superintendent of State Police		<i>No. Pages</i> 2

I. Purpose

The purpose of this policy is to establish and maintain an Inclusion Team within the Oregon State Police. The agency would like to build our workforce and policies that are inclusive of the unique strengths and differences we all bring to the agency. This body will provide guidance and leadership in the areas of diversity, equity, and inclusion.

II. Policy

The Department commits to training and preparing its employees to enact programs and initiatives that strengthen the awareness of diversity, equity, and inclusion, as well as to developing community engagement programs that connect the agency to underrepresented communities and youth.

The agency recognizes disparities may still exist and require proactive steps toward creating fairness for all to prosper. These decisions will move us closer to closing the demographic disparities in leadership roles across the organization.

III. Definitions

- A. Communities of Color: American Indian/Native American or Alaskan Native, Asian or Pacific Islander, Black (not of Hispanic origin), Hispanic/Latino (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).
- B. Continuing Education: Academic coursework, lectures, seminars, webinars, or a similar type of educational program directly related to diversity, equity, and inclusion. Employees are responsible for their own record keeping and should be able to produce documentation to reflect activities.
- C. Cultural Competence: Culturally competent employees display a commitment to developing cross-cultural skills and understanding how biases and prejudices can affect actions and decisions. These abilities evolve over time and require building an awareness of: 1) an employee's own behavior and attitude when encountering situations; 2) knowledge of different cultures; and 3) building skills for effectively engaging across cultures. These practices enable staff to effectively represent the agency by recognizing that human behaviors, languages, communications, actions, values, religious beliefs, social groups, and ethnic perceptions are informed by cultural identities and perspectives.
- D. Diversity: The agency will focus efforts on diversity as related to individual differences in age, ability status, gender identity, national origin, race/ethnicity, religious affiliation and sexual orientation.
- E. Equity: The goal of recognizing the individual circumstances by which inequitable decisions may have been previously made, and then providing redress to correct then close the demographic disparities in hiring, promotion, and program efforts across the organization.
- F. Formal Corrective Action: corrective action at a level of verbal reprimand or higher.
- G. Formal Interview: A panel interview that could include, but is not limited to, a 360 review, current or previous Inclusion Team members, Department supervisors, a Human Resource member, outside agency partners, or other stakeholders with a vested interest in diversity, equity, and inclusion.
- H. Inclusion: Efforts to include voices representative of the diversity of the organization. This enriches the agency's efforts to include all voices into policy development and program implementation choices.
- I. Interview: a formal panel interview for a position on the Inclusion Team.
- J. Parity: The proportional representation of diversity demographics within the Oregon State Police workforce equal to the proportion of the workforce eligible population in Oregon.
- K. Underrepresented: Members of the workforce or community within racial/ethnic categories that have a limited presence within the organization or community.
- L. 360 Review: a process where the hiring manager asks for professional feedback about the candidate and evaluates the responses received to determine if the candidate possesses the desired characteristics for the vacant position. The hiring manager solicits feedback from the candidate's subordinates, peers, Department lead workers and supervisors, key external partners, and any other individuals the hiring manager deems appropriate.

IV. PROCEDURES

- A. The Inclusion Strategic Team shall consist of the Superintendent (or Deputy Superintendent), the Inclusion Manager, two leadership members of the Inclusion Team (Chair, Vice Chair), and one person appointed by the Superintendent. The purpose of the committee is to consult with the Superintendent with respect to strategic direction of the work of the team, program budget, team membership, and logistical oversight and to serve as liaison between the Inclusion Team and Executive Leadership.
- B. The Inclusion Manager will provide administrative support to the Inclusion Team in regards to staffing, budget and programmatic guidance.
- C. The Inclusion Manager will oversee and facilitate the selection process for team members in accordance with the selection process created by the Inclusion Project Team. The selection process shall be updated and revised by the Inclusion Strategic Team as needed.
- D. All Inclusion Team members must be able to demonstrate an understanding of diversity, equity, and inclusion concepts and work toward cultural competency. Therefore it is expected that employees chosen for the team must maintain a minimum of 10 hours of continuing education per year of team service.

V. RULES

- A. Inclusion Team meeting shall maintain strict confidentiality of all communications within Team meetings.
- B. Membership
 - 1. Membership is open to all Oregon State Police employees who meet and maintain the following eligibility requirements:
 - a. Be a current employee of Oregon State Police in good standing (successfully completed trial service, in a permanent or limited duration position).
 - b. Apply for membership consideration; application procedure will include approvals up the chain of command to the Superintendent or Designee.
 - c. Receive "Meets or Exceeds Expectations" in all categories on the most recent performance evaluation.
 - d. Model leadership in all aspects of the diversity and inclusion process both inside and outside of the Inclusion Team;
 - e. Maintain confidentiality.
 - 2. The following factors may limit or preclude membership in the Inclusion Team:
 - a. Formal corrective action administered to the employee during the previous 12 months may affect selection.
 - b. The employee cannot be on a Performance Improvement Plan.
 - 3. In order to sustain membership, employees must:
 - a. Participate actively by regularly attending Inclusion Team meetings; members with three or more unexcused absences during their tenure will be released from the team.
 - b. Obtain 10 hours of continuing education per year on issues related to diversity, equity and inclusion. Failure to do so will be cause for immediate removal.

- c. Team members may be removed upon recommendation of the Inclusion Manager or the Inclusion Strategic Team.
- 4. Not maintaining the selection criteria may be cause for removal.