



South Carolina Department of Public Safety

MEMORANDUM

TO: Deputy Directors and Administrators

FROM: Leroy Smith, Director

SUBJECT: Equal Employment Opportunity and Affirmative Action

DATE: May 25, 2012

The South Carolina Department of Public Safety (SCDPS) reaffirms its commitment to and support of equal employment opportunity and affirmative action programs. As a public entity, the Department adheres to federal and state laws, executive orders and nondiscriminatory practices. The Department seeks to ensure that no person encounters discrimination based on race, color, religious creed, national origin, citizenship, marital status, sex, age, disability and veteran status.

Tosha Autry, Director, Office of Human Resources, is responsible for investigating allegations of discrimination and preparing position statements for charges of discrimination filed with the South Carolina Human Affairs Commission (SCHAC) and Equal Employment Opportunity Commission (EEOC).

Valerie Watts, Classification and Compensation Manager, manages the systematic collection and analysis of Equal Employment Opportunity (EEO) data to ensure that positive management decisions are made in accordance with the Department's policies and procedures. Ms. Watts also conducts analyses of workforce organizational components to identify specific areas of underutilization.

The SCDPS has established employment policies and practices that are based solely on nondiscriminatory factors. The Department's Affirmative Action Plan (AAP) is designed and established to promote equal employment opportunity and to provide guidance to management. The AAP monitors the Department's efforts to:

- recruit, hire, train and promote applicants and employees in all job classifications without discrimination;
- base employment decisions on nondiscriminatory reasons so as to further the principle of equal employment opportunity;

- ensure no employee or applicant for employment is subject to harassment, intimidation, threats, coercion or discrimination for filing a complaint or assisting in an investigation;
- ensure promotion decisions are in accordance with principles of equal employment opportunity and affirmative action by imposing only valid requirements and criteria for promotion opportunities; and
- ensure all personnel actions, such as compensation, benefits, transfers, reduction in force and training are administered without discrimination.

The basis of our commitment to equal employment opportunity and affirmative action is not only legal basis, but also moral and ethical. Managers and supervisors are expected to work toward meeting our affirmative action goals. Every member of the Department has the duty and responsibility of working collectively to sustain a biased-free workplace.

In sum, I would like to reaffirm my personal commitment to the Department's affirmative action goals. I urge all supervisors and employees to become familiar with the contents of the AAP. A copy of the AAP can be viewed on the Intranet.