FIRE PROTECTION BUREAU
PROFESSIONAL DEVELOPMENT AND RESPONSE SECTION
PO Box 42600
Olympia WA 98504-2600
(360) 596-3945 FAX: (360) 596-3937

Mobilization Plan
Waiver of Polygraph/Background Check

Mobilization Incident Name	**Resource Order Number**
Printed Name	**Date of Birth**
Address	**City** / **ZIP Code**
Home Fire Jurisdiction Name	

As a law enforcement agency, many aspects of the Washington State Patrol (WSP) are confidential. Therefore, successful completion of a polygraph examination and background investigation on all employees is required for permanent employment.

Personnel who are not reimbursed by their home jurisdiction, but who will be reimbursed by the WSP under the State's Fire Mobilization Plan, will not be required to take the polygraph examination or background check. However, in order to be considered for future opportunities with the WSP in any capacity, you will be required to take and pass the polygraph examination and background check prior to employment with the WSP. Otherwise, your employment with the WSP will be limited to the Fire Protection Bureau working as an "emergency temporary firefighter" under the State's Mobilization Plan.

WAIVER:
I hereby waive the background check and polygraph examination required for employment with the Washington State Patrol. I agree to voluntarily take a polygraph examination and submit to a background check before I will be considered for any position with the Washington State Patrol other than as an "emergency temporary firefighter" under the State's Fire Mobilization Plan.

Further, my signature also indicates I have been provided a copy of the Code of Conduct, Sexual Harassment and Discrimination, Agency Rules, and Alcohol and Drug Free Workplace policies.

Signature _____ Date signed _____

☐ **Check here if you are currently employed by the state of Washington.**

NOTE: If you are a contracted resource hired with a vehicle or equipment, you do not need to complete this form or the W-4. You will be required to complete a W-9 (Request for Taxpayer Identification Number and Certification Form).

To receive payment:
You must complete the WSP Waiver and W-4 (IRS Tax Withholding) for **each** mobilization incident. These documents must be submitted with your Emergency Firefighter Time Record and Crew Time Reports to the Finance Section. Claims submitted without the WSP Waiver or W-4 cannot be processed for payment.

To receive the increased pay beyond a FF2, you must show certification (red card) for the higher level position. Trainee positions below Strike Team Leader will be paid at the highest level carded.

If you have not received a check within 45 days from date of demobilization or have a question regarding your pay, contact the Professional Development and Response Section. The preferred method is e-mail—provide your name, contact number, and your message to include the incident name and resource order number. We will contact you as soon as possible.

E-mail: FPBMobilizationSec@wsp.wa.gov
Phone: (360) 596-3945

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Code of Conduct

Resources mobilized to an incident shall promote and maintain a harmonious and productive work place environment. Core to the State Fire Marshal's values is the necessity that all employees deserve to be treated with the utmost respect and dignity. All resources shall strive to ensure that these basic ideals are promoted and maintained. Ultimately, this is the standard by which the State Fire Marshal will:

- Measure how employees interact with those they serve.
- Establish the expectation of how individuals will be treated and how individuals will treat others.

The State Fire Marshal will make available only those resources that align themselves with the following code of conduct.

The Code of Conduct entails the following qualities:

- Lead by example
- Be proficient in your craft
- Promote a positive environment
- Deal with issues directly
- Empower others to solve problems
- Treat others as equals and with respect
- Expect the best
- Share your knowledge

Sexual Harassment and Discrimination

All personnel participating in a mobilized incident will abide by all federal and state laws prohibiting any form of discrimination or harassment. All forms of discrimination and harassment under state and federal laws are prohibited. The policies and work rules of your home agency govern your conduct. The Incident Commander will ensure all incidents of discrimination or harassment reported by personnel at the incident are preliminarily investigated.

The decision whether to demobilize personnel will reside with the Incident Commander in consultation with the State Fire Marshal's Office. The Incident Management Team is responsible for:

- Gathering initial statements; and
- Contact information from witnesses; and
- Notifying the employee's home agency of the complaint.

If the preliminary investigation reveals any potential violations of federal or state laws prohibiting discrimination or harassment, it is expected that a formal investigation will be done by the accused personnel's home agency according to the home agency rules and policies. The home agency will be responsible to investigate the incident, record the findings, and impose discipline, if appropriate.

At the conclusion of the formal investigation, the home agency shall notify the State Fire Marshal's Office of the outcome. If the accused person is found to have engaged in misconduct as a result of the formal investigation, the home agency will also advise the status of the person's future participation in Mobilization.

If the home agency fails to notify the State Fire Marshal's Office of the outcome of the formal investigation, the agency may not be called to participate in future State Mobilizations.

Agency Rules/Policies

Mobilized resources are required to follow their home agency's policies and work rules. Allegations of misconduct will be referred to the person's home agency. The home agency will be responsible for:

- Conducting an investigation into the allegation(s) to determine if there is a violation of home agency policy and/or procedure.

- Administering any corrective or disciplinary action for violation(s) of home agency policy and/or procedure.

Drug- and Alcohol-Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (including alcoholic beverages) in the workplace or assigned workplace is prohibited. In compliance with the Federal Drug-Free Workplace Act of 1988, all employees and/or contractors are required to abide by this prohibition.

In addition to criminal prosecution, employees violating this prohibition will be subject to dismissal under the terms of the Fire Mobilization Plan and Fire Mobilization Temporary Employment Certification.

It is the Washington State Patrol's policy to maintain a drug- and alcohol-free workplace. Drug abuse is a health hazard to the user and clearly undermines the workplace and causes unsafe work practices that are a danger to the abuser, to co-workers, and to the citizens of Washington State whose safety is one of our primary responsibilities.

Employees who may have a problem with drug abuse or chemical dependency are encouraged to seek assistance for rehabilitation.