

**SAN DIEGO WORKFORCE PARTNERSHIP**  
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**San Diego, CA 92105**  
**(619) 228-2900**

<b>OPERATIONS ISSUANCE</b>
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**OPERATIONS ISSUANCE NO. 2017-15**

**DATE:** April 28, 2017  
**TO:** All Service Providers  
**FROM:** Andy Hall, Vice President and Chief Program Officer  
**SUBJECT:** Operations Manual Revision: Chapter 9 & 10

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**PURPOSE**

The purpose of this operational issuance is to inform SDWP's Service Providers that the following chapters have been revised:

- A. Chapter 9 – Equal Opportunity Policy, Complaint and Grievance Process and Criminal Activity Reporting Procedures
  - Updated Attachment – Equal Opportunity Notices English
  - Updated Attachment – Equal Opportunity Notices Spanish
  - Link to revised Equal Opportunity is the Law Poster
- B. Chapter 10 – Privacy and Security

All chapters can be found on the SDWP website under Partner Resources>Operations Manual.

**ACTION/IMPLEMENTATION**

Effective April 28, 2017, all Service Providers are required to follow the guidelines and use the new chapter. This issuance replaces and supersedes the current chapter.

If you have any questions regarding this issuance, please contact your Program Specialist at (619) 228-2900.

cc: All Service Providers/Simpson & Simpson/SDWP Internal Distribution List