

GENERAL OFFICE MEMORANDUM 18-134

TO: ALL DISTRICT ATTORNEY PERSONNEL

FROM: JOHN K. SPILLANE 
Chief Deputy District Attorney

SUBJECT: MANDATORY TRAININGS FOR ALL LADA PERSONNEL

DATE: OCTOBER 17, 2018

The Office is currently working with the County Department of Human Resources (DHR) to increase training compliance for all County-required trainings officewise. The trainings all cover vital material that assists County employees in knowing and understanding County, State, and Federal policies and procedures related to the workplace.

The Office Learning Net team will register all employees for the required training courses. The Learning Management System (LMS) will automatically send out notifications to all employees to take the Disaster Service Worker (DSW) Awareness, CSEC 101: The Commercial Sexual Exploitation of Children (CSEC), Implicit Bias and Cultural Competency (IBCC): An Introduction, and Fair Labor Standard Act (FLSA) Essentials training courses. If an employee has completed any of the four courses within the past few weeks, it will not be necessary to retake the completed course(s). All four training courses must be completed by **Monday, November 26, 2018**.

The Los Angeles County Board of Supervisors, in collaboration with the Department of Human Resources (DHR) have mandated that the following training courses be completed in the Learning Management System (LMS) by all County employees:

DISASTER SERVICE WORKER (DSW) AWARENESS

DHR, in collaboration with the Chief Executive Office - Office of Emergency Management (OEM), has revised the DSW course. The 30-minute online course informs County employees of their DSW obligations under California State law. All employees are required to take and complete the online training course and will be required to complete an annual DSW acknowledgement form (attached) each year thereafter. Employees must complete and submit the attached DSW acknowledgement form through the chain of command. All Bureau secretaries shall ensure that all forms are received for the respective Bureau and forward the completed forms by **Friday, November 30, 2018** to:

District Attorney's Office
Human Resources Division – e-HR/Training Unit
211 W. Temple Street, Suite 200
Los Angeles, CA 90012
Attention: Patricia Farias

CSEC 101: THE COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN (CSEC)

The Board of Supervisors, in collaboration with DHR and in joint partnership with the CSEC Integrated Leadership Team and the Probation Department, created *CSEC 101: Commercially Sexually Exploited Children*. This two-hour training module addresses risks and vulnerabilities, the continuum of sexual abuse, pathways to entry, identification of exploiter tactics, and mandated reporting. All employees are required to take and complete the online training course.

IMPLICIT BIAS AND CULTURAL COMPETENCY (IBCC): AN INTRODUCTION

The Department of Human Resources is pleased to announce the IBCC course. This 75-minute course is presented in two parts. The first part includes an introduction to both subjects, an overview of relevant terms, and a detailed segment on implicit bias. The second part covers cultural competency and the County Policy of Equity, and introduces resources and an individualized development plan to help learners mitigate implicit biases and improve cultural competence. All employees are required to take and complete the online IBCC training course, with the following exceptions:

- Executive staff who attended the instructor led training “Implicit Bias” with Dr. Bryant Marks.
- Support staff supervisors who will attend the instructor led training “Implicit Bias” with Dr. Bryant Marks on October 31st, 2018.
- Deputy District Attorneys, Investigators, and Paralegals who attended the past instructor-led Saturday Seminar “Being Conscious about Unconscious Bias” by L. Song Richardson.
- Deputy District Attorneys, Investigators, and Paralegals who previously watched the recorded online video “Being Conscious about Unconscious Bias” by L. Song Richardson.

Deputy District Attorneys, Investigators, and Paralegals who viewed the recorded online video “Being Conscious about Unconscious Bias” by L. Song Richardson must complete the attached Online Video Acknowledgment form in order to meet the IBCC training obligation. Please forward all completed Online Video Acknowledgment forms to PFarias@da.lacounty.gov.

FAIR LABOR STANDARD ACT (FLSA) ESSENTIALS

The Department of Human Resources, in collaboration with the Law Firm of Liebert, Cassidy and Whitmore (LCW), introduce the revised FLSA Essentials course. The FLSA course is 90 minutes in length. It covers FLSA terminology and basics, applicable Memoranda of Understanding, County and Office rules and policies, expectations of managers/supervisors regarding FLSA enforcement, and the role of departmental human resources. Only supervisors and managers are required to take and complete this online training course.

ADDITIONAL MANDATORY TRAINING COURSES

All County employees are also required to take all training courses that appear under their “Current Learning” section in LMS. These courses will vary for each employee. A sample list of trainings is provided below:

Additional Training Courses That Must Be Completed	Required to complete courses	
	Employees	Supervisors
Sexual Harassment Prevention for Training	Yes	Yes
County Policy of Equity	Yes	Yes
Safeguarding Information	Yes	Yes
Threats of a Data Breach	Yes	Yes
Employee Mistakes	Yes	Yes
Phishing	Yes	Yes

Additional Training Courses That Must Be Completed	Required to complete courses	
	Employees	Supervisors
Drug Free Workplace: Reasonable Suspicion Training	No	Yes
Assembly Bill 1234 Ethics Training	No	Yes
Legal Exposure Reduction Training	No	Yes
Employment Discrimination Prevention Training (coming soon)	No	Yes

All supervisors are responsible for ensuring that their staff complete all mandatory training courses. Supervisors have an additional feature in LMS to review and access their subordinates profile and check if courses have been completed or are still pending. Employees and supervisors will continue to receive automatic system-generated reminder emails of pending courses that need to be completed.

It is highly recommended that employees use Internet Explorer to take the online training course **instead of** Google Chrome. If an employee encounters systems-related issues, please contact the Systems Helpdesk at (562) 403-6562.

Questions regarding training and registration can be forwarded to the Learning Net team at LearningNet@da.lacounty.gov. Employees may also contact Learning Net Administrators Silva Minaie at (213) 257-2708 or Rosenda Rosales at (213) 257-2711.

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Attachments



COUNTY OF LOS ANGELES DISASTER SERVICE WORKER (DSW) Annual Acknowledgement Form

Under California Government Code §3100, it is declared that all public employees are DSWs subject to such disaster service activities as may be assigned to them by their superiors or by law. All DSWs shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation of allegiance (Department of Human Resources Policies, Procedures, and Guidelines No. 230 - *Oath or Affirmation of Allegiance and Deputization*).

Exception: Legal aliens and permanent residents (non-U.S. citizens) public employees are not eligible to serve as DSWs (Government Code §3101). Employees not serving as DSWs will need to report to work and perform County duties as assigned by the department.

Section 1: EMPLOYEE INFORMATION (Complete all sections)

The information provided will be used in the event of an emergency/disaster for employee notification purposes.

PERSONAL INFORMATION			
Name:		Employee #:	
Address:		Work Phone:	
City:	State:	Zip:	Personal Phone:
Work Email:		Cell Phone:	
EMERGENCY CONTACT			
Name:		Relation:	
Address:		Phone:	

Section 2: ACKNOWLEDGEMENT

I, _____, acknowledge the County of Los Angeles may require eligible County employees to serve as DSWs to perform disaster service related activities pursuant to California Government Code Section 3100. If I am not an eligible employee or called to serve as a DSW, I will report to work and perform County duties as assigned by the department. Failure to comply with the obligations as required may result in disciplinary action, up to and including discharge.

In the event there is a legal change to my name or citizenship status, I will notify my department within 10 days from the date of change in order to file a new oath/affirmation in the same manner as the original filing.

Government Code §3108-§3109: Every person who, while taking and subscribing to the oath or affirmation states as true any material matter which he knows to be false, is guilty of perjury, and is punishable by imprisonment in the state prison not less than one nor more than 14 years. Every person having taken and subscribed to the oath or affirmation required by this chapter, who, while in the employ of, or service with, the state or any county, city, city and county, state agency, public district, or disaster council or emergency organization advocates or becomes a member of any party or organization, political or otherwise, that advocates the overthrow of the government of the United States by force or violence or other unlawful means, is guilty of a felony and is punishable by imprisonment in the state prison.

Section 3: SIGNATURE

Employee Signature: _____ Date: _____

Completed Forms

- **Required:** EMPLOYER must maintain this original signed form in the employee's personnel file. This form will be reviewed and updated annually.
- Provide the employee a copy of the completed form.



**DISTRICT ATTORNEY
COUNTY OF LOS ANGELES**

**ONLINE VIDEO ACKNOWLEDGMENT
“BEING CONSCIOUS ABOUT UNCONSCIOUS BIAS”**

I acknowledge that I have completed the “Being Conscious About Unconscious Bias” Course on the following date and the following check box applies:

- I am an Investigator in the Bureau of Investigation and I watched the “Being Conscious About Unconscious Bias” recorded online video presentation on LADAnet on _____.
(Date)
- I am a Deputy District Attorney or Paralegal and I watched the “Being Conscious About Unconscious Bias” recorded online video presentation on LADAnet on _____ and I do not plan on obtaining MCLE credit for this training.
(Date)
- I am a Deputy District Attorney or Paralegal and I watched the “Being Conscious About Unconscious Bias” recorded online video presentation on LADAnet on _____ and have or will have additional MCLE documentation for this training.
(Date)

Date

Employee Name (Please print)

Employee Number

Employee Signature

Date

Supervisor Name (Please print)

Supervisor Signature