

GENERAL OFFICE MEMORANDUM 20-012

TO: ALL DISTRICT ATTORNEY PERSONNEL

FROM:  JOSEPH P. ESPOSITO
Chief Deputy District Attorney

SUBJECT: COUNTYWIDE MANDATED TRAINING FOR ALL LADA PERSONNEL

DATE: JANUARY 23, 2020

In recent months, the District Attorney's Office has received inquiries related to training requirements. This GOM replaces GOM 18-134 and intends to clarify the trainings that are currently mandated Countywide. The trainings cover vital material that assists County employees in knowing and understanding County, State, and Federal policies and procedures related to the workplace.

The Learning Net Administrator 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 training courses. If an employee has completed the courses within the past few weeks, it will not be necessary to retake the completed course(s). The training courses must be completed by **Monday, March 16, 2020.**

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:

Trainings Required for All Employees	Frequency	Length
County Policy of Equity	Biennial	0:45
Sexual Harassment Prevention Training	Biennial	2:00
Cybersecurity Awareness Training	Annual	1:30
Disaster Service Worker Awareness	Once	0:30
CSEC 101: Commercial Sexual Exploitation of Children	Once	2:00
Implicit Bias & Cultural Competency: An Introduction	Once	1:15

Trainings Required for All Managers and Supervisors	Frequency	Length
County Policy of Equity for Managers and Supervisors	Biennial	0:45
Sexual Harassment Prevention Training for Managers and Supervisors	Biennial	2:00
Drug-Free Workplace: Reasonable Suspicion Training	Once	1:00
Assembly Bill 1234 Ethics Training	Biennial	2:00

Fair Labor Standard Act (FLSA) Essentials	Once	1:30
*Employment Discrimination Prevention Training (Currently under revision and further notification will be provided.)		

Trainings Required for All Designated Employees	Frequency	Length
Assembly Bill 1234 Ethics Training (For Form 700 filers only.)	Biennial	2:00

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.

After completing the Disaster Service Worker Awareness training, employees must complete and submit the DSW acknowledgement form (attached) through the chain of command. All Bureau secretaries should ensure that all forms are received for the respective Bureau and forward the completed forms by **March 16, 2020** to the following address:

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

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 subordinate’s profile to 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. Employees may refer to GOM 19-088 for more information.

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 department’s 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 Leslie Otañez at (213) 257-2709 or Patricia Farias at (213) 257-2710.

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Attachment



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.