

# MORAGA-ORINDA FIRE DISTRICT DISTRICT POLICY 09

## ETHICS TRAINING

### **PURPOSE:**

To establish an ethics training policy and procedure for all Moraga-Orinda Fire District Directors and designated staff of the District.

### **POLICY:**

It is the policy of the Moraga-Orinda Fire District, pursuant to Government Code Sections 53234 through 53235.2, that all Directors and designated staff receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Directors or appointment to one of the designated staff positions, and thereafter, at least once every two years.

### **PROCEDURE:**

This policy shall apply to the following staff positions: Fire Chief, Division Chiefs, Battalion Chiefs, Fire Marshall, Fire Prevention Officer, and Board Secretary.

All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

Directors and designated staff shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

District staff shall maintain records indicating both the dates that Directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after Directors receive the training, and are public records subject to disclosure under the California Public Records Act.

District staff shall provide the Board of Directors with information on available training that meets the requirements of this policy at least once every year. Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

Any Director of Moraga-Orinda Fire District that serves on the board of another public agency is only required to take the training once every two years, however both agencies must still keep a record of the date that the official took the training and the name of the entity that provided the training. These records shall be maintained by each agency for at least five years after Directors receive the training, and are public records subject to disclosure under the California Public Records Act.