

**POLICY # 4115** Ethics Training**EFFECTIVE DATE** 1/22/2026**VERSION # 1****APPLIES TO**

Division	Districtwide
Sub-Division	Administration

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	1/16/2026	New Policy	Administrative Director

PROCEDURE

All Directors, designated staff, and members of all commissions, committees and other bodies that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year from the first day of taking office and at least once every two years thereafter, pursuant to the rules and regulations contained within Government Code Sections 53234 et seq. as may be amended from time to time.

All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission. 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. Attendees shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training shall be reimbursed by the District.

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

District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year. A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.

Authority: General Manager; Board of Directors; Government Code Sections 53234

Approved by the Board of Directors on January 22, 2026