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included in the District library for the future use by other Directors and staff.

### **13 ETHICS TRAINING**

All Directors of the District shall 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 and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2. This policy shall also apply to all staff members that the Board of Directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

#### **13.1 Curriculum**

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

#### **13.2 Proof of Participation**

Directors shall obtain proof of participation after completing the ethics

training. 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.

#### **13.3 Available Training**

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.

#### **13.4 Training Required by Board Member Serving on Another Board**

Any member of the Board that serves on the Board of another agency is only required to take the training once every two years.