

Department of Fish and Wildlife
Human Resources Branch
Human Resources Memorandum

SUBJECT: Ethics Orientation Training	NUMBER: HR 15-019
	DATE ISSUED: May 22, 2015
DISTRIBUTION: All Statement of Economic Interest (Form 700) Filers	EXPIRES: N/A

Government Code Section 11146 requires all employees who file a Statement of Economic Interests (Form 700) to complete an ethics orientation course within six months of their hiring and every two years thereafter on the relevant ethics statutes and regulations that govern the official conduct of State officials. This training requirement is separate from the requirement to file a Form 700.

To assist you in meeting this requirement, the California State Attorney General's Office and the Fair Political Practices Commission have devised an interactive course available at <https://oag.ca.gov/ethics/course>. This course allows you to complete the training at a time most convenient to you. Please allow one to two hours for completion.

To complement the internet course curriculum, the California Department of Fish and Wildlife (CDFW) recommends that you review the Incompatible Activities Policy and Political Activities Policy at and:
<http://dfgintranet/Portal/Portals/0/HR/REVISED%20INCOMPATIBLE%20ACTIVITY%20POLICY.pdf> AND:
<http://dfgintranet/Portal/Portals/0/HR/POLITICAL%20ACTIVITY%20POLICY.pdf>.

Please complete this training by close of business on Friday, July 31, 2015.

By law, CDFW is required to maintain a public record indicating you have taken the training. To comply with this requirement, the Office of Training and Development (OTD) will be tracking your completion of this course as part of your training history. Print your Certificate of Completion and sign it. Send a signed, scanned copy of your certificate to the CDFW Office of Training and Development (OTD) using the **Certificate Upload form** on the CDFW Intranet.

The Certificate Upload form can be accessed here:
<http://dfgintranet/Portal/Training/CertificateofCompletion/tabid/2268/Default.aspx>
or for remote users:
<https://intranet.dfg.ca.gov/Portal/Training/CertificateofCompletion/tabid/2268/Default.aspx>

You should retain your original Certificate of Completion.

Some users have reported technical issues with the electronic Ethics training. The following information has been utilized to fix these issues:

- Allow pop-ups from the Ethics course website **prior to beginning the course**
- Run the training in Internet Explorer (not Mozilla Firefox)

Additional tips from the Fair Political Practices Commission Website include:

- The interactive course is best viewed at screen resolution 800 x 600
- **Internet Explorer version 7.0** or higher should be used only
- It is best supported by Java Runtime Environment (JRE) 5.0 Update 12
- **To view “pop ups”** such as the certificate of completion, turn off pop-up blocker prior to launching the course

Questions regarding this memo may be addressed to Catherine SooHoo at (916) 653-9075; questions regarding Legal requirements may be addressed to John Long at (916) 651-7819; or questions regarding training records may be directed to Matthew Leddy at 916-928-8330 or email at Registrar@wildlife.ca.gov.