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GOVERNOR

**State of Louisiana**  
**Governor's Office of Homeland Security**  
**and**  
**Emergency Preparedness**

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**Mandatory Training**  
**Policy Number: HR-0004**

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**Approval:** 

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Kevin Davis, Director

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**I. POLICY**

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) recognizes that well-trained employees are critical to the success of the agency. Toward that end, it is the policy of the GOHSEP that employees comply with the mandatory training requirements as listed in this policy. Participation in training classes will be allowed, without requiring the use of accumulated leave, subject to the work demands of an employee's section.

**II. PURPOSE**

The policy is established to promote the development of management and supervisory skills that will provide the foundation for the leadership, decision making and professionalism necessary to achieve the agency's mission. Further, this policy is intended to assure that employees are aware of training requirements and available training programs, to set forth the rules governing participation in the training programs and to define the roles and responsibilities for each aspect of training.

**III. APPLICABILITY**

This policy applies to all employees of the GOHSEP.

**IV. DEFINITIONS**

- A. Comprehensive Public Training Program (CPTP) – A state funded training program for state employees operated from the Department of State Civil

Service (DSCS). Through the CPTP, employees are offered management development training, supervisory training, and general skills courses.

- B. Web Based Training (WBT)/Instructor Lead Training (ILT) – The CPTP provides both WBT, as well as ILT. For a complete listing of available courses, visit:  
<http://www.civilservice.louisiana.gov/Divisions/Training/Default.aspx>
- C. GOHSEP CPTP Coordinator – GOHSEP employee(s) designated to be responsible for managing the training needs and obligations discussed in the policy and serves as the liaison between the agency and the CPTP.
- D. Supervisor – When used in this policy, the term supervisor refers to all titles listed in the Supervisor Groups 1, 2, and 3.

## V. MANDATORY TRAINING REQUIREMENTS

### A. ALL EMPLOYEES

It is mandatory for all full time GOHSEP employees to complete the minimum-required courses as defined in Attachment A. These courses consist of FEMA Independent Study (IS) courses provided by the Emergency Management Institute (EMI) including National Incident Management System (NIMS) courses, Professional Development Series (PDS) courses and other required training as defined in Attachment A. These courses must be completed within the first 12 months of employment.

All employees whose job requires the use of a personal computer (PC) to perform work assignments are required to be proficient in the use of Microsoft applications. Employees may also be required by his or her supervisor to take other WBT courses offered by CPTP.

The supervisor will make the decision regarding which employees in his/her team are required to take which courses. This decision will be based on the duties of the employee and the employee's skill level. The supervisor's requirements for the employee will become that employee's mandated training. The training will be included in the employee's annual performance planning.

Employees are encouraged to enroll in courses offered by the CPTP which have relevance to their jobs but which are not included in this mandatory training policy.

**B. SUPERVISORS, effective date of January 1, 2015**

Employees who occupy or who are appointed to positions in Supervisory Groups 1, 2 and 3 must successfully complete a group of CPTP training classes. A listing of job titles, supervisory groups and required courses are defined in Attachment B. A supervisory employee may be assigned additional position-specific requirements as determined by the employee's higher level supervisor.

Employees not included in one of the supervisor groups listed and aspire to become a supervisor should begin taking the required courses which may be considered as a factor in promotional opportunities.

**VI. TRAINING PROVIDERS**

GOHSEP's training program includes courses offered by a range of providers, including but not limited to, GOHSEP, Federal Emergency Management Agency (FEMA) through the Emergency Management Institute (EMI), the Department of Homeland Security National Domestic Preparedness Consortium and Rural Domestic Preparedness Consortium and the State of Louisiana through the Department of State Civil Service. Course delivery will consist of Web-Based Training (WBT), online Independent Study (IS) training and Instructor Lead Training (ILT).

National Domestic Preparedness Consortium Partners include:

- Center for Domestic Preparedness (CDP)
- Louisiana State University-National Center for Biomedical Research and Training (LSU NCBRT)
- National Disaster Preparedness Training Center (NDPTC)
- New Mexico Tech (NMT)
- Nevada Test Site-Counter Terrorism Operations Support (NTS-CTOS)
- Texas Engineering Extension Service, National Emergency Response and Rescue Training Center (TEEX-NERRTC)
- Security and Emergency Response Training Center (SERTC)

The link for the FEMA Emergency Management Institute is <http://www.training.fema.gov/EMI>. The link for National Domestic Preparedness Consortium (NDPC) is <http://www.ndpc.us>. The link for the Rural Domestic Preparedness Consortium (RDPC) is <http://www.ruraltraining.org>.

***Training Providers:***

Training Providers	Programs/Courses	Delivery Method
GOHSEP	Basic Introduction Courses Agency Applications & Programs Safety Training	Online and Classroom

Training Providers	Programs/Courses	Delivery Method
FEMA/EMI	FEMA Independent Study (IS) State Conducted "G" Courses Resident Courses	Online and Classroom
Department of State Civil Service	Comprehensive Public Training Program (CPTP)	Online and Classroom
National Domestic Preparedness Consortium	National Domestic Preparedness Center Center for Domestic Preparedness (CDP) Louisiana State University-National Center for Biomedical Research and Training (LSU NCBRT) National Disaster Preparedness Training Center (NDPTC) New Mexico Tech (NMT) Nevada Test Site-Counter Terrorism Operations Support (NTS-CTOS) Texas Engineering Extension Service, National Emergency Response and Rescue Training Center (TEEX-NERRTC) Security and Emergency Response Training Center (SERTC)	Online and Classroom

## VII. TRAINING PROCESS

### A. Registration

- 1) FEMA-EMI: Registration for EMI classes is conducted through the Preparedness Section Training Branch Emergency Management Training Officer within GOHSEP. The EMI class schedule is published on the EMI website at <http://www.training.fema.gov/EMI>. To access the EMI Independent Study courses, visit <http://www.training.fema.gov/IS>.
- 2) CPTP (WBT and ILT): Registration for CPTP classes will be completed by employees through the online registration system in LEO under the *My Training* tab.

### B. Course Confirmation and Cancellation

- 1) Participants registering for an "open" class will receive notification by email from CPTP.
- 2) Participants who cannot attend a class for which they are registered should cancel their registration in LEO under the *My Training* tab. Those who do not cancel and do not attend the class will be reported to their agency as a 'no-show'.
- 3) Employees are able to pre-book future courses online based on

need, location and date.

## **VIII. RESPONSIBILITY**

All employees are responsible for complying with all aspects of this policy.

All employees are responsible for submitting certificates of successful completion to the GOHSEP CPTP training coordinator, only as needed.

## **IX. EXCEPTIONS**

Individual requests for exceptions to the policy must be submitted with specific and compelling justification to the responsible Deputy Director to obtain approval from the Appointing Authority.

## **X. VIOLATIONS**

Failure to meet the mandatory training requirements within the specified time may result in the withholding of performance pay adjustments and/or disciplinary action up to and including termination.

## **XI. QUESTIONS**

Questions regarding this policy should be directed to the Employee Relations Administrator.

## **APPENDIX A REQUIRED TRAINING FOR ALL EMPLOYEES**

### **NATIONAL INCIDENT MANAGEMENT SYSTEM TRAINING**

The following National Incident Management System (NIMS) courses are mandatory for all full time GOHSEP employees. These courses are a baseline for training in the NIMS and emergency management. These courses can be taken online at <http://training.fema.gov/IS>. Employees are encouraged to pursue certifications and/or professional designations relating to emergency management curricula.

#### NIMS Baseline Training

- IS 700.a National Incident Management System (NIMS) an Introduction
- IS 800.b National Response Framework (NRF) an Introduction
- ICS 100.b Introduction to ICS
- ICS 200.b Incident Command System (ICS) for Single Resources and Initial Action Incidents

Those GOHSEP employees either funded by an Emergency Management Performance Grant (EMPG), Homeland Security Grant Program (HSGP) or included as part of the Emergency Operations Center (EOC) Unit Manning Roster (UMR) shall complete the professional development series courses.

#### Professional Development Series *(the most recent PDS course is required)*

- IS 120.a An Introduction to Exercises
- IS 230.d Fundamentals of Emergency Management
- IS 235.b Emergency Planning
- IS 240.b Leadership and Influence
- IS 241.b Decision Making and Problem Solving
- IS 242.b Effective Communication
- IS 244.b Developing and Managing Volunteers

For more information, refer to the EMPG Grant Guidance.

(<https://www.fema.gov/emergency-management-performance-grants-program>)

The GOHSEP CPTP training coordinator will notify personnel of updated online courses. All personnel should take the updated versions when available.

### **OTHER REQUIRED TRAINING**

Each GOHSEP employee will be required to take other required training as mandated by GOHSEP policy or the respective programs:

- Sexual Harassment (annually)
- Ethics (annually)

- Safety (quarterly)
  - Defensive Driving (every three years)
  - Blood Borne Pathogens (every five years)
    - High Risk employees (annually)
  - Drug-Free Workplace (every five years)
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- Sexual Harassment Training: All employees must complete sexual harassment training upon hire and once a year thereafter. This training is offered on-line through LEO under “My Training” – “Comprehensive Public Training Program” – “CPTP All Courses” – “Sexual Harassment”.
  - Ethics Training: All employees must complete one hour of ethics training upon hire and once a year thereafter. This training is offered on-line through LEO under “My Training” – “Statewide Courses” – “LA Ethics Administration” – “LA Code of Governmental Ethics”.
  - Safety Training: All employees are required to complete safety training quarterly. The training information is either emailed or distributed to employees by their section’s training liaison. Employees must confirm that they have received and read the appropriate training documentation to receive credit for the training.
  - Defensive Driving: All employees are required to complete training in defensive driving upon hire and every three years thereafter. These courses are offered on-line through LEO under “My Training” – “Statewide Courses” – “Office of Risk Management”.
  - Blood Borne Pathogens: All employees are required to complete training in blood borne pathogens upon hire and every five years thereafter. High risk employees must complete the training once a year thereafter. These courses are offered on-line through LEO under “My Training” – “Statewide Courses” – “Office of Risk Management”.
    - High Risk Positions: Facility Services positions and Regional Coordinator positions.
  - Drug-Free Workplace Awareness: All employees must complete a drug-free workplace awareness/training upon hire and once every five years thereafter. The course may be delivered by GOHSEP either in a classroom or online setting. Such awareness/training may count toward the monthly/quarterly safety meeting requirements.

## APPENDIX B SUPERVISORY GROUP TRAINING

Supervisory Groups 1, 2, 3 are defined in Table B.1. Course and time of completion requirements are defined in Table B.2.

Table B.1

Supervisor Group 1	Supervisory Group 2	Supervisory Group 3
Supervisor Team Lead	Branch Manager Group Lead Appeals Manager Administrative Officer Radiological Program Manager	Deputy Director Assistant Deputy Director Legal Counsel Section Chief Assistant Section Chief Executive Officer

Table B.2

Core	Supervisory Group 1	Supervisory Group 2	Supervisory Group 3
6 - Total Courses 5 WBT 1 ILT	9 - Total Courses 5 WBT 3 ILT 1 Elective	9 - Total Courses 6 WBT 2 ILT 1 Elective	Must complete the 5 - required Core WBT courses
1 year deadline	2 year deadline	1 year deadline	No additional requirements

### Core Courses

To complete, participants must complete the following Core courses within 1 year:

- Essentials for Supervisor (WBT)
- Common Myths That Affect Good Supervision (WBT)
- Hiring and Retaining Top Talent (WBT)
- Leave Management (WBT)
- Validating Employee Performance (WBT)
- Supervisory Core Group Capstone Workshop (ILT) (Mandatory for completion)

### Supervisory Group 1

To complete Supervisory Group 1 requirements, participants must complete the Core Courses. In addition, the following Group 1 courses must be completed within 2 years:

- Ethical Behavior in the Workplace (ILT) or Building Trust (WBT)
- Managing and Improving Work Processes (ILT) or Managing and Improving Work Processes (WBT)
- Change Management (WBT)
- Communicating Top Down Messages (WBT)
- Emotional Intelligence 1 (WBT)
- Inspirational Leadership (WBT)

- Situational Leadership 1 (WBT)
- Plus 1 elective from the following choices:
  - Delegating Effectively (WBT)
  - Peer-to-Peer Conflict (WBT)
  - Developing Effective Teams (Part 1) (ILT)
- Supervisory Group 1 Capstone Workshop (ILT) (Mandatory for completion)

### Supervisory Group 2

To complete Supervisory Group 2 requirements, employees must complete the requirements from the Core Courses and from the Supervisory Group 1. In addition, the following Group 2 courses must be completed within 1 year:

- Developing a Motivated Work Group (ILT) or Organizational Dynamics (WBT)
- Emotional Intelligence 2 (WBT)
- Ethical Leadership (WBT)
- Prioritizing Tasks with Agency Mission and Values (WBT)
- Situational Leadership 2 (WBT)
- Strategic Thinking (WBT)
- Work-Life Balance: Balancing Your Life (WBT)
- Plus 1 elective from the following choices:
  - Conflict Management (WBT)
  - Critical Thinking (WBT)
  - Developing Effective Teams (Part 2) (ILT)
- Supervisory Group 2 Capstone Workshop (ILT) (Mandatory for completion)

### Supervisory Group 3

To complete Supervisory Group 3 requirements, employees must complete the 5 required Core WBT courses ONLY. No other supervisory group training courses are required.

### **TIMEFRAME FOR COMPLETING THE TRAINING REQUIREMENTS:**

The timeframe is dependent upon which group you are promoted from, which group you are promoted to, and what supervisory training programs you have completed already. Once promoted, supervisors have 1 year from the date of promotion to complete the Core requirements, 2 additional years to complete the Group 1 requirements, and 1 additional year to complete the Group 2 requirements.

### **CONTINUING EDUCATION REQUIREMENTS:**

Continuing education is required for Supervisory Groups 1 and 2, which will require one additional non-mandatory course to be completed per year. The course chosen must be on the LEO System for compliance tracking reasons. Specific continuing education requirements may be designated by the Appointing Authority as needed.

## **PERFORMANCE EVALUATION SYSTEM TRAINING**

All supervisors are required to complete the following Performance Evaluation System courses within 90 days of hire or promotion/appointment to a supervisory position:

- CPTP PES Basic
- CPTP PES Planning Process
- CPTP PES Evaluation Process

**APPENDIX C**  
**CPTP TRAINING COURSES**

For a list of available courses, please visit:

<http://www.civilservice.louisiana.gov/Divisions/Training/default.aspx>.