

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

JOHN BEL EDWARDS
GOVERNOR

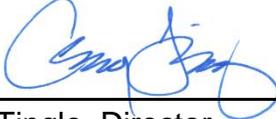


CASEY TINGLE
DIRECTOR

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

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Approval:



Casey Tingle, Director

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 full-time employees of GOHSEP and part-time employees of GOHSEP as determined by the employee's supervisor.

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 Training 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. STEMS – GOHSEP’s training system to provide employee(s) training opportunities throughout the state. GOHSEP employee(s) are responsible for creating an account with STEMS and uploading their certificates to maintain their profile. Visit: <https://stems.gohsep.la.gov>
- E. 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 and part-time GOHSEP employees as determined by the employee’s individual supervisor to complete the minimum-required courses as defined in Attachment A.

- The following additional courses are required for 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).
 - Professional Development Series (PDS) courses
 - Employees must submit certificates of successful completion to the GOHSEP CPTP Training Coordinator via email to gohseptraining@la.gov.
 - Employees must submit certificates of successful completion of prerequisites under their employee STEMS profile when applying for a course that requires prerequisites such as ICS 300. (*ICS 300 requires that students have successfully completed IS-100, IS-200, IS-700 & IS-800 before registering.*)
- Other statewide mandatory training

All 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 current job title. 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.
- 3) STEMS: Registration for STEMS training classes will be completed by employees through the online registration system.
<https://stems.gohsep.la.gov>

B. Course Confirmation and Cancellation

- 1) Participants registering for an "open" class will receive notification by email from CPTP.
- 2) Participants registering for classes under STEMS will receive official notification by email.
- 3) Participants who cannot attend an instructor-led class for which they are registered should cancel their registration in STEMS.
- 4) Participants who cannot attend an instructor-led class for which they are registered should cancel their registration in LEO under the *My Training* tab and notify the GOHSEP CPTP Coordinator. Those who do not cancel and do not attend the class will be reported to their agency as a 'no-show' and may be subject to disciplinary action.
- 5) Employees are able and strongly encouraged to pre-book future courses online based on need, location and date.

VIII. SPONSORED TRAVEL FOR EDUCATIONAL OR PROFESSIONAL DEVELOPMENT SEMINAR OR CONFERENCE

A common issue that is presented to the Louisiana Board of Ethics is whether a public servant may allow a private source to pay for their travel expenses, such as lodging and transportation. This type of situation arises when a public servant's job duties require him or her to travel. Usually the group or company for whom the public servant provides services wishes to reimburse the public servant or their agency for their travel expenses. The Sections controlling the receipt of travel expenses by a public servant are Sections 1111A, 1115, and 1123(41) of the Code of Governmental Ethics.

- A. No public servant shall receive any thing of economic value, other than the compensation and benefits to which he is entitled from his governmental employer, for the performance of the duties and responsibilities of his office or position.
- B. No public servant shall solicit or accept, directly or indirectly, any thing of economic value as a gift or gratuity from any person who has or is seeking a contractual, business, or financial relationship with the public servant's agency.
- C. No public servant shall solicit or accept, directly or indirectly, any thing of economic value as a gift or gratuity from a person who is seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.
- D. No public employee shall solicit or accept, directly or indirectly, any thing of economic value as a gift or gratuity from any person who conducts operations or activities which are regulated by the public employee's agency.
- E. No public employee or other person shall solicit or accept, directly or indirectly, any thing of economic value as a gift or gratuity from a person who has substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official job duties.
- F. §1123(41) of the Code of Governmental Ethics provides an exception for the payment of travel expenses directly to the public servant in certain instances. §1123(41) allows a public servant to accept complimentary admission, lodging and transportation to and from an educational or professional development seminar or conference. In order for this exception to apply, multiple criteria must be met.
- G. The public servant who accepts the payment of expenses pursuant to §1123(41) is required to file an affidavit with the Louisiana Board of Ethics within 60 days after such acceptance, disclosing the name or the person or organization which paid the expenses and the amount expenses, as well as the person or organization that hosted the seminar or conference.
- H. No public servant or other person shall give, pay, loan, transfer, or deliver or offer to give, pay, loan, transfer, or deliver, directly or indirectly, to any public servant or other person any thing of economic value which such public servant or other person would be prohibited from receiving by any provision of the Ethics Code.

IX. GOHSEP Instructor-Led Training Course Attendance Procedures

GOHSEP sponsored training classes have been vetted by the agency to impart knowledge of specific content related to the mission we have been entrusted to fulfill by the State of Louisiana. Part of the vetting is student participation in training courses, which includes attendance.

A. Full-Day Training Class

Time

Class begins promptly at the designated starting time. Any participant who arrives more than 30 minutes late **will not be** allowed in the class. Also, any participant who misses more than 30 minutes of class for any reason **will not be** given credit for the class. Attendance will be checked before and after lunch break.

B. Half-Day Training Class

Time

Class begins promptly at the designated starting time. Any participant who arrives more than 15 minutes late **will not be** allowed in the class. Also, any participant who misses more than 15 minutes of class for any reason **will not be** given credit for the class.

C. 1 1/2 hours to 3 hour Training Class

Time

Class begins promptly at the designated starting time. Any participant who arrives more than 15 minutes late **will not be** allowed in the class and **will not be** given credit for the class.

D. 1 hour Training Class

Time

Class begins promptly at the designated starting time. Any participant who arrives more than 10 minutes late **will not be** allowed in the class and **will not be** given credit for the class.

E. 30 minute Training Class

Time

Class begins promptly at the designated starting time. Any participant who arrives more than 5 minutes late **will not be** allowed in the class and **will not be** given credit for the class.

F. Walk-Ins

Each class has a designated maximum capacity of participants allowed. Any participant who is not registered in this class or whose name does not appear on the class roster may be required to leave by the instructor.

X. RESPONSIBILITY

All employees must comply with all aspects of this policy.

Supervisors must monitor their employees' compliance with this policy.

XI. EXCEPTIONS

Individual requests for exceptions to the policy must be submitted with specific and compelling justification to the Deputy Director, Chief of Staff or the employee's Assistant Deputy Director to obtain approval from the Director and the exception is to be filed with the CPTP Training Coordinator.

XII. VIOLATIONS

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

Employees found to have violated this policy may be subject to disciplinary action, up to and including, termination.

XIII. QUESTIONS

Questions regarding this policy should be directed to the immediate supervisor.

APPENDIX A REQUIRED TRAINING FOR ALL GOHSEP EMPLOYEES

NATIONAL INCIDENT MANAGEMENT SYSTEM TRAINING

The following National Incident Management System (NIMS) courses are mandatory for all full-time GOHSEP employees and part-time GOHSEP employees as determined by the employee's individual supervisor or those employees included as part of the Emergency Operations Center (EOC) Unit Manning Roster (UMR). 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 National Incident Management System (NIMS) an Introduction
- IS 800 National Response Framework (NRF) an Introduction
- IS 100 Introduction to ICS
- IS 200 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 as outlined below.

Professional Development Series (PDS)

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

State EOC Agency Developed Training

- WebEOC
- EOC 101

Employees must upload their transcripts or certificates of successful completion into their profile in the STEMS system. Employees can refer to the [FAQ guide](#) for assistance.

The GOHSEP CPTP Training Coordinator will notify personnel of updated IS online courses. All personnel are encouraged to take the updated versions when available, but it is not a requirement.

OTHER REQUIRED TRAINING

Each GOHSEP employee is required to take the following training as noted below:

- Disability Awareness (annually)
- Disability Etiquette (annually)
- Prohibiting Sexual Harassment (annually)
- Ethics (annually):
 - Louisiana Code of Governmental Ethics Training via LEO
 - GOHSEP Ethics Training via SharePoint PowerPoint
- Teleworking for Employees (upon hire)
- Cybersecurity Awareness (annually)
- Safety (quarterly)
- Defensive Driving (every three years)
- Blood Borne Pathogens (every five years)
 - High Risk employees (annually)
- Drug-Free Workplace (every five years)
- Transitional Return to Work (every five years)

Each GOHSEP supervisor is required to take the following training as noted below:

- Prohibiting Sexual Harassment for Supervisors (annually)
- Managing Teleworkers (upon hire or promotion)

- Disability Awareness: All employees must complete disability awareness training upon hire and once a year thereafter. This training is offered on-line through LEO under “My Training” – Course Catalog – Comprehensive Public Training Program – CPTP All Courses – CPTP Disability Awareness WBT.

- Disability Etiquette – All employees must complete disability etiquette training upon hire and once a year thereafter. This training is offered on-line through LEO under “My Training” – Course Catalog – Comprehensive Public Training Program – CPTP All Courses – CPTP Disability Etiquette WBT.

- Policy Prohibiting Sexual Harassment: All employees must comply with GOHSEP’s Policy, Prohibiting Sexual Harassment, HR-0008, Section VI. Training, which requires the following:
 - Upon hiring, all new employees will be provided a copy and instructed to carefully review HR-0008. Within thirty (30) days of the hiring date, all new

employees are required to meet with their hiring manager or other individual so designated to discuss any concerns or uncertainties regarding their responsibilities under this policy. The employee and hiring manager are required to sign the HR-0008's Acknowledgement and Certification Form to verify that this process has been successfully completed.

- Within thirty (30) days of the hiring date, all new employees are required to complete the Comprehensive Public Training Program's (CPTP) most recent training on sexual harassment.
 - All employees, on an annual basis thereafter, are required to complete the CPTP's most recent training on sexual harassment.
 - Within thirty (30) days of attaining a supervisory position, all new supervisors are required to complete the CPTP's most recent training on sexual harassment designated for management personnel. This training, which emphasizes identifying, preventing, and responding to sexually inappropriate behavior, is thereafter to be completed every two years.
 - CPTP training is offered on-line through LEO under "My Training" – "Comprehensive Public Training Program" – "CPTP All Courses" – "Prohibiting Sexual Harassment".
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- 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". In addition, all employees and GOHSEP contractors must certify via a sharepoint electronic receipt that they have viewed the GOHSEP Ethics Training prepared by the GOHSEP Legal Section.
 - Teleworking for Employees: All employees must complete telework training upon hire. This training is offered on-line through LEO under "My Training" – "Statewide Courses" – "CPTP SCS Teleworking for Employees WBT".
 - Managing Teleworkers: All supervisors must complete managing teleworkers training upon hire or being promoted. This training is offered on-line through LEO under "My Training" – "Statewide Courses" – "CPTP SCS Managing Teleworkers".
 - Cybersecurity Awareness: All employees must complete cybersecurity training upon hire and once a year thereafter. This training is offered on-line through LEO under "My Training" – "Statewide Courses" – "CPTP SCS Cybersecurity Awareness WBT".
 - 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 Management 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.
- Transitional Return to Work: All employees must complete a transitional return to work 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, Chief of Staff Assistant Deputy Director Executive Counsel Executive Officer Section Chief Assistant Section Chief

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 Work Processes (WBT)
- Change Management (WBT)
- Communicating Top Down Messages (WBT)
- Emotional Intelligence I (WBT)
- Inspirational Leadership (WBT)
- Situational Leadership I (WBT)
- Plus 1 elective from the following choices:
 - Delegating Effectively (WBT)
 - Conflict Management (WBT)
 - Developing Effective Teams 1 (WBT)
- 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 II (WBT)
- Ethical Leadership (WBT)
- Prioritizing Tasks with Agency Mission and Values (WBT)
- Situational Leadership II (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 2 (WBT)
- Supervisory Group 2 Capstone Workshop (ILT) (Mandatory for completion)

Supervisory Group 3

To complete Supervisory Group 3 requirements, employees must complete the five (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, after completion of group requirements. The course chosen must be on the CPTP continuing education list. Specific continuing education requirements may be designated by the supervisor 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:

<https://www.civilservice.louisiana.gov/Divisions/Training/CourseCatalog.aspx>.

Quick Reference Training Guide

ALL GOHSEP EMPLOYEES

COURSE NAME	ONE TIME	ANNUALLY	EVERY 3 YEARS	EVERY 5 YEARS
1. Teleworking for Employees	X			
2. Disability Awareness		X		
3. Disability Etiquette		X		
4. Prohibiting Sexual Harassment		X		
5. Ethics		X		
6. Cybersecurity Awareness		X		
7. Defensive Driving			X	
8. Blood Borne Pathogens				X
9. Blood Borne Pathogens for High Risk Employees		X		
10. Drug-Free Workplace				X
11. Transitional Return to Work				X

All GOHSEP EMPLOYEES (as determined by the employee's individual supervisor or assigned to the Unit Manning Roster (UMR))

COURSE NAME	UPON HIRE OR UMR ASSIGNMENT	ANNUALLY	EVERY 3 YEARS	EVERY 5 YEARS
1. IS 100 - Introduction to Incident Command System	X			
2. IS 200 - Incident Command System for Single Resources and Initial Action Incident	X			
3. IS 700 - National Incident Management System an Introduction	X			
4. IS 800 - National Response Framework an Introduction	X			
5. IS 120 - An Introduction to Exercises	X			
6. IS 230 - Fundamentals of Emergency Management	X			
7. IS 235 - Emergency Planning	X			
8. IS 240 - Leadership and Influence	X			
9. IS 241 - Decision Making and Problem Solving	X			
10. IS 242 - Effective Communication	X			
11. IS 244 - Developing and Managing Volunteers	X			
12. WebEOC	X			
13. EOC 101	X			

SUPERVISORS (In addition to what is listed above for All GOHSEP Employees)

COURSE NAME	UPON HIRE OR PROMOTION	ANNUALLY	EVERY 3 YEARS	EVERY 5 YEARS
1. Managing Teleworkers	X			
2. Prohibiting Sexual Harassment for Supervisors		X		
3. Applicable Supervisory Group Training	X			
4. CPTP PES Basic	X			
5. CPTP PES Planning Process	X			
6. CPTP PES Evaluation Process	X			