

**Subject: FW: MANDATORY ETHICS TRAINING DATES for 2015**

Hello WIB Members, Directors, Supervisors, and Support Staff:

The Louisiana Board of Ethics requires all government employees, and elected or appointed officials, to receive an hour of Ethics training annually (LA RS 42:1107A).

For your early scheduling convenience, we've already scheduled sessions for 2015. All LA Department of Ethics sessions are posted on their website at [www.ethics.state.la.us](http://www.ethics.state.la.us) and open to the public. The City of Lake Charles is hosting LIVE sessions in August. Calcasieu Parish Police Jury is hosting VIDEO-PROCTORED sessions beginning in October.

As this is a mandatory training, we would like to offer ample opportunity for staff, and appointed or elected officials, to meet the requirement in 2015. Appointed Board Members will need to fulfill this requirement as well. For example, all members of the Planning and Zoning Board will need to comply. So, if you have a Board that interacts with your department, please forward this information to them.

We strongly encourage the use of the on-line training option. Each employee or elected official can access the training here.

A completion certificate will be available immediately after completion of the online training. If you do not have access to a printer at the time that you complete the online modules, you can print your Certificate of Completion at a later time.

Calcasieu Parish Police Jury employees who complete the training online must forward the completion certificates to Human Resources via email ([atraham@cppj.net](mailto:atraham@cppj.net)), intercompany transfer, or fax (337-721-4191) to receive credit for compliance.

For a LIVE session (hosted by the City of Lake Charles), delivered by a Staff Attorney of the LA Department of Ethics:

**Tuesday, August 25, 2015**

10:30 a.m.  
Buccaneer Room, 3rd Floor  
Lake Charles Civic Center  
900 Lakeshore Drive  
Lake Charles, LA

**Tuesday, August 25, 2015**

1:00 p.m.  
Buccaneer Room, 3rd Floor  
Lake Charles Civic Center  
900 Lakeshore Drive  
Lake Charles, LA

For a VIDEO-PROCTORED session (hosted by Calcasieu Parish Police Jury):

**Thursday, October 1, 2015**

3:00 p.m.  
Public Works West  
2915 Post Oak Road  
Sulphur, LA

**Thursday, October 29, 2015**

3:00 p.m.  
Public Works East  
5500 B Swift Plant Road  
Lake Charles, LA

**Friday, December 11, 2015**

10:00 a.m.  
Police Jury Meeting Room, 1st Floor  
1015 Pithon Street  
Lake Charles, LA

No sign-up is required for any of these sessions.

Please feel free to contact me if you have any questions or need additional information. Thanks in advance for your compliance with this State requirement.

Best,

Aminah Trahan  
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