



Subject:	Ethics (AB 1234) Training Policy
Authority:	Board of Supervisors
Policy Owner:	Office of Campaign Finance & Ethics Commission: Signature_____
Approval Date:	6/22/2010
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A. Policy

The California Government Code requires specific County officials and members of certain boards, commissions and committees to complete at least two (2) hours of Ethics (AB 1234) Training within one (1) year of appointment and every two (2) years thereafter.

B. Purpose

This policy is intended to identify Ethics (AB 1234) Training responsibilities for County officials, members of boards, commissions and committees (BCCs), BCC/Department contacts, Clerk of the Board of Supervisors (COB) and the Executive Director of the Campaign Finance and Ethics Commission (OCEthics). It also identifies how ethics training can be successfully completed.

C. Authority

Assembly Bill No. 1234 (AB 1234) (Chapter 700, Statutes of 2005) imposes requirements on specific public officials to complete ethics training within one year of appointment and every two (2) years thereafter. These requirements are codified in California Government Code §§53234 through 53235.2. Orange County Codified Ordinances §1-2-359 places the responsibility of Ethics (AB 1234) Training on the Executive Director of the Campaign Finance and Ethics Commission.

D. Scope

This training policy applies to the following officials:

1. All County Elected Officials;
2. BCCs under the jurisdiction of the Board of Supervisors that are subject to the Brown Act whose members are authorized to receive compensation or reimbursement; and
3. Members of all BCCs under the jurisdiction of the Board of Supervisors who are designated filers (Form 700) under the County’s Conflict of Interest Code.
4. This policy also applies to COB, OCEthics and the BCC/Department contacts for each BCC member who is subject to this policy.



E. Procedure

1. Who takes the Ethics (AB 1234) Training?

- a. All County Elected Officials;
- b. Members of BCCs under the jurisdiction of the Board of Supervisors who are subject to the Brown Act and are authorized to receive compensation or reimbursement; and
- c. Members of all BCCs under the jurisdiction of the Board of Supervisors who are designated filers (Form 700) under the County's Conflict of Interest Code.

2. When is Ethics (AB 1234) Training required?

- a. Within one year of appointment; and
- b. Every two years thereafter.

Example:

If an official or member is appointed to a covered BCC on June 16, 2024, that official or member needs to take the ethics training prior to June 16, 2025, and then again by June 16, 2027.

3. How to complete Ethics (AB 1234) Training:

- a. The Fair Political Practices Commission (FPPC) has established a free online training program that allows County officials to satisfy the requirements of Ethics (AB 1234) Training. The link to the FPPC course can be found at <https://ocethics.com/ab1234>.
- b. OCEthics offers FPPC-compliant training multiple times a year by videoconference and in person. A class schedule can be found at <https://ocethics.com/ab1234>.
- c. Ethics (AB 1234) Training is also offered by a variety of organizations, and other online sources. Generally, there is a cost associated with these programs. One of these courses can be found at: www.ca-ilg.org/ethics-education-and-training-ab-1234. OCEthics shall not be responsible for reimbursement of any costs associated with Ethics (AB 1234) Training to any BCC members other than Campaign Finance and Ethics Commissioners.
- d. A certificate of completion for at least two (2) hours of local official Ethics (AB 1234) Training from a course that meets the Attorney General's AB 1234 training guidelines found at <https://oag.ca.gov/ethics> will satisfy this Policy.

4. Where to file the Ethics (AB 1234) Training certificate:

To complete the training process and be deemed in compliance, officials and covered BCC members must provide a certificate of completion for Ethics (AB 1234) Training to OCEthics within 30 days of the training due date. This may be done via email (info@ocethics.com). OCEthics may develop an electronic management system for filing of these certificates.

5. Additional Requirements related to BCC Members who are appointed by the Board of Supervisors:

Due to the importance and mandatory nature of Ethics (AB 1234) Training, a BCC



member's failure to complete qualifying Ethics (AB 1234) Training when required will result in his/her/their automatic removal and forfeiture of his/her/their position without further action of the Board of Supervisors or the pertinent BCC.

- a. Upon appointment BCC members shall sign an acknowledgment that a failure to timely complete Ethics (AB 1234) Training will be cause for their appointment to be forfeited and s/he will be immediately removed from office.
- b. The acknowledgment - Consent to Removal and Forfeiture of Appointment Due to Non-compliance with AB 1234 Ethics Training - shall be provided by the COB to the BCC member upon appointment.
- c. Failure of a BCC member to sign the acknowledgment or failure of COB to receive the signed acknowledgment shall not preclude automatic removal and forfeiture.
- d. An official's non-compliance with Ethics (AB 1234) Training will be reported by OCEthics to the Board of Supervisors, COB, Chairperson of the pertinent BCC and the BCC/Department contact.
- e. The automatic removal and forfeiture of the position shall occur thirty-one (31) days from the date the Ethics (AB 1234) Training was to be completed.
- f. Any failure to timely complete training due to disability and/or extended leave of absence may be cause for reasonable extensions to allow for its completion.

6. Notices

OCEthics shall be responsible for providing the following written notices:

- a. An annual Ethics (AB 1234) Training reminder per Government Code Section 53235 to all individuals subject to the requirement. This notice shall be sent to the BBC contacts in January of each year. BCC members shall be notified through the BCC/Department contact.
- b. Another reminder to complete Ethics (AB 1234) Training shall be sent to individuals who are not in compliance with this Training Policy. This notice shall be sent no less than three (3) months before training is due.
- c. A final reminder to complete Ethics (AB 1234) Training shall be sent to individuals who are not in compliance with this Training Policy no less than thirty (30) days before training is due. Final reminders to a BCC member shall be copied to the BCC/Department contact, the Supervisor who nominated the BCC member and the COB.
- d. A "Removal and Forfeiture of Appointment" letter shall be sent to any BCC member who fails to timely comply with Ethics (AB 1234) Training. "Removal and Forfeiture" notices to a BCC member shall be copied to the BCC/Department contact, the Supervisor who nominated the BCC member and the COB. This notice shall be sent on the 31st day after training was due absent special circumstances.



7. Documentation Retention

OCEthics shall be responsible for maintaining the original or copies of the original certificates of completion for Ethics (AB 1234) Training for officials and qualifying individuals for a period of five (5) years.

F. Attachments

#	Title	Description
A	Consent to Removal and Forfeiture of Appointment Due to Non- Compliance with AB 1234 Ethics Training	Document for signature by member of the BCC upon appointment.

CONSENT TO REMOVAL AND FORFEITURE OF APPOINTMENT DUE TO NON-COMPLIANCE WITH AB 1234 ETHICS TRAINING

I, **[INSERT NAME OF OFFICIAL]**, agree and understand that upon my appointment to and throughout my service on **[INSERT NAME OF BCC]**, I am required to take AB 1234 Ethics Training and must continue to do so every two years thereafter.

I can find information on Orange County AB1234 Ethics Training Policy that details how I am to take AB 1234 Ethics Training and where I am to file my certificate of completion at www.ocethics.com/ab1234.

I also agree, understand and consent that my failure to complete this Ethics Training within the time prescribed will result in my automatic removal from and immediate forfeiture of my position on **[INSERT NAME OF BCC]** without further action of the Orange County Board of Supervisors and **[INSERT NAME OF BCC]**.

Signature of Official

Date: _____