

**COUNTY OF TULARE  
OFFICE OF THE COUNTY ADMINISTRATOR**

**ADMINISTRATIVE REGULATION NO. 39**  
*(Resolution No. 2017-0566)*

**SUBJECT: AB 1234 Mandatory Ethics Training**

**EFFECTIVE DATE:** January 1, 2017

**SCOPE:**

AB 1234 (Stats. 2005, ch. 700, codified in part at Gov. Code, § 53234 et seq.) requires certain local agency officials to receive at least two hours of training every two years in general ethics principles and ethics laws relevant to public service. A policy is necessary to apply AB 1234 to Tulare County officials.

For the purpose of this Administrative Regulation, the term “County official” means County elected officials, members of any Boards and Commissions who receive any compensation or reimbursement from the County, and any County employees designated to complete AB1234 ethics training.

**PERSONS REQUIRED TO RECEIVE AB 1234 ETHICS TRAINING**

AB 1234 applies to three categories of County officials:

1. Elected officials. The County elected officials are:

- Assessor/Clerk-Recorder
- Auditor-Controller/Treasurer-Tax Collector
- Members of the Board of Supervisors
- District Attorney
- Sheriff-Coroner

If, at any time, a new elected position is created, it will automatically become part of the above list.

2. Members of certain Boards and Commissions. The training must be received by any member of a legislative body who receives any type of compensation, salary, or stipend, or reimbursement for actual and necessary expenses incurred in the performance of official duties.

Only County boards and commissions shall be included in this category. If the stipend or reimbursement for expenses is paid by a public agency other than

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Tulare County, the other public agency shall be responsible for determining whether the official is subject to AB 1234 ethics training.

The list of County boards and commissions in this category shall be maintained by the Clerk of the Board of Supervisors.

3. Designated employees. The statute requires any employee designated by the governing body to receive the training.

The Board of Supervisors designates the job titles and/or categories of employees as listed on Appendix A to receive the AB 1234 training.

**FREQUENCY OF TRAINING**

As required by AB 1234, each County official required to receive the training shall receive it on the following schedule:

First training: Within one year from the first day of service with the County.

A new County official who has received AB 1234 training with a prior public agency may comply with this requirement by filing proof of having taken the training within 12 months prior to the official's first day of service with the County.

Renewal training: At least once every two years.

"Year" for this purpose shall mean calendar year, beginning with the year in which the first training is taken.

For example, an official who starts with the County in March 2011 and receives the training in November 2011 will be required to receive the renewal training by December 31 of each odd-numbered year thereafter. In contrast, an official who starts with the County in March 2011 and receives the training in February 2012 will be required to receive the renewal training by December 31 of each even-numbered year.

**NOTIFICATION**

The Clerk of the Board shall provide information on training available to meet the requirements of the law and this policy at least once annually to the County officials listed above.

PROOF OF TRAINING

The County officials listed above shall retain the original of the Certificates of Completion showing that they have received the training. A copy of the Certificate shall be submitted to the Clerk of the Board of Supervisors within thirty (30) days after completion of the training.

RECORDS

The Clerk of the Board of Supervisors shall maintain records indicating both of the following:

1. The dates that the County officials listed above satisfied the requirements of the law.
2. The entity that provided the training.

Records shall be maintained for at least five (5) years after the training is received. The records are public records subject to disclosure under the California Public Records Act.

The Clerk shall provide a report to the Board of Supervisors by the end of February each year regarding the compliance by the County officials listed above with the requirements of the law and this policy.

DEPARTMENT OPTIONS

County departments may require employees in addition to those listed in this policy to receive the AB 1234 ethics training. The department shall handle internally all aspects of the training, including job titles, frequency of the training, and maintaining of records.

Any requirement under this option applies to all unrepresented employees immediately and to represented employees by bargaining unit upon completion of meet and confer for their unit, where required.

If live training is offered to County officials, any additional employees designated by department option shall be allowed to attend only if space remains after the officials required to obtain the training by law or this policy have been accommodated.

EFFECTIVE DATE OF 2017 AMENDMENT

The amendments made to this policy on July 18, 2017 are made effective as of January 1, 2017.