

PERSONNEL AND TRAINING BUREAU
TRAINING GROUP

NOTICE
1.12

November 6, 2019

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Training Group

SUBJECT: MANDATORY SEXUAL HARASSMENT PREVENTION TRAINING -
REMINDER

This Notice shall serve as a reminder that ALL employees, civilian and sworn, shall complete SEXUAL HARASSMENT PREVENTION SB1343 2019 Part One. All supervisors, civilian and sworn including field training officers, shall complete SEXUAL HARASSMENT PREVENTION SB1343 2019 Part Two.

Note: There are two parts to this training; and upon completion of Part One of the training, the second part goes into a sub-category and needs to be searched in order to find Part Two.

The training was added in 2018 into the Learning Management System (LMS). Personnel that completed the training in 2018 must complete it in 2019 as well.

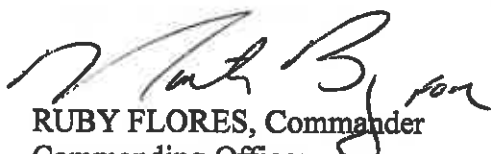
This training must be completed by **December 1, 2019**, to ensure the Department meets the requirements of AB 1825 and SB 1343.


Commanding officers are reminded that employees shall be allowed to complete the two-hour training course on-duty. A training compliance report will be conducted on November 19, 2019, to determine what percentage of your command has completed the training.

For further information regarding the Learning Management System (LMS) for Sworn employees and the City's Cornerstone Training System, for additional information see Personnel and Training Bureau Notice, dated April 22, 2019.

Any questions regarding this training should be directed to Sergeant Kathlene Matthews, Officer in Charge, Training Coordination Unit, In-Service Training Division, at (323) 612-4401.

APPROVED:


RUBY FLORES, Commander
Commanding Officer
Training Group


BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

Distribution "D"

OFFICIAL CORRESPONDENCE REVIEW FORM

| | | | |
|---|------------------------------|----------------------------------|-----------------------------------|
| INITIATED BY: Commander RUBY FLORES Commanding Officer, Training Group | | DATE: October 23, 2019 | |
| STAFF OFFICER ASSIGNED: Sergeant I Andrew Cullen, Training Group (213) 486-4639 | | | |
| SUBJECT: | | | |
| MANDATORY SEXUAL HARASSMENT PREVENTION TRAINING REMINDER | | | |
| | REVIEWED BY: | ATTN | REVIEWED BY: |
| 6 | WEBMASTER | M & 7 | TRAINING GROUP |
| | OPERATIONS-VALLEY BUREAU | HAR | CHIEF OF POLICE SCHEDULING OFFICE |
| | OPERATIONS-WEST BUREAU | M 3 | OFFICE OF SUPPORT SERVICES |
| | OPERATIONS-SOUTH BUREAU | M 2 | PERSONNEL AND TRAINING BUREAU |
| | OPERATIONS-CENTRAL BUREAU | | CENTAL AREA |
| | INFORMATION TECHNOLOGY GROUP | | PERSONNEL DIVISION |
| | IN-SERVICE TRAINING DIVISION | 48 | CHIEF OF STAFF |
| | TRAINING DIVISION | 50 | POLICIES AND PROCEDURES DIVISION |

LAPD 15.75.0 (5/93)

RECEIVED

NOV 05 2019 #636

Risk Management
and Policies Division

RECEIVED

OCT 30 2019

Chief of Staff

RECEIVED-5

OCT 30 2019 #3326

OFFICE OF THE
CHIEF OF POLICE

RECEIVED

OCT 24 2019 Proj 52-18

Office of Support Services

| | | | |
|-------|------|-------|-----|
| COS # | OSS# | PTB # | TG# |
| | | | |

A note from the desk of...



COMMANDER RUBY FLORES

Training Group

October 23, 2019

Deputy Chief Martin Baeza
Personnel and Training Bureau

**RE: PERSONNEL AND TRAINING BUREAU PROJECT 18-144B - AB 1343 EMPLOYERS:
SEXUAL HARASSMENT TRAINING, 30-DAY UPDATE**

Chief:

Police Officer Standardized Training (POST), Liaison Unit completed an audit of the Department's compliance with Sexual Harassment Prevention SB1343 2019. The Department has over 13,000 sworn and civilian personnel; approximately 1,400 have completed the training as of October 17, 2019.

There are multiple causes of this poor compliance rate:

- There are two parts to this training; and upon completion of Part One of the training, the second part goes into a sub-category and needs to be searched in order to find Part Two (attachment).
- The training's description states only supervisors need to complete the training, the law now reads that all personnel must complete Part One of the training. This has been changed by Application Development and Support Division (ADSD).
- The training was added in 2018 into the Learning Management System (LMS). Personnel that completed the training in 2018, are not aware that it needs to be completed again in 2019.

The poor completion of the training has been addressed in the following ways:

- Training Group Notice, Sexual Harassment Prevention SB1343 2019 - Reminder dated October 23, 2019, distributed to all commanding officers.
- I will present at the General Staff Meeting on November 4, 2019.
- A training compliance report will be completed on November 19, 2019.

Please advise should you require additional information.

Respectfully,

Ruby

Attachments

Andrew Cullen

From: Mary Hodges
Sent: Tuesday, October 22, 2019 10:09 AM
To: Andrew Cullen
Subject: PHOTO

TRAINING

Page Size: 10

Surveys

Course Number Status Title
No Records To Display.

Curricula

| Id | Curriculum | Question Name | |
|----|-----------------|---|-------------------------------|
| 28 | C205ASB13432019 | SEXUAL HARASSMENT PREVENTION SB1343 2019 Description: To Meet Mandates From SB1343, This Is SEXUAL HARASSMENT PREVENTION FOR SUPERVISORS From LA CITY PERSONNEL DEPT For Calendar Year 2019. | Complete Components Below 2 2 |

1. open training tab
2. scroll down to curricula section
3. click on drop down arrow
4. click on green start button

| Sequenced (Z) | Not Sequenced (O) | Action | Course Id | Course Name | Description |
|---------------|-------------------|--------|----------------------|---|--|
| Completed | | | C205ASB13432019Part1 | SEXUAL HARASSMENT PREVENTION SB1343 2019 Part One | To Meet Mandates From SB1343, This Is SEXUAL HARASSMENT FOR SUPERVISORS From LA CITY PERSONNEL DEPT For Calendar Year 2019 |
| | Completed | | C205ASB13432019Part2 | SEXUAL HARASSMENT PREVENTION SB1343 2019 Part Two | To Meet Mandates From SB1343, This Is SEXUAL HARASSMENT FOR SUPERVISORS From LA CITY PERSONNEL DEPT For Calendar Year 2019 |

Resources

| Category | Id | Resource Name | Created Date | Preview Resource | Action |
|----------|----|---------------|--------------|------------------|--------|
| | | | | | |

No Records To Display.

PERSONNEL AND TRAINING BUREAU
PROJECT SHEET

| | |
|------------------|---------|
| PTB Project No.: | 18-144B |
| OSS Project No.: | 52-18 |
| OO Project No.: | |
| COP Project No.: | |

Date Assigned: 2/19/2019

DUE DATE: 3/3/2019

Cross Reference No.: 18-144

DUE DATES ARE FIRM. CONTACT PTB IF EXTENSION IS NEEDED.

| | | | | |
|---------------------|--|-----------------------------|-----------------------------|------------------------------|
| Assigned To: | <input checked="" type="checkbox"/> PTE | <input type="checkbox"/> TG | <input type="checkbox"/> PG | <input type="checkbox"/> ORS |
| | <input type="checkbox"/> BSS | | | |
| | <input type="checkbox"/> PTB (Assigned in house) | | | |
| | <i>PTB Staff assigned for completion</i> | | | |

SUBJECT: AB 1343 Employers: Sexual Harassment Training: Requirements

INSTRUCTIONS:

Please provide an update to the Notice and compliance thus far.

RECEIVED
OCT 23 2019
PERSONNEL AND
TRAINING BUREAU

Required Response:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Investigation | <input type="checkbox"/> Prepare 15.2 from PTB to OSS |
| <input checked="" type="checkbox"/> For Appropriate Action | <input type="checkbox"/> Prepare Reply for COP Signature |
| <input type="checkbox"/> 15.2 to PTB | <input checked="" type="checkbox"/> Prepare Badge Note to PTB |
| <input type="checkbox"/> Prepare Fact Sheet | <input type="checkbox"/> Prepare 15.2 from OSS to OCOP |
- SUBMIT A SIGNED PDF VERSION AND ELECTRONIC, WORKABLE COPY VIA EMAIL ALONG WITH HARD COPY

**NOTE: For tracking purposes, please ensure a copy of this PTB project sheet is returned with the project.
Questions or concerns, please contact PTB Projects, at (213) 486-7090**

