



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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June 17, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Acting Director of Personnel

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DISASTER SERVICES WORKER TRAINING

On June 19, 2008, the Chief Executive Office (CEO) released policy and guidelines on the County Employee Disaster Services Worker (DSW) Program. The California Emergency Services Act designates public employees as DSWs that may be deployed to perform activities outside the course and scope of their regular employment which promote the protection of lives and property or mitigate the effects of a disaster. This program is mandatory for all eligible employees and requires DSWs to receive training on basic emergency management principles, take the oath, and sign an affirmation of allegiance (also referred to as the affirmation of loyalty) card and document specialized skills.

As a reminder, all current County employees are required to take the DSW training. Legal aliens, peace officers, and firefighters are exempt from this requirement. All new hires must complete the DSW training within 60 days of hire. To assist departments in meeting the County's obligations under this program, the deadline for completion of the mandatory training has been extended to October 31, 2009. Department of Human Resources (DHR) will report departmental completion rates to the CEO. To avoid excessive traffic and high utilization on the system during the extension period, DHR will work with your human resources office to stagger training completion dates.

As noted above, the DSW designation requires all employees that are United States citizens to sign an affirmation of allegiance. To ensure the County is in compliance with State law, employees must take the oath or affirmation of allegiance and sign the oath card. DHR will issue guidelines on administering the oath.

"To Enrich Lives Through Effective And Caring Service"

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DSW ON-LINE TRAINING

The required DSW training is currently available for County employees who have access to the Internet or Intranet.

Internet address: <https://lacounty.onsaba.net>.

Intranet address: <http://web.co.la.ca.us/lacounty/>

Click on *The L.A. County Learning Net* link.

Please note that completion of the training on-line eliminates the need for your Learning Net System (LMS) coordinator to manually carry out the tasks listed below.

DSW INSTRUCTOR-LED TRAINING

Departments have the option to conduct instructor-led training. However, because the LMS is the official system of record for the DSW program, the training and transcripts must be created in the LMS system, using established LMS procedures. Further instructions will be provided to your departmental human resources managers and LMS coordinators.

SKILLS SURVEY

Whether the training is taken on-line or instructor-led, employees must complete the Skills Survey as part of the DSW training. For those taking the training on-line, the survey is the last module of part 2. For those who take instructor-led training, the Skills Survey can either be completed on-line or in hard copy format. Departmental LMS coordinators received instructions on gathering hard-copy format Skills Survey data on June 8, 2009.

If you have any questions regarding the DSW training, please contact Lisa M. Garrett, Acting Director of Personnel, at (213) 974-2406 or lgarrett@hr.lacounty.gov, or your staff may contact Bruce McDonald at (213) 738-2299, or brmcdonald@hr.lacounty.gov. If technical assistance on accessing the training on-line is required, please contact the Learning Net at TheLearningNet@hr.lacounty.gov.

WTF:EFS:LMG

MLH:BFM:smh

c: Deputy Chief Executive Officers
Chief Deputies
Administrative Deputies
Departmental Human Resources Managers