


Date: December 19, 2022

To: All City Officials and Department Heads

From: Thomas B. Modica, City Manager 

Subject: **Code of Conduct and Ethics Mandatory Training**

On December 6, 2022 the City Council adopted the amendment that restated Chapter 2.07 of the Long Beach Municipal Code related to the City of Long Beach's (City) updated Code of Conduct and Ethics (Code). This updated ordinance also includes an annual, mandatory training component.

The purpose of this training is to familiarize all of us with the expectations set forth in the Code, as well as the policies and procedures used to enforce or reiterate the Code. This training is required for all new employees and will be implemented as part of the New Employee Orientation (NEO) curriculum. This training is also required for all City departments, including elected officials and non-City manager departments, to be completed on an annual basis. Though some of the Code training will cover familiar topics such as conflicts of interests and gifts, this training will be in addition to (not instead of) any other required trainings by the City or State.

The Code training will officially launch the City's new Ethics Education Program and will be conducted primarily through the City's new Learning Management System (LMS), NeoGov. The LMS is managed under Human Resources. There will also an in-person or other modality option for departments that may want or need flexibility outside of the LMS.

The targeted timeline for the LMS rollout is currently early-mid February. In the meantime, Heather Van Wijk, Ethics Officer, will be conducting Code trainings with smaller focus groups in January 2023. The purpose of these smaller trainings is to solicit feedback before rolling out to the entire workforce. I encourage anyone who is asked and able to participate in one of these focus group trainings to do so. Focus group training participants will receive credit for your 2023 training and your feedback will help shape future trainings.

Should you have any questions or would like to discuss further, please contact Heather Van Wijk, Ethics Officer at (562) 570-7443 or heather.vanwijk@longbeach.gov.

Attachment: [Updated Code of Conduct Council Item](#)

CC:

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