

Memorandum



Date: October 15, 2013
To: All Department Directors
From: Carlos A. Gimenez
Mayor 
Subject: Ethics Course

Since becoming Mayor, I have expressed my commitment to delivering an honest, transparent, and competent government that will earn the confidence and support of Miami-Dade County residents and taxpayers. A significant portion of that is educating our workforce on the rules and regulations that ensure an honest government.

Last year, the Board of County Commissioners approved an ordinance requiring all County employees to complete a course on ethics that includes Miami-Dade's Conflict of Interest and Code of Ethics Ordinance, as well as other important ethical guidelines. The Commission on Ethics and Public Trust has prepared a program that is in much greater depth than has been previously offered. The course can be accessed at <http://ethics.miamidade.gov/training-county-employee-ethics.asp> on the Commission on Ethics and Public Trust's website and is accessible from any computer and can be taken in segments so as not to interfere with employee schedules and work demands.

Classroom sessions will be scheduled in the near future for employees who do not have the ability to respond to the course using the online format. Employees are required to take this course as soon as possible while ensuring minimum disruption to departmental operations. The goal is to have countywide completion by December 31, 2013. The Human Resources Department will be regularly following up with County departments to ensure compliance.

For additional information, contact Andrew Mullings, Employee Development Manager at the Human Resources Department, at Mully@miamidade.gov or (305) 375-2473.

c: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners
Office of the Mayor Senior Staff
Joseph M. Centorino, Executive Director,
Commission on Ethics and Public Trust
Departmental Personnel Representatives