

Memorandum



Date: March 3, 2022

To: Department Directors

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Subject: Ethics Training

I am committed to delivering an honest, transparent, and competent government that will earn and sustain the confidence and support of Miami-Dade County residents and taxpayers. A significant component of this commitment is educating our workforce on the rules and regulations that ensure an honest government.

In 2012, the Board of County Commissioners adopted legislation requiring all County employees to complete a basic course on ethics that includes training on Miami-Dade's Conflict of Interest and Code of Ethics Ordinance, the County Honor Code, as well as other ethical guidelines and requirements. The Miami-Dade Commission on Ethics and Public Trust (Ethics Commission) previously created an online program that most of you have completed.

The Ethics Commission, in collaboration with Human Resources and Communications, has created a new course that can be completed in less than 90 minutes. This course is required for all new County employees and will serve as a refresher course for current employees.

Current employees can log onto to any computer and link to <http://ethics.miamidade.gov/training-county-employee-ethics.asp> to access the new course. **Current employees must do so before May 31, 2022. New employees are required to view the new course within 90 days of their hiring.** Classroom sessions will be offered for those employees who do not have computer access.

The Human Resources Department will follow up with all departments to ensure compliance. For additional information, please contact Andrew Mullings, Employee Development Manager in Human Resources, at mully@miamidade.gov.

c: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners
Honorable Harvey Ruvin, Clerk of the Courts
Honorable Pedro J. Garcia, Property Appraiser
Geri Bonzon-Keenan, County Attorney
Gerald Sanchez, First Assistant County Attorney
Jess McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff
Arleene Cuellar, Director, Human Resources Department
Jose J. Arrojo, Executive Director, Commission on Ethics
Felix Jimenez, Inspector General, Office of the Inspector General
Department Personnel Representatives