

# LOUISIANA ETHICS LIAISONS AND TRAINERS



Louisiana Board of Ethics  
Training & Development  
Code of Governmental Ethics  
Support

Promoting Our State's Ethical Standards



The Board of Ethics provides training for more than 230,000 public servants each year. This group includes state and local government employees, elected officials, appointed leaders, board members, commission members, contractors, and volunteers.

## What is an Ethics Education Liaison?

ETHICS EDUCATION LIAISONS PERFORM A VITAL PUBLIC SERVICE

By Louisiana law, all state agencies and local government units, including special districts authorized by law to perform governmental functions, must designate at least one person from their agency or unit to assist the Board of Ethics. These individuals must be designated by the head of their agency. Designees serve as the contact person for the Board and help distribute communications from the Board of Ethics to their agency's employees and volunteers. Local government designees are called "agents" and meet the requirements of Louisiana Revised Statutes 42:1170(C)(4) .

Many local governments also choose to have their designees *assist in training*. These training assistants are called "**Ethics Education Liaisons**." They are conscientious public servants who help their agencies remain in compliance with the state's training requirements under the Louisiana Code of Governmental Ethics.

## The Board of Ethics at Work

WITH THE ASSISTANCE OF ETHICS EDUCATION LIAISONS, THE BOARD PROVIDES ANNUAL TRAINING IN ETHICS FOR MORE THAN 230,000 PUBLIC SERVANTS.

As stated in Louisiana's 1974 Constitution (Article 3, Section 9), "Legislative office is a public trust, and every effort to realize personal gain through official conduct is a violation of that trust." The Louisiana legislature established then that its body must "enact a code of ethics prohibiting conflict between public duty and private interest of members of the legislature." Eventually the mandate to adhere to a Code of Governmental Ethics was extended to all public servants in the state. One of the primary functions of the Board of Ethics is to administer and enforce provisions under Louisiana's Code of Governmental Ethics.

The Ethics for Public Servants course was created to help fulfill the state requirement that all public servants must be educated on the Code of Governmental Ethics.

## Liaison-Related Statutes

### STATE AGENCIES

Each agency head of a state agency shall designate at least one person who shall, with the assistance of the board, provide all public servants of that agency information and instruction relative to ethics and conflict of interest concerning the Code of Governmental Ethics.

[Louisiana Revised Statutes 42:1170(C)(1)]

### EXECUTIVE BRANCH AGENCIES

The agency head of each department in the executive branch of state government shall select at least one person licensed to practice law in the state to be a designee who works with the Board of Ethics. [Louisiana Revised Statutes R.S. 42:1170(C)(3)]

### LOCAL GOVERNMENTS

Each political subdivision (includes special districts and various boards) shall designate at least one person who shall, with the assistance of the board (of Ethics), provide information, notices, and updates to employees and officials of the political subdivision and assist the board in any way necessary to fulfill the requirements set out under the education mandate. [Louisiana Revised Statutes 42:1170(C)(4)]



### ETHICS EDUCATION LIAISONS ARE VITAL TO THE BOARD

Such a huge undertaking to promote ethics in government throughout the state and to train all public servants can only be accomplished if all agencies of the state as well as parish, town, and city governments cooperate. With this need in mind, the Board of Ethics developed the Ethics Education Liaisons Program. Liaisons help coordinate and facilitate the joint effort of all governmental bodies and administrations to instruct public servants in the principles and laws of the Louisiana Code of Governmental Ethics.

This educational mission is so critical that some agencies have multiple liaisons to make sure that their employees do not fall behind in ethics training. In addition, the Board of Ethics certifies private citizens to conduct Ethics Training throughout the state. These individuals are called Certified Ethics Trainers.

### What do Ethics Education Liaisons Do?

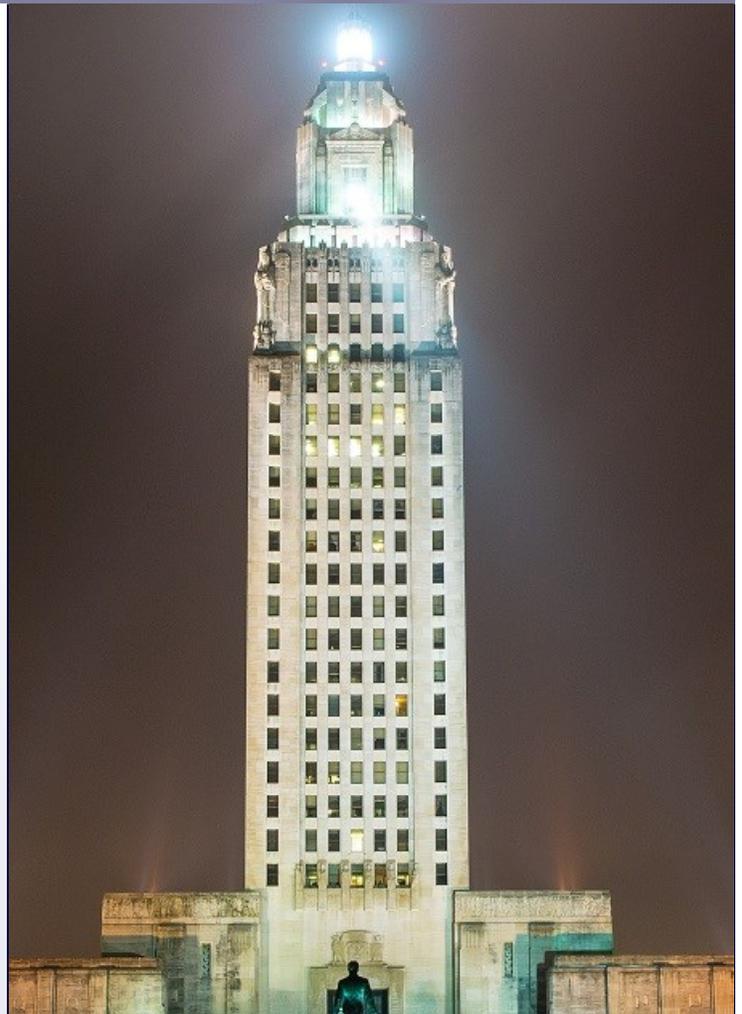
After potential liaisons obtain the required two hours of live training for liaisons and submit confirmation that the head of their agency has designated them as an agency liaison, the Board of Ethics approves the designee to assist with training. Approved education liaisons then have the ability to set training dates for public servants, take and verify attendance at the trainings they proctor, and generate completion certificates for public servants who have taken training through them. They have other duties as well.



## Ethics education liaisons may also do the following:

- Ensure that their agency's employees or elected officials and appointed board members are aware that everyone must take public servants training.
- Ensure that their agency's employees or elected officials and appointed board members have ample opportunities to take training throughout the year. (This training may be completed via the Internet, via proctored DVD, or through live training seminars conducted by a Certified Ethics Trainer or Board of Ethics attorney.)
- Distribute announcements and Code updates from the Board of Ethics to public servants at their agency.
- Plan and coordinate live training seminars hosted by their agency but conducted by a Board of Ethics attorney.

When liaisons perform these duties, they help make Louisiana government better and help their agencies and co-workers avoid ethics violations. This is a genuine service. Public servants who knowingly or inadvertently commit ethics violations face potential penalties, such as fines up to \$10,000.



Louisiana Board of Ethics

Does your agency need  
to designate an ethics  
liaison?

Contact the Board of Ethics for more information.

Ethics.Training@LA.gov

LOUISIANA BOARD OF ETHICS

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