

United States Senate

SELECT COMMITTEE ON ETHICS
HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

MEMORANDUM

To: Senate Personnel
From: Rob Walker, Chief Counsel, Senate Select Committee on Ethics
Kenyon Brown, Senior Counsel, Director of Training/Education for the Senate Select Committee on Ethics
Date: November 28, 2007
Re: Summary of Implementation of Mandatory Ethics Training

- All current Members, Officers and Senate staff must complete mandatory training by 2/25/08. The Committee currently plans to begin this training the week of December 3, 2007.
- In coordination with the Senate Office of Education and Training, Committee staff has scheduled regular live training sessions *at least* twice each week through 2/25/08. At the beginning of the process one of these live sessions will be videoed. State staff (and DC staff, if they choose) may fulfill the training requirement by viewing this video, either on the Committee's Senate intranet Web site (when posted) or through a DVD copy provided by the Senate Office of Training and Education.
- Member training sessions will also be arranged early in the New Year, likely in connection with the regularly scheduled policy committee/caucus luncheons. Group training sessions (for the majority and minority) will also be arranged for Chief of Staffs and Administrative Directors/Chief Clerks. Members, Chief of Staffs and Administrative Directors/Chief Clerks also have the option of attending a general live training session or of viewing a DVD of such a training session or an intranet presentation of such a training session.
- The Committee needs to be able to validate that all Senate personnel have met this training mandate. To this end, each Senate office [Member personal office, Committee office (majority and minority), Leadership office, Officer office (e.g. Secretary of the Senate, Sergeant at Arms), and all other Senate offices] will appoint an "Ethics Certification Officer" ("ECO"). The employing/supervising Member/Officer will sign a form designating and providing contact information on the ECO for that office; this form would be filed with the Committee early in the mandatory training process. (See attached copy of the "Ethics Certification Officer – Designation Form.")
- When each current Senate Member, Officer or employee (and each other individual currently providing services to the Senate, that is, fellows, detailees, and employees) has

completed the Committee's mandatory training, he or she will complete and sign an "Individual Certification of Completion of Ethics Training Requirement" form (see attached copy of form) and will provide that signed form to the relevant Ethics Certification Officer (Members will provide their form to the ECO for their personal office).

- If Senate personnel obtain ethics training through watching a DVD/intranet presentation of a training session, the ECO, State or Regional Director, or equivalent supervisor, may verify their training.
- Not later than 2/25/08, when all personnel in a Senate office (including the employing Member or Officer and including all personnel in all state offices) have completed the mandatory training provided by the Committee and have provided their "Individual Certification" forms to the relevant Ethics Certification Officer, the ECO for each office shall provide to the Ethics Committee copies of all "Individual Certification" forms for that office along with a form to be filed with the Committee, signed by the ECO, stating and certifying that all personnel in that office have completed the mandatory ethics training. (Form to be published by Committee.)
- All employees of the Senate who begin their employment with or services for a Senate office **after** the date on which the ECO for that office has certified to the Committee (through the form discussed immediately above) that current personnel have completed the mandatory training – **must**, within 60 days of beginning their Senate service, attend or view the mandatory Ethics Training session or video and must provide a signed "Individual Certification" form to that effect to the relevant ECO.
- Beginning in September 2008, **twice a year** the ECO for each office will submit a "New Senate Personnel - Ethics Training Certification Form" (Form to be published by Committee) certifying that all personnel who began their employment with that office in the preceding six month period attended or viewed mandatory ethics training within 60 days of beginning their Senate employment. A report covering the period of January 1st through June 30th will be required by September 15th of each year (the first such report due September 15, 2008); a report covering the period of July 1st through December 31st of each year will be required by March 15th of each year (the first such report due on March 15, 2009). The ECO will include with the "New Senate Personnel - Ethics Training Certification Form," a list of the names of all employees who began employment in the preceding six month period, the date each named person started their Senate service and the date each named person completed ethics training; the ECO will also include copies of each named person's "Individual Ethics Certification Form."