Plumas County Office of Risk Management

1446 East Main St. Quincy CA 95971

Travis Goings
Director of Risk
Management and OES

Main Line: (530) 283-6315
Email: RiskManagement@countyofplumas.com

REQUIRED TRAININGS FOR PLUMAS COUNTY EMPLOYEES
These trainings are be completed on the job and not on your own time.

ONLINE DEFENSIVE DRIVING TRAINING

1. Click this link: https://learning-dgs.csod.com/login/render.aspx?id=orim
2. If this is the first time you are taking the Online Defensive Driving Training, click "Don't have an account? Click Here".
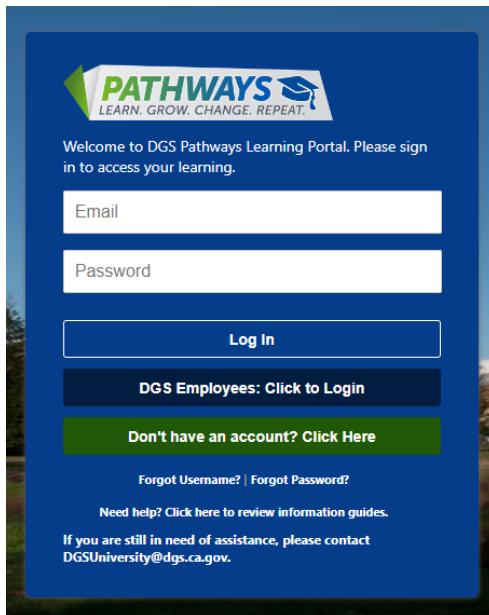
If you've already taken the course, enter your credentials or click "Forgot Username or Forgot Password". (skip to step 7)

3. Fill in the required information. **Use your county email address**. From the "Department Name" drop-down menu, choose the department that closely represents your current department.
4. Under "Entity" choose "City/County"
5. Click on the email link sent from noreplyPathways@dgs.ca.gov to activate your account. Click "Log In" after you've verified your account.
6. Enter the credentials you just set up and log in.
7. From the DGS Pathways homepage, click on the "Click Here, Defensive Driver Training" image:

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8. Click "Open Curriculum" to start the course:

9. Proceed through the Defensive Driving video.
10. Upon completion of this course, the training will be recorded on your transcript and a certificate will be available for download.
11. Print an e-copy of the certificate and submit to HumanResources@countyofplumas.com (for personnel file) and RiskManagement@countyofplumas.com (for compliance and LSTP tracking).

   *You will also need to keep a copy for your records for potential travel reimbursements submitted to the Auditor's office, see the Plumas County Travel Policy.

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ONLINE SEXUAL HARASSMENT PREVENTION*

For extra help and seasonal employee who work 6 months or less this is to be completed 30 days after the date of hire or before reaching 100 hours worked, whichever occurs first.

1. Go to: https://www.dfeh.ca.gov/shpt/
2. Scroll to the bottom of the screen and click "Continue".
1. Choose your preferred language.
2. Choose "**Nonsupervisory**" or "**Supervisory**"
3. Print an e-copy of the certificate and submit to HumanResources@countyofplumas.com (for personnel file) and RiskManagement@countyofplumas.com (for compliance and LSTP tracking)**.**

FEMA IS-100 & IS-700 REQUIRED TRAININGS
Government Code Section 3100-3109, all California city, county, or state agency or public district employee, you may be called upon as a disaster service worker in the event of an emergency.

1. First you will need to go to https://cdp.dhs.gov/femasid/register, to create a FEMA Student Identification Number Account. You will register with your **county email**; however, we do recommend using your personnel email as the alternative. This is because FEMA is switching to Login.gov secure login service. And if you leave Plumas County it will allow you to access your FEMA transcript and access your certificates, if you continue public service with another City, County, State or Federal agency.
2. Once you have registered, go to https://training.fema.gov/is/crslist.aspx?lang=en&all=true.
3. You will scroll down to IS-100 and click on the link. Once you're on the IS-100 course page, click on "Interactive Web Based Course". Proceed through the course and once completed go back to the IS-100 course page, click on "Take Final Exam".
4. This will prompt you to create a Login.gov account, to access your student account, your login.gov personal information, and **one verified login.gov email address** must match your FEMA SID profile.
5. Once you create your Login.gov account, you can take the test.
6. Once you have passed the test, you will receive an email that you have passed and can access your certificate through your student portal: https://training.fema.gov/student/sssp.aspx.
7. You will repeat this process for the IS-700.
8. Once you have completed your IS-100 and/or IS-700 please email copies to OESPC@countyofplumas.com (for disaster service workers tracking), RiskManagement@countyofplumas.com (for compliance and LSTP tracking), and HumanResources@countyofplumas.com (for personnel file).

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AB 1234 ETHICS TRAINING*

This training is for Department Heads and Elected Officials only. Must be completed every other year.

1. Go to: https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html
2. Scroll down to "For Local Officials", click the highlighted link "Local Officials Ethics Training Course".
3. When you arrive at the login screen you will need to create an account using your Plumas County email address. (skip to step 5 if you have an account)

4. After clicking "Create Account" you will be prompted to enter your first name, last name and agency.
5. Once logged in you will be given the course introduction and can begin taking the course.
6. Once you complete the course, email a copy of your certificate of completion to RiskManagement@countyofplumas.com (for compliance and LSTP tracking) and HumanResources@countyofplumas.com (for personnel file).