



Plumas County Office of Risk Management

1446 East Main St. Quincy CA 95971

Travis Goings
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Main Line: (530) 283-6315
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REQUIRED TRAININGS FOR PLUMAS COUNTY EMPLOYEES

****These trainings are to 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".

A screenshot of the DGS Pathways Learning Portal login page. The page has a blue background with a white login form. At the top, there is a logo for "PATHWAYS" with the tagline "LEARN. GROW. CHANGE. REPEAT." and a graduation cap icon. Below the logo, the text reads "Welcome to DGS Pathways Learning Portal. Please sign in to access your learning." The login form includes two input fields: "Email" and "Password". Below these fields is a "Log In" button. There are also two buttons: "DGS Employees: Click to Login" and "Don't have an account? Click Here". At the bottom, there are links for "Forgot Username? | Forgot Password?" and "Need help? Click here to review information guides." and a contact email "DGSUniversity@dgs.ca.gov".

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.**
4. From the "Department Name" drop-down menu, choose the department that closely represents your current department.
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:

A screenshot of the DGS PATHWAYS website. The header is dark blue with the "DGS PATHWAYS" logo and a graduation cap icon. Below the header, the page title is "CURRICULUM Defensive Driver Training". Underneath, it says "Last Updated 11/20/2023 Duration 1 hour". A "Details" section follows, containing a paragraph about the course. To the right, there is a sidebar with a "CURRICULUM" section that lists "Defensive Driver Training" and has an "In Progress" status. At the bottom of this sidebar, the "Open Curriculum" button is circled in red.

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)

A screenshot of a web browser showing the "AB 1234 Local Ethics Training" page. The page has a red header with the text "Account Creation & Login" and a "Help" link. Below the header, there is a "Login" section with a note: "This site is for local officials only. For state officials, please visit the Attorney General's website at agg.ca.gov/ethics/". It includes input fields for "E-mail Address:" and "Password:", a "Log In" button, and a link for "Forgot Your Password? Click here to go to the Password Request Page". Below this is a "Create a New Account" section with input fields for "E-mail Address:", "Password:", and "Confirm Password:", and a "Create Account" button. At the bottom, there are links for "Fair Political Practices Commission Website", "AB1234 Local Ethics Training", and "State of California Department of Justice - Office of Attorney General Ethics Training".

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).