



Office of Human Resources

Policy Memorandum 16

Date: August 6, 2014

Prevention of Sexual Harassment Training

Senate Concurrent Resolution 107 requires all state employees to take one hour of education and training on the prevention of sexual harassment each year.

Training is available online through the Department of Civil Service CPTP at <https://leo.doa.louisiana.gov/irj/portal>. Employees' user ID is the identification number assigned by the Department of Civil Service.

Employees must sign in to the LEO portal and select "Preventing Sexual Harassment" which can be found on the portal under *Frequently Booked Courses* in the left panel of the portal.

For help in accessing the LEO portal and to get their identification number, employees may contact the CPTP coordinator in the Office of Human Resources.