



REMEDIAL TRAINING

INDEX CODE: 806
EFFECTIVE DATE: 07-01-07

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I. POLICY

The department encourages remedial training as a means of improving employee productivity and effectiveness through positive and constructive methods. Training is a component of the department's formal disciplinary process. Supervisors must monitor employee productivity and conduct, and are responsible for identifying those cases where failure to perform according to established standards and policies is due to a need for retraining, instead of formal disciplinary action.

II. PROCEDURES

A. Whenever possible, the supervisor is encouraged to conduct the retraining personally. However, retraining requiring technical knowledge should be coordinated with the Training Academy. Supervisors who identify subordinates who are in need of additional specialized training (firearms use, pursuit driving, reporting, interpersonal skills, etc.) will request retraining from the Training Academy to obtain training support from academy resources.

B. Supervisors may recommend remedial training of employees as a result of job performance, evaluations, inspections, or participation in a training program. If a supervisor feels that a member of this department would benefit from remedial training, the supervisor will forward a written request for remedial training, including details of the problem to be worked on, to the commander of the Training Academy.

C. If a severe performance deficiency is detected by the Staff Inspections Section, a recommendation for remedial training will be included in the inspection report. The Chief of Police will authorize or deny the recommendation during the review of the inspection report.

D. The results of the remedial training course will be documented in the employee's training folder. The fact that the employee has undergone remedial training may be mentioned in future documentation of unacceptable job performance in the specific area in which remedial training was offered.

E. If an employee refuses or fails to attend a remedial training program after being required to do so, he or she will be subject to disciplinary action.

III. RELATED DIRECTIVE

This policy is related to Index Code 303.4. Supervisors should review IC 303.4 prior to requesting remedial training from the Academy.

IV. PROPONENT UNIT: Training Academy

V. CANCELLATION: This directive cancels Article 8, Section 8.9. Prior date: 03-30-94.