



# REMEDIAL TRAINING

**INDEX CODE: 806**  
**EFFECTIVE DATE: 02-03-23**

---

## Contents:

- I. Policy
- II. Procedures
- III. Related Directive
- IV. Proponent Unit
- V. Cancellation

### **I. POLICY**

The department encourages remedial training as a means of improving employee productivity and effectiveness through positive and constructive methods. Supervisors may recommend remedial training of employees as a result of job performance, evaluations, inspections, or participation in a training program. Training can also be 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, as soon as possible after the deficiency is discovered. However, retraining requiring technical knowledge should be coordinated with the Training Division. Supervisors who identify subordinates who are in need of additional specialized training (firearms use, pursuit driving, reporting, interpersonal skills, etc.) will request retraining, via an inter-office correspondence, from the Training Division within three (3) working days of the identified deficiency, to obtain training support and resources. The inter-office will ***be addressed to the Training Division Commander, through the supervisor's chain of command, and will*** include details of the deficiency to be worked on and any prior retraining that was completed. When a supervisor deems remedial training for an employee is the appropriate corrective action to be initiated for minor infractions of procedures or policies, and that supervisor conducts the remedial training, that supervisor will document that retraining on the Supervisor's Record of Employee Counseling form. If more specialized training is required from the Training Division, the supervisor will also complete an inter-office memorandum requesting remedial training as described above. The Training Division will schedule retraining as soon as possible after any requests.

B. If an employee fails to qualify with their issued firearm per the annual mandate, the Firearms Supervisor may require the employee to enter the Firearm Remedial Training Program, requiring the employee to demonstrate firearms proficiency, at minimum, every three (3) months for a twelve (12) month period.

C. Employees who are returning to patrol assignments after an extensive assignment in a specialized unit, may request, or be required to attend remedial training related to patrol functions (example, report writing, traffic enforcement, DUI detection and arrest procedures, etc.)

D. 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.

Index Code: 806  
Effective Date: 02-03-23

---

E. 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.

F. 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 Training Division.

**IV. PROPONENT UNIT:** Training Division

**V. CANCELLATION:** This directive cancels Index Code 806, dated ***04-13-21***.