

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	<small>Reference Number</small> <b>TRA-015</b>
	<small>Subject</small> <b>Attendance Requirements for Department Training Programs</b>	
	<small>Special Instructions</small> <b>Replaces TRA-015 dated October 1, 2018</b>	<small>Effective Date</small> <b>August 18, 2023</b>

**I. PURPOSE**

Establish guidelines to ensure attendance, remediation requirements, and testing procedures for all Department training programs.

**II. POLICY**

Training which requires certification/recertification and is requested or developed by the Training Division for Department personnel shall require attendance, remedial training when necessary and written testing when required.

**III. PROCEDURE**

**A. Attendance at training programs**

1. Beginning August 20<sup>th</sup>, 2018, all Department training shall be built, scheduled, facilitated, and documented using ACADIS. ACADIS shall now serve as the official training record for all Department related training.
2. Department personnel who receive training orders or official notification of assignment to attend a training program are expected to attend the program in its entirety, making every effort to plan in advance for and eliminate potential schedule conflicts.
3. Employees may request their applicable Division, Section, or District Commander to excuse them from all or part of a training program if the employee receives an unexpected court subpoena, if the employee becomes ill, if an emergency arises in the employee’s family or if other unavoidable circumstances arise which would interfere with the employee’s attendance.
4. Commanders are responsible for notifying the Training Division of their personnel who have been granted permission to be absent from the assigned training. Commanders shall work with the Training Division to reschedule the employee for future training and ensure all training records are accurate in ACADIS.

**B. Training programs requiring testing.**

1. Training programs conducted by the Department shall use competency-based tests whenever applicable which measure the participant’s knowledge of and ability to use job-related skills.
2. All written tests require a passing score of 70% or greater unless otherwise designated.

3. Participants must demonstrate the appropriate skills learned in the training program in order to receive a passing grade.

Example: A student may demonstrate all the proper techniques and skills in control tactics training but lack the level of power displayed by some other students. The appropriate skills have nonetheless been demonstrated.

### **C. Remedial training requirements.**

1. The Department shall provide remedial training:

- a. Whenever an employee scores below the minimum passing grade on a written test;
- b. Whenever an employee has not demonstrated the skills necessary to satisfactorily complete the tasks associated with the applicable training program; or
- c. Upon a Commander's recommendation, after the Commander has witnessed or reviewed an incident in which questions arise regarding the employee's ability to properly apply Department trained techniques.

2. When the need for remedial training has been identified, the Department shall implement the following guidelines:

- a. Remedial training shall be provided to the employee within five working days after the failure to pass. The training shall occur unless the instructor's schedule is such that remediation of one student would adversely affect other Department training programs. If a schedule conflict occurs, remedial training shall be accomplished at the earliest possible availability of the instructor(s).
- b. An employee scheduled for remedial training must participate in and successfully complete the remedial training. The employee's supervisor shall make note in the employee's performance appraisal report, or observation guides, the employee was required to participate in remedial training.
- c. Employees must pass the appropriate written test(s) and/or satisfactorily demonstrate the necessary skill(s) in remediation training. An employee who fails to successfully complete the remediation training may, at the discretion of the Commander of the Training Division, be required to receive additional remediation training or complete the entire training program again, when it is offered.
- d. If, after remedial training the employee is still unable to pass the applicable test(s) or demonstrate the necessary skill(s), the employee's Commander shall immediately notify the Commander of the Training Division, through channels, for corrective action.
- e. The instructor(s) conducting the remediation shall document all remediated content, observations, instructors present and any additional applicable information. The remediation documentation shall be forwarded to the Training Division Commander within five (5) days for inclusion into the employee's Acadis training records.

D. This remedial training as outlined does not apply to firearms training. Remediation for firearms is outlined in the Firearms Manual.

E. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.