



Policy and Procedure

Policy Number

4.08

Chapter Training

Article Remedial Training

Authorized By:

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PURPOSE

To establish the procedures for remedial training within the Department.

POLICY

It is the policy of the Department to maintain competent and trained employees to perform their job duties at or above established standards. The Department will provide remedial training whenever an employee's performance is below established standards.

DEFINITIONS

Remedial training is a course of instruction designed to bring an employee into compliance with established Department standards and requirements for skills in firearms, defensive tactics, and driving.

A **required test** for the purposes of this policy include any Department-defined standard for qualifications, written or physical tests, timed events, or other demonstrated proficiencies.

GENERAL GUIDELINES

An employee may be required to attend remedial training for two reasons: <CALEA 33.1.5> <CALEA 4.3.3 c >

1. an identified performance deficiency during the course of the employee's assigned duties observed by a training instructor or supervisor
2. failing to satisfactorily complete required tests for firearms (pistol or rifle), Loveland Defensive Tactics (including less-lethal weapons (LLM) instruction), or police driving

Remedial training as a result of the Department's Field Training and Evaluation Program (FTEP) or Communications Training Officer (CTO) training programs will be handled according to those policies.

An employee who realizes that he or she has a deficiency may request remedial training through his/her chain of command.

The training instructor or supervisor who identifies the need for remedial training will notify the training sergeant to coordinate the course of remedial training. If during any required testing an instructor(s) becomes aware of any employee with a physical limitation that prevents successful completion of the remedial training, the instructor(s) will provide detailed written documentation to the Training sergeant outlining the deficiencies.

The training sergeant will coordinate these cases with the police personnel administrative technician. Employees who fail to complete or participate in any remedial training program may be subject to disciplinary action.

The training sergeant will coordinate and schedule the appropriate training to address the identified deficiency. If the remedial training is an identified performance deficiency during the course of the



employee's assigned duties and the training is conducted by Department instructors, it must be completed within thirty (30) days. If the training is conducted by non-Department personnel, it must be completed as soon as possible but no later than one hundred eighty (180) days from the notification. The training sergeant will keep the Division Assistant Chief and the employee's immediate supervisor apprised of the employee's status. An extension beyond the 30 or 180-day requirement may be granted by the Division Assistant Chief

Remedial Training for Required Tests

Officers and CSOs who fail to successfully complete required testing during firearms, driving, or LDT shall receive written notification. The employee will be given a 10-day period to successfully complete required testing. The training instructor will also notify the training sergeant who will notify all supervisors in the officer's chain of command.

- **Firearms Remedial for Handgun** – The remedial training will consist of up to 8 hours of training with as many required testing attempts as needed during that period.
- **Loveland Defensive Tactics Remedial** – The remedial training will consist of one additional two-hour block to include as many required testing attempts as needed during the two-hour block.
- **Law Enforcement Driving Remedial** – The remedial training will consist of one additional four-hour block to include as many required testing attempts as needed during the four-hour block.

Officers not able to successfully complete required testing during the 10-day period may be subject to discipline under the City's Administrative Regulations. Officers will be placed on leave with pay pending review by the Department and Human Resources because the officer is unable to successfully perform one of the essential functions of the job. If the failure to successfully complete required testing is due to a physical or mental issue, the trainer will notify the training sergeant. The training sergeant will contact HR for further action.

Remedial for Weapons Systems other than Handgun

If an officer has failed to successfully complete required testing for rifle, chemical spray, Taser or any shared LLM systems, the lead instructor of that discipline or designee will coordinate efforts with the training sergeant and the affected officer to provide appropriate remedial training. The training may include exploring similar, alternate weapons systems, attending a full introductory class, or other appropriate means. The instructor for the remediation will report any continued failure to successfully complete required testing to the training sergeant for further review and action.

Documentation of Remedial Training Provided <CALEA 33.1.5>

The training instructor for the relevant skill will provide a memo to the training sergeant outlining the remedial training provided and the outcome of the testing attempts. The memo will be placed in the employee's performance file and a copy of the memo will be provided to the employee's direct supervisor.

