

<b>Accreditation Standards:</b> <b>33.1.5; CFA 10.04</b>  <b>Revisions: 08/97; 10/07; 02/15</b>  <b>References:</b>	<b>University of Florida Police Department</b>    <b>Department Standards Directive</b>	<b>Responsibility: Training</b>  <b>Pages: 04</b>  <b>Attachments: None</b>
<b>TITLE: REMEDIAL TRAINING</b>		

### **3300 Remedial Training**

**3300.1 Purpose.** The purpose of this directive is to delineate and define responsibilities and procedures as they apply to identifying and providing remedial training.

**3300.2 Discussion.** Traditionally, remedial training has meant sending the employee to specific classes in the subject area within which he/she is having difficulty. Remedial training may be simply practice by the employee, with supervision or orders to rewrite a report.

In whatever form it appears, remedial training should be identified and handled as a genuine training opportunity. Documentation as to what strategies were used and the results of the remedial training should be kept by the agency.

Criteria should be established that identifies candidates for remedial training. Timetables for remedial training should be established to give the employee a time goal to reach during the training. Remedial training shall not exceed two weeks unless an extension is approved by the Chief.

The Department should attempt to retain and motivate those employees whose skills and knowledge levels have declined. This should be a continuous process. Learning proceeds best when the employee is motivated to learn and it should be the responsibility of each supervisor to train his/her subordinates by the most effective methods available. The employee should also know the consequences of non-participation or failure to successfully complete a remedial training course. Remedial training strategies should be structured to the individual trainee.

**3300.3 Policy.** It shall be the policy of the Department to provide needed remedial training to trainees and employees, in order to update and improve the skills and knowledge required to perform the tasks assigned.

#### **3300.4 Procedure.**

**A.** Remedial training shall be provided to employees when their task effectiveness has been determined to be less than acceptable.

**1.** Remedial training shall be conducted or coordinated by the Training Division.

**a.** All remedial training records will be maintained by the Training Division.

**b.** The Training Division shall document remedial training in the individual's training file.

**2.** Remedial training that is conducted in conjunction with the Department's Field Training & Evaluation Program shall be documented in compliance with standards directive 3500.

**3.** Remedial training will be provided under the following circumstances:

**a.** When the employee personally requests in writing, via the chain of command, remedial training in a specific area(s) where there is a perceived problem in performance or behavior.

**b.** When suggested or formally requested by the employee's supervisor:

**(1)** The supervisor may suggest that the employee apply for remedial training.

**(2)** The supervisor may conduct his/her own remedial training.

**(3)** The supervisor may make a formal request, via the chain of command.

**c.** When a written performance evaluation or behavior identifies deficiencies, the employee or supervisor may request remedial training in areas that are deemed as unsatisfactory.

**d.** When an employee fails to demonstrate proficiency during an in-service training event. An officer failing to demonstrate proficiency with a weapon shall not return to duty with that weapon until such time as proficiency is demonstrated and documented. Only officers demonstrating proficiency in the use of agency-authorized weapons shall be approved to carry such weapons.

**4.** Adequate time to complete the training and exhibit improvement shall be allotted.

**a.** Prior to training, goals, objectives, and time allotted shall be specified in writing.

**b.** Those employees who do not show improvement in the allotted time may be subject to disciplinary action.

**5.** Remedial training will not be used to improve skills or knowledge outside of the employee's normal duties.

**B.** When requested, remedial training will be conducted in response to those specific areas in which the employee has received unsatisfactory ratings unless special circumstances exist.

**1.** Upon receipt of a request the Training Division will review all pertinent information and recommend remedial training strategies to the appropriate Division Commander.

**2.** The employee's Division Commander, in conjunction with the Training Division Commander, will ultimately decide what remedial strategy or strategies will be employed.

**3.** Strategies include, but are not limited to:

- a. Training courses offered by outside entities, i.e., Santa Fe Community College, Florida Department of Law Enforcement, Institute of Public Safety, or other independent facilities.
- b. Training courses offered by the Department's Training Division.
- c. Individual remedial training as detailed by the Training Division Commander, which may include, but not limited to, writing exercises, simulations, practical exercises, and/or lectures.

### **C. Results.**

1. If an employee fails to successfully complete the training program, the following strategies may apply:
  - a. Additional remedial training may be employed using alternate strategies.
  - b. Recommendations may be made to the Chief to reassign or reclassify the employee to a position that does not require use of the skills or knowledge in which the deficiency occurs.
  - c. Recommendations to terminate may be made to the Chief, if all remedial efforts are deemed to be unsuccessful.
2. Non-participation in required remedial training due to lack of motivation shall result in appropriate disciplinary action. Care shall be taken to insure that the employee is given every opportunity to participate in the training.

### **3300.5 Glossary.**

**Failure to Successfully Complete** - Training strategies that are attempted by the employee, but during evaluation the employee is found to still not possess minimum required skills or knowledge as prescribed in the lesson plan or individualized training strategy.

**Individualized Training Strategy** - A plan of training that is designed to address a specifically identified performance problem, normally agreed upon by the employee, the employee's supervisor, and training personnel.

**Non-Participation** - The employee does not attempt to complete, or does not complete required training class(es) or required remedial training strategies. Non-participation shall infer that the trainee does not want to participate in training, and therefore does not wish to improve skills or knowledge to acceptable levels.

**Remedial Training** - Training that is provided by or required by an employee's supervisors, or is requested by the employee, to correct deficiencies in the employee's work product or behavior.

**Approved:** \_\_\_\_\_

**Bart Knowles, Chief**

**Effective Date:** July 10, 2024