

**FREDERICK POLICE DEPARTMENT
GENERAL ORDER**

Section 17: Training and Proficiency

Order Number: 1720

Topic: REMEDIAL TRAINING

Issued by: Chief of Police

Approved: 12/03/19

Review: Annually, in December, by the Commander, Support Services Division

Supersedes: G.O. 1720 approved 03/01/05

.01 PURPOSE:

To specify the responsibilities of the Training Unit and field supervisors in remedial training concerns.

.02 CROSS-REF:

G.O. [1620](#), "Discipline"

G.O. [1701](#), "Training Programs"

G.O. [1704](#), "Field Training and Evaluation Program (FTEP)"

G.O. [1732](#), "Firearms Qualification"

Form TD- 028 Remedial Training Report

.03 DISCUSSION:

The department recognizes that attendance at and satisfactory completion of a prescribed training program is not an absolute assurance that the "trained" employee will perform satisfactorily. Participation in remedial training is **NOT** a disciplinary matter and, while it may be a part of a supervisor's recommendation for administrative action, will not be part of any recommendation for discipline.

.04 POLICY:

It is each supervisor's responsibility to determine the existing training needs of personnel under their supervision and to furnish, or recommend to the Training Unit, retraining when such action is warranted by an employee's inadequate performance. The Training Unit is designated as the Department's central training authority and is responsible for the coordination of all remedial training.

.05 DEFINITIONS:

REMEDIAL TRAINING - Instruction to correct an unacceptable skill level or behavior that has previously been taught.

.10 DETERMINING THE NEED FOR REMEDIAL TRAINING:

1. Many times a supervisor may be able to correct a performance deficiency immediately through regular supervisory techniques. There will be times, however, when longer, more focused individualized training will have to be utilized.
2. Prior to recommending remedial training or performing direct action to remediate an employee's training needs, the supervisor will make a reasonable effort to determine the extent of the performance inadequacy. This may be done by using the following criteria and any other appropriate information:
 - A. Review of the employee's prior performance evaluation reports;
 - B. By direct observation of the employee's performance and/or work product;
 - C. Through consultation with other Departmental staff; or,
 - D. By examination of reports pertinent to the employee's performance.
3. The criteria to be utilized in determining the need for remedial training will be a comparison of the employee's performance to the job standards established for the position.

4. Once it has been determined that an employee's inadequate performance is linked to a lack of required knowledge or skill, the supervisor will utilize the resources at his disposal to take the steps necessary to supply the missing knowledge or to develop the employee's skill. Should this effort not be successful, the Supervisor, in conjunction with the Division Commander, will contact the Commander of the Support Services Division to explore other methods that may be available to correct the identified deficiencies.

.20 SCHEDULING REMEDIAL TRAINING:

1. In the event that the supervisor is unable to retrain the employee utilizing his own resources, and it is believed that remedial training may be effective, the following actions will be taken:
 - A. The supervisor will notify, in writing, the Division Commander, a Deputy Chief of Police and the Chief of Police;
 - B. The Division Commander, the a Deputy Chief of Police or the Chief of Police at his/her discretion, may reassign the employee to the Training Unit for remedial training; and,
 - C. The Support Services Commander will notify, in writing, the Chief of Police of the unsatisfactory performance of any officer that cannot correct their inadequacy after all reasonable training avenues have been exhausted.
2. Performance inadequacies will be corrected at the earliest practicable opportunity. If a sworn officer's identified performance inadequacy presents a clear and present danger to the officer, the public, or the Department, the officer will be relieved of his police power and assigned to a non-operational capacity until remedial training can be completed.
3. The Training Unit will develop an outline and schedule for remedial training for the employee and will issue a Training Order directing the employee's attendance.

.30 REMEDIAL TRAINING ATTENDANCE AND COMPLETION:

1. Employees scheduled for remedial training sessions are required to attend. Willful nonattendance will result in disciplinary action.
2. The standards for remedial training will be established by the Training Unit.
3. Upon successful completion of the remedial training, the Training Unit will prepare and disseminate the remedial training report (form TD-028) to the officer's chain of command. A copy of this training report will be included in that officer's training file.

.35 ALTERNATIVES TO REMEDIAL TRAINING:

1. Although remedial training is a viable means of correcting some work-related deficiencies, the employee's inadequate performance. Other means may be utilized when judged more appropriate to the particular circumstances surrounding the inadequate performance such as:
 - A. Counseling;
 - B. Transfer;
 - C. Roll-call training/scenario's/outside training opportunities; or,
 - D. Disciplinary action.
2. Any such alternative course of action must follow appropriate established procedures.