


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> REMEDIAL TRAINING	<b>POLICY NUMBER</b> 26.05
		<b>ISSUE DATE</b> 01/15/08
		<b>REVISION DATE</b> 05/13/13
		<b>TOTAL PAGES</b> 3

**26.05.01      PURPOSE**

To provide guidelines for providing remedial training to Division personnel.

**26.05.02      POLICY**

It is the policy of the Florida Highway Patrol to use remedial training as a non-punitive action to correct deficient work performance. Remedial training is intended to enhance skills, knowledge, abilities, and to assist personnel in the accomplishment of a satisfactory level of performance.

**26.05.03      RESPONSIBILITIES**

- A. The Troop Training Coordinator is responsible for ensuring that recommended remedial training is offered within the established time frame and tracking all remedial training.
- B. The Training Academy is responsible for assisting in providing remedial training or recommending outside training courses that meet specific remedial training needs and maintaining remedial training files, as a part of the employee's training record.

**26.05.04      PROCEDURES**

- A. REFERRAL FOR REMEDIAL TRAINING
  - 1. Remedial training shall be required for personnel who are unable to achieve a level of proficiency in the following areas:
    - a. Failure to achieve performance standards during the Field Training and Evaluation Program. However, the total amount of Remedial Training Extension shall not exceed four weeks.
    - b. Failure to maintain at least an overall performance evaluation rating of 3.00.

- c. Failure to demonstrate minimum required proficiency on any Division weapon or equipment, to include the patrol vehicle.
  - d. When a determination is made by troop command personnel that an employee has demonstrated deficiencies in specific areas and remedial training would benefit the employee.
2. An employee may be referred for remedial training based upon:
  - a. Written notification to the member of a performance deficiency and/or completion of the Notification of Performance Form.
  - b. A complaint investigation.
  - c. Any incident that indicates a need for remedial training.
  - d. A request from the employee.
3. When a need for remedial training is identified, a supervisor will make a recommendation to the Troop Commander via the chain of command. The recommendation shall include the reason(s) for the recommendation and specify the general type of training being requested. The recommendation will be written in consultation with the Troop Training Coordinator.
4. The Troop Commander will review the recommendation and determine whether remedial training is the appropriate course of action.

## B. REMEDIAL TRAINING

1. Upon approval by the Troop Commander, remedial training must be completed within six months.
2. Remedial training may be provided through the Training Academy, the Troop Training Coordinator or an outside training school.
3. The employee must successfully complete the course, including any examinations or proficiency tests, to be considered to have fulfilled the remedial training requirement.
4. If an employee does not complete remedial training within six months, the Troop Commander will initiate an inquiry to determine the reasons for the failure to complete the training.
  - a. If it is determined that the failure to complete the training is the fault of the employee, the employee may be subject to

disciplinary action and may be placed on alternate duties until training is completed.

- b. If it is determined that the failure to complete the training is not the fault of the employee, the review will identify the specific reasons, make recommendations to prevent future failures, and ensure that the employee receives the remedial training as soon as possible.

## C. RECORDS

1. Upon a recommendation for remedial training, the Troop Training Coordinator will create a file for tracking the remedial training. The Troop Training Coordinator will ensure that all relevant documents are placed in the file as the documents become available.
2. The Troop Training Coordinator will track the employee's progress until the training has been successfully completed.
3. The file shall not be considered complete until it contains, at a minimum:
  - a. The initial recommendation.
  - b. Documentation of Troop Commander approval.
  - c. Lesson plan / curriculum of the course the employee attended.
  - d. Documentation that the employee successfully completed the training course.
4. Once complete, the original packet of the file shall be sent to the Training Academy within 30 days after the completion of the remedial training, for inclusion in the employee's training records.