PURPOSE:

The Sheriff's Office recognizes that attendance and satisfactory completion of a training program is not an absolute assurance an employee will perform satisfactorily in all aspects of duty and responsibilities. It is each supervisor's responsibility to detect inadequate work performance and retrain or recommend remedial training.

DETERMINING NEED FOR REMEDIAL TRAINING:

Prior to recommending remedial training, a supervisor makes a reasonable effort to determine the extent of the performance inadequacy. This is accomplished by:

- Reviewing performance appraisals.
- Direct observation of an employee's performance.
- Consulting with other staff.
- Examination of inspection reports relating to an employee's performance.

Once determining that an employee's inadequate performance is due to a lack of required knowledge or skill, a supervisor is to supply the missing knowledge or develop the employee's skill. The need for remedial training is based on a comparison of an employee's performance to the job standards established for his/her position. Employees performing below standard due to a lack of knowledge and/or skill are candidates for additional or remedial training.

PROCEDURES FOR FAIL/FAIL SCORE ON TRAINING:

When an employee has a fail/fail score on any test issued by the Sheriff's Office and is required to attend remedial training, except for those outlined in General Order 201 (Sheriff's Office Vehicle) and General Order 204 (Weapons Issue), the following action will be taken:

1st offense – Verbal Warning Report
2nd offense – Written Reprimand
3rd offense – 8-hour suspension
4th and subsequent offense – Discipline to be determined by the Sheriff

Violations within a 3-year period will be considered when determining the necessary action that will be taken. The employee's supervisor (lieutenant or above) will be notified in written form and verbally from the administer of the test. The employee's direct supervision is responsible for administering the above listed actions.

SCHEDULING REMEDIAL TRAINING:

When an employee's performance is determined inadequate, immediate correction is imperative so as to not expose the public to unnecessary danger or the Sheriff's Office to substantial liability. Supervisors are to either correct deficiencies or arrange with the Director of Training to supply the required remedial training. In cases of remedial training that require instructors from the Center of Advanced Training, supervisors are to notify the Director of Training within 7 days of identifying the unsatisfactory performance to schedule remedial training.

Remedial training will be conducted within 45 days.

Employees scheduled for remedial training sessions are required to attend. Willful non-attendance will result in disciplinary action.

REMEDIAL TRAINING ALTERNATIVES:

Remedial training is not the only means available for coping with an employee's inadequate performance. Transfer, demotion, and termination are alternatives to remedial training. Circumstances surrounding inadequate performance dictate whether remedial training or an alternative will resolve a performance issue.

Hobart Lewis, Sheriff