


<p><b>RABUN COUNTY SHERIFF'S OFFICE</b></p>  <p><b>General Order Number: 12.07</b></p>	<p><b>Date of Issue</b></p> <p><b>2/23/2016</b></p>	<p><b>Effective Date</b></p> <p><b>2/23/2016</b></p>	<p><b>Revision Date</b></p>
<p>Subject: <b>REMEDIAL TRAINING</b></p>			<p>Rescinds:</p>
<p>Index as: Remedial Training Training Unit</p>	<p>State Certification Standards: 6.15</p>		

**PURPOSE**

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding remedial training for employees.

**STATEMENT OF POLICY**

It shall be the policy of the Rabun County Sheriff's Office that any employee having difficulty with any program of instruction, at any level of training, and employees who demonstrate a lack of understanding in the application of departmental policy and procedures should be afforded the opportunity to receive remedial training in an effort to reach the level of performance necessary to effectively complete all assigned tasks and duties.

**DISCUSSION**

The use of remedial training can be an important means of correcting a lack of training or understanding of the way that an employee should be completing assigned duties or tasks. The assignment of an employee to remedial training should not be viewed as a punishment to the employee, but rather as a means of ensuring the employee has been afforded opportunities to receive instruction in improving job performance.

**DEFINITIONS**

**REMEDIAL TRAINING** — Personalized training to correct a specific deficiency, which is usually identified by testing or other evaluation during training or supervisory evaluation during routine job performance.

## I. GENERAL PROCEDURES

### A. Supervisor / Training Unit Input

1. Departmental Supervisors or members of the Training Unit should recognize the effectiveness of remedial training as a means to correct noted deficiencies in individual performance. The criteria to be used to determine whether remedial training is needed in one of these critical areas, if the employee displays:
  - a. A lack of job knowledge about his/her assigned duties;
  - b. A lack of skill to perform a specific task;
  - c. A lack of ability to accomplish what is desired;
  - d. A lack of understanding in the application of departmental policy and procedures; and/or
  - e. A self-generated interest in correcting a recognized job related deficiency.
2. The need for remedial training is normally identified by written testing, other training evaluations, or by personal observations by a supervisor.

### B. Employee Participation

1. **ONCE THE NEED FOR REMEDIAL TRAINING IS DETERMINED AND SCHEDULED, ATTENDANCE BY THE EMPLOYEE IS MANDATORY.**
2. An employee's willingness to participate in remedial training is indicative of a positive attitude toward self-improvement and a high degree of receptiveness to constructive criticism. If an employee is unwilling to participate in the directed remedial training, then the use of negative incentives may be appropriate.

### C. Time Frame For Remedial Training

1. Remedial training will be held as soon as practicable following the Supervisor(s) and/or members of the Training Unit determining that it is needed. The time frame for the remedial training may depend on the availability of instructor(s) able to teach the class or the availability of a scheduled course or class.
2. The remedial training will be designed to correct the identified deficiency.
3. Such training may be on a "one on one" basis, in a training class established by the Rabun County Sheriff's Office, or the requirement of the employee to attend a course or class elsewhere other than the Rabun County Sheriff's Office.

### D. Documentation

1. All remedial training will be documented by departmental memorandum that outlines the reason(s) the training was needed, the type of remedial training given to the employee, and the date(s) the training was given to the employee. A copy of all memorandums concerning the remedial training will be placed in the employee's training file, and forwarded up the officer's chain of command and the Training Division's chain of command.
2. The Supervisor or member of the Training Unit shall also generate a memorandum concerning the performance of the employee during the remedial training. Included in this memorandum will be

whether or not the employee satisfactorily completed the remedial training. A copy of this memorandum will also be placed in the employee's training file and forwarded up the officer's chain of command and the Training Division's chain of command.

E. Failure to Pass Remedial Training

1. Any deputy failing to meet the minimum required standards to pass a particular mandatory skill, shall be removed from current assignment until appropriate remedial measures can be taken;
2. Failure to properly complete remedial training will result in actions regarding the employee's status in their current assignment.

F. Remedial Firearms

- A. Remedial training will be provided for those deputies who fail to successfully fire a minimum qualifying score during qualification. Remedial training will be conducted as soon as possible after scheduled firearms qualification exercise.
- B. The deputy will undergo a minimum of two hours of training that may include classroom instruction along with actual firearms practice. Emphasis will be placed upon remedial instruction and practice with concentration in the deputies areas of weakness.
  - a. If the deputy qualifies on the remedial training day, he will be returned to line duty status.
  - b. If the deputy fails to qualify on the remedial training day, the deputy will remain assigned to a non-line duty function and shall report to work in civilian business attire and any county assigned vehicle will be turned in.
  - c. During the period of time that a deputy is unable to qualify with the firearm, the deputy will not be allowed to carry a weapon either on duty or off duty until such time as qualification has been achieved.
  - d. The deputy shall be prohibited from working any secondary employment that requires the deputy to function under the color of law until such time as they can successfully qualify with their firearm.
- C. Deputies that fail to qualify on the scheduled remedial training day will be considered incompetent to carry a firearm and may be subject to appropriate disciplinary actions.
  - a. The deputy may be placed on administrative leave without pay for a period not to exceed 15 days. This action must be approved by the Sheriff with an administrative hearing to be held within three days.
  - b. The deputy may practice independently or will be provided the opportunities to practice at the firing range during the 15 days but must furnish their ammunition. The deputy must coordinate the use of the range with the Training Director.
  - c. If the deputy attains two (2) consecutive qualifying scores during this time period, the deputy shall be returned to line duty status.
  - d. If the deputy fails to attain two (2) consecutive qualifying scores during the 15 days, the deputy may be subject to termination procedures or permanent reassignment, which may include a reduction in rank and/or pay.

- e. Any deputy failing to meet the above standards will, on the final attempt to qualify, relinquish all duty weapons and related equipment to the range deputy conducting the evaluation.



By Order of the Sheriff: **Chad K. Nichols**  
Sheriff, Rabun County